2015-16 public report form submitted by Revesby Workers' Club Ltd to the Workplace Gender Equality Agency
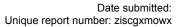
Organisation and contact details

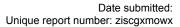|		
Organisation registration	**Legal name** **ABN** **ANZSIC**	**Revesby Workers' Club Ltd** **34000348121** **4530 Clubs (Hospitality)**
Organisation details	**Trading name/s** **ASX code (if relevant)** **Postal address** **Organisation phone number**	 **Locked Bag 300** **MILPERRA NSW 1891** **AUSTRALIA** **0287076905**
Reporting structure	**Number of employees covered in this report submission** **Other organisations reported on in this report**	**415**

Workplace profile
Manager

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
CEO/Head of Business in Australia	0	Full-time permanent	0	1	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Senior Managers	-1	Full-time permanent	7	7	14
		Full-time contract	0	0	0
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
Other managers	-2	Full-time permanent	9	7	16
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			17	15	32

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Professionals	Full-time permanent	5	0	0	0	0	0	5
	Full-time contract	0	1	0	0	0	0	1
	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Technicians and trade	Full-time permanent	3	13	0	0	0	0	16
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Community and personal service	Full-time permanent	7	0	0	0	0	0	7
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	27	2	0	0	0	0	29
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	7	2	0	0	0	0	9
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Sales	Full-time permanent	45	59	0	0	0	0	104
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	65	15	0	0	0	0	80

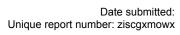| Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
	Part-time contract	0	0	0	0	0	0	0
	Casual	60	64	0	0	0	0	124
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Labourers	Full-time permanent	0	6	0	0	0	0	6
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Others	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		221	162	0	0	0	0	383

Reporting questionnaire

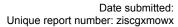Gender equality indicator 1: Gender composition of workforce

1   Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:

1.1   Recruitment?
☒ Yes (you can select policy and/or strategy options)
    ☒ Standalone policy
    ☐ Policy is contained within another policy
    ☐ Standalone strategy
    ☐ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.2   Retention?
☒ Yes (you can select policy and/or strategy options)
    ☐ Standalone policy
    ☐ Policy is contained within another policy
    ☐ Standalone strategy
    ☒ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.3   Performance management processes?
☒ Yes (you can select policy and/or strategy options)
    ☒ Standalone policy
    ☐ Policy is contained within another policy
    ☒ Standalone strategy
    ☐ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.4   Promotions?
☒ Yes (you can select policy and/or strategy options)
    ☒ Standalone policy
    ☐ Policy is contained within another policy
    ☒ Standalone strategy
    ☐ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.5   Talent identification/identification of high potentials?
☒ Yes (you can select policy and/or strategy options)

☐ Standalone policy
☐ Policy is contained within another policy
☐ Standalone strategy
☒ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.6   Succession planning?
☒ Yes (you can select policy and/or strategy options)
        ☐ Standalone policy
        ☐ Policy is contained within another policy
        ☐ Standalone strategy
        ☒ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.7   Training and development?
☒ Yes (you can select policy and/or strategy options)
        ☒ Standalone policy
        ☐ Policy is contained within another policy
        ☒ Standalone strategy
        ☐ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.8   Resignations?
☒ Yes (you can select policy and/or strategy options)
        ☐ Standalone policy
        ☐ Policy is contained within another policy
        ☐ Standalone strategy
        ☒ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.9   Key performance indicators for managers relating to gender equality?
☒ Yes (you can select policy and/or strategy options)
        ☐ Standalone policy
        ☐ Policy is contained within another policy
        ☐ Standalone strategy
        ☒ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.10   Gender equality overall?
☒ Yes (you can select policy and/or strategy options)

☒ Standalone policy
☐ Policy is contained within another policy
☒ Standalone strategy
☐ Strategy is contained within another strategy

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

1.11   You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:
Where referring to 'Immediate Family' within our Enterprise Agreement, 'same sex partner' and where legislation permits 'same sex partner is taken to include marriage'.

Our Enterprise Agreement has a provision for paid Domestic Violence Leave, paid Maternity/Paternity and Adoption Leave.

In 2015 our organisation commenced advertising roles with the following statement:
"As an employer, we are committed to an equitable and diversified workforce. We strongly encourage candidates from an Aboriginal or Torres Strait Islander background to apply for this role".

In late 2015 we introduced the 'Acknowledgement of Country' at all staff meetings, which also includes the underpinning meaning behind the acknowledgement.

Whilst not a formal policy at this stage, we have been celebrating National Reconciliation Week for the past two years, which includes the raising of both the Aboriginal and Torres Strait Islander flags for the week long duration. In 2016 we will be providing staff with a story-book timeline of our indigenous culture, their struggles and their successes, and the important part we all play in this. This approach is based on the 2016 NRW theme of 'Our History, Out Story, Our Future'. Our ongoing recognition and education to our staff has been fully endorsed by our Board of Directors and CEO, therefore we expect this to become standard practice.

We annually survey staff regarding EEO principles and Diversity covering. These surveys provide information on whether more communications or more focussed communications are required, and whether our policies, procedures and initiatives are working.

Questions include:
Do you believe that across our operations we recruit people based on their skills and not their gender?

Do you think promotions are based on skill and not gender?

Do you believe equal opportunities are given to both males/females wishing to transfer departments?

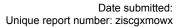Do you believe training is offered to both males/females equally?

Do you believe wages to both males and females are balanced?

Do you believe there is a balance of males and females in management roles?

What percentage % of female staff do you think make up our overall staff numbers?

Is English your second language?

What language do you speak at home?

Do you sometimes use a language other than English with customers?

Would you be prepared to use your first or second language with a customer, and be identified as being able to speak in this language?

Are you aware we have information on bullying and harassment located in folders throughout our venues, which are referred to as the 'Blue Ribbon Folder'?

Do you know where the Blue Ribbon Folder is located within your department?

If you do not know of the Blue Ribbon Folder or where it is located, who should you ask?

Did you know that we have our own Contact Officer that can assist with any staff concerns?

Who is your Contact Officer?

Employee Assistance Program (EAP)
Are you aware of the confidential EAP service available to staff?

Would you suggest the EAP service to another staff member if they were attempting to cope with intense and confused emotions (i.e. grief, anxiety, anger, fear, emptiness)?

If No, why?

We are a Breastfeeding-friendly Venue
If asked, would you know where to direct a patron if they requested a quiet room to breastfeed their child?

Are you aware of any other venues in the local area which are breastfeeding friendly?

In 2013 we introduce a 'Quiet Room'.
the main site of Revesby Workers' club has an all-purpose 'Quiet Room', that enables staff and patrons to breastfeed, pray or simply clear their mind and/or take an isolated rest break.

In 2011 we introduced a 'Contact Officer' portfolio, which is in addition to our Employee Access Program (EAP), and one in which would eventually be supported by another portfolio 'Workplace Diversity Coordinator'.

The role of our Contact Officer is to offer an alternative first point of contact for staff wanting to speak to someone informally that can explain their choices in addressing a concern.

Our EAP program provides employees with solution based counselling that is paid by Revesby Workers'. Our employees and their immediate family members have access to the program, which is free and confidential. It is a short-term, solution focussed approach to help our people with their overall wellbeing, whether work-related or not. We have now had our EAP program in place for over seven (7) years, and will continue to for the foreseeable future.

Our Workplace Diversity Coordinator portfolio involves recognising the value of individual differences and managing them in the workplace.
In this context diversity covers gender, age, language, ethnicity, cultural background, sexual orientation, religious beliefs and family responsibilities.
This portfolio is an important aspect of both our business and Employee Value Proposition (EVP), as it:
Articulates how diversity can enhance our business;
Actively promotes the benefits of diversity;
Gains an understanding of the workplace diversity needs;
Assists all staff to be aware of workplace diversity needs and issues;
Assists in promoting the integration of workplace diversity issues in human resource policies and practices;

Assists human resources with monitoring compliance with the relevant laws and regulations; and
Provides updates to senior management about diversity issues and about the effectiveness of the workplace diversity program.

1.12   In the table below, please provide the NUMBER of new appointments made during the reporting period (by gender and manager/non-manager categories). This should include appointments from both external and internal sources such that if an existing employee is appointed to another role within the organisation (promotion or not), they would need to be included.

All appointments need to be included regardless of how they were made, for example through recruitment exercises, cold canvassing, previously-submitted resumes.

	Managers		Non-managers	
	Female	Male	Female	Male
NUMBER of appointments made	0	0	87	67

1.13   In the table below, please provide the NUMBER of employees who were awarded promotions during the reporting period (by gender, employment status and manager/non-manager categories).
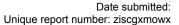
('Promotion' means where a person has advanced or been raised to a higher office or rank on an ongoing basis. Temporary higher duties are not considered a promotion. This does not typically include movement within a salary band unless it involves a move to higher office or rank.)

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	2	3
Permanent/ongoing part-time employees	0	0	3	1
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.14   In the table below, please provide the NUMBER of employees who have resigned during the reporting period (by gender, employment status, and manager/non-manager categories).

('Resigned' refers to employees who have given up their employment voluntarily, not those who are subject to employer-initiated terminations or redundancies.)

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	19	14
Permanent/ongoing part-time employees	0	0	28	9
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	17	27

1.15   Should you wish to provide additional information on any of your responses under gender equality indicator 1, please do so below:

Employee Status and Gender

Status	% of Females
Casual	51%
Full Time	46%
Part Time	82%
Total	58%

Expected forms of communication regarding trust and respect within the workplace is detailed in our Staff Handbook.
Areas such as 'the key to a happy work environment', 'how do we establish an environment that is based on trust and respect', to 'Working Together' are defined in an easy to understand and follow format.

The aim is to have a harmonious and productive workplace that is good for everyone and good for business.

Gender equality indicator 2: Gender composition of governing bodies

2   Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the Workplace Gender Equality Act 2012 (Act). (In the Act, a governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer".) For the purposes of reporting under the Act, this question relates to the ultimate or 'highest' governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.

o For private or publicly listed companies, you will have one or more directors or a board of directors.

o For trusts, the trustee is the governing body/board.

o For partnerships, the governing body/board is likely to comprise all or some (if elected) partners.

o For organisations whose governing body/board is the same as their parent entity's governing body/board, it is still deemed to have a governing body/board.

o For religious structures, you may have a canonical advisor, bishop or archbishop.

o For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.

2.1   Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.

If your organisation's governing body/board is the same as your parent entity's governing body/board, you will need to enter your organisation's name but the details of your parent entity's governing body/board in the table below.
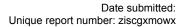
	Organisation name	Gender and NUMBER of chairperson/s (NOT percentage)		Gender and NUMBER of other governing body/board members (NOT percentage)		% target for representation of women on each governing body/board (enter 0 if no target has been set, or enter a % between 1-100)	Year to be reached (in YYYY format; if no target has been set, leave blank)
		F (Chair)	M (Chair)	F	M		
01	Revesby Workers Club Ltd	0	1	2	4	0	
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
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14							
15							
16							
17							
18							
19							
20							
21							

	Organisation name	Gender and NUMBER of chairperson/s (NOT percentage)		Gender and NUMBER of other governing body/board members (NOT percentage)		% target for representation of women on each governing body/board	Year to be reached
		F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1-100)	(in YYYY format; if no target has been set, leave blank)
22							
23							
24							
25							
26							
27							
28							
29							
30							

2.2   If a target relating to the representation of women has not been set for any of the governing bodies listed above, you may specify why below:

☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
☐ Currently under development
☐ Insufficient human resources staff
☐ Don't have expertise
☒ Do not have control over governing body/board appointments (provide details why):
   Members elect Board of Directors.
☐ Not a priority
☐ Other (provide details):

2.3   Do you have a formal selection policy and/or formal selection strategy for governing body/board members for ALL organisations covered in this report?
☐ Yes (you can select policy and/or strategy options)
   ☐ Standalone policy
   ☐ Policy is contained within another policy
   ☐ Standalone strategy
   ☐ Strategy is contained within another strategy
☐ No
☐ No, in place for some governing bodies/boards
☐ No, currently under development
☐ No, insufficient human resources staff
☒ No, do not have control over governing body/board appointments (provide details why):
   Members elect Board of Directors.
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

2.4   Partnership structures only: (only answer this question if your organisation operates under a partnership structure, ie is NOT an incorporated entity (ie Pty Ltd, Ltd or Inc), or an unincorporated entity).

Please enter the total number of female and male equity partners (excluding the managing partner) in the following table against the relevant WGEA standardised manager definitions. Non-equity (salaried) partners need to be included in your workplace profile.

Details of your managing partner should be included separately in the CEO row of your workplace profile.
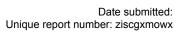
NB: Please ensure that the composition of your governing body/board (which may include all or some of your equity partners below) is also entered in question 2.1.

	Full-time females	Part-time females	Full-time males	Part-time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)				
Equity partners who are "Other executives/General managers"				
Equity partners who are "Senior managers"				
Equity partners who are "Other managers"				

2.5   Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below:
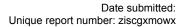
Gender equality indicator 3: Equal remuneration between women and men

3   Do you have a formal policy and/or formal strategy on remuneration generally?
☐ Yes (you can select policy and/or strategy options)
    ☐ Standalone policy
    ☐ Policy is contained within another policy
    ☐ Standalone strategy
    ☐ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, included in workplace agreement
☐ No, don't have expertise
☒ No, salaries set by awards or industrial agreements
☒ No, non-award employees paid market rate
☐ No, not a priority
☐ No, other (provide details):

4   Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.)
☐ Yes. When was the most recent gender remuneration gap analysis undertaken?
    ☐ Within last 12 months
    ☐ Within last 1-2 years
    ☐ More than 2 years ago but less than 4 years ago
    ☐ Other (provide details):

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)
☒ No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)
☒ No, non-award employees are paid market rate
☐ No, not a priority
☐ No, other (provide details):

4.2   Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:

Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

5   Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?
☒ Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):
      ☒ By paying the gap between the employee's salary and the government's paid parental leave scheme
      ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
      ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
☐ No
☐ No, currently being considered
☐ No, insufficient human resources staff
☐ No, government scheme is sufficient
☐ No, don't know how to implement
☐ No, not a priority
☐ No, other (provide details):

5.1   Please indicate the MINIMUM number of weeks of EMPLOYER FUNDED paid parental leave that is provided for primary carers.
13

Optional: If you wish to provide additional details on the eligibility period/s and the maximum number of paid parental leave offered to primary carers, please do so below:

5.1a   What is the eligibility period for employees to access the MINIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MINIMUM amount - in months)?
12

5.1b   If you offer different amounts of employer funded paid parental leave, what is the MAXIMUM number of weeks of employer funded paid parental leave that is provided for primary carers (in weeks)?
13

5.1c   What is the eligibility period for employees to access the MAXIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MAXIMUM amount – in months)?
12

5.2   What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS? In your calculation, you must include casuals when working out the proportion. For example, if ALL employees have access to employer funded paid parental leave for PRIMARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

Please enter a whole number that represents the percentage of employees to the nearest 10th percentile, e.g. if 23.4% enter 20; if 45.7% enter 50).

	Primary carer's leave
Percentage:	60

6   Do you provide employer funded paid parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?
☒ Yes, one week or greater (please go to 6.1)
☐ Yes, less than one week (please go to 6.2)
☐ No
☐ No, currently being considered
☐ No, insufficient human resources staff
☐ No, government scheme is sufficient
☐ No, don't know how to implement
☐ No, not a priority
☐ No, other (provide details):

6.1   Please indicate the number of weeks of employer funded paid parental leave that is provided for secondary carers.
1

6.3   What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS? In your calculation, you must include casuals when working out the proportion. For example, if ALL employees have access to employer funded paid parental leave for SECONDARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.
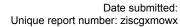
Please enter a whole number that represents the percentage of employees to the nearest 10th percentile, (e.g. if 23.4% enter 20; if 45.7% enter 50).

	Secondary carer's leave
Percentage:	60

7   How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period (this is to include employees still on parental leave who commenced this leave in another reporting period)?

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	0	0	0	0
Non-managers	11	0	0	3

8   Provide the NUMBER of employees who, during the reporting period, ceased employment during, or at the end of, parental leave (by gender and manager/non-manager categories).
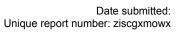
This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'.

'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Managers	0	0
Non-managers	0	0

9   Do you have a formal policy and/or formal strategy on flexible working arrangements?
☐ Yes (you can select policy and/or strategy options)
        ☐ Standalone policy
        ☐ Policy is contained within another policy
        ☐ Standalone strategy
        ☐ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☒ No, included in workplace agreement
☐ No, don't have expertise
☐ No, don't offer flexible arrangements
☐ No, not a priority
☐ No, other (provide details):

10   Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
☐ Yes (you can select policy and/or strategy options)
        ☐ Standalone policy
        ☐ Policy is contained within another policy
        ☐ Standalone strategy
        ☐ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☒ No, included in workplace agreement
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

11   Do you have any non-leave based measures to support employees with family or caring responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, referral services)?
☒ Yes
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority
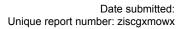☐ No, other (provide details):

11.1   Please indicate what measures are in place and if they are available at all worksites (where only one worksite exists, for example a head-office, please select "Available at all worksites"):

☒ Employer subsidised childcare
    ☒ Available at some worksites only
    ☐ Available at all worksites
☐ On-site childcare
    ☐ Available at some worksites only
    ☐ Available at all worksites
☒ Breastfeeding facilities
    ☒ Available at some worksites only
    ☐ Available at all worksites
☐ Childcare referral services
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ Internal support networks for parents
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave).
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ Information packs to support new parents and/or those with elder care responsibilities
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ Referral services to support employees with family and/or caring responsibilities
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ Targeted communication mechanisms, for example intranet/ forums
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ Support in securing school holiday care
    ☐ Available at some worksites only
    ☐ Available at all worksites
☒ Coaching for employees on returning to work from parental leave
    ☒ Available at some worksites only
    ☐ Available at all worksites
☐ Parenting workshops targeting mothers
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ Parenting workshops targeting fathers
    ☐ Available at some worksites only
    ☐ Available at all worksites
☐ None of the above, please complete question 11.2 below

11.2   Please provide details of any other non-leave based measures that are in place and whether they are available at all worksites.

12   Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
☒ Yes (you can select policy and/or strategy options)
    ☒ Standalone policy
    ☐ Policy is contained within another policy
    ☒ Standalone strategy
    ☐ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, included in workplace agreement
☐ No, not aware of the need
☐ No, don't have expertise
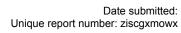☐ No, not a priority

☐ No, other (please provide details):

13   Other than a policy and/or strategy, do you have any measures to support employees who are experiencing family or domestic violence?

☒ Yes - please indicate the type of measures in place (more than one option can be selected):

    ☒ Employee assistance program (including access to a psychologist, chaplain or counsellor)

    ☒ Training of key personnel

    ☒ A domestic violence clause is in an enterprise agreement or workplace agreement

    ☒ Workplace safety planning

    ☒ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

    ☒ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

    ☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

    ☒ Access to unpaid leave

    ☒ Confidentiality of matters disclosed

    ☒ Referral of employees to appropriate domestic violence support services for expert advice

    ☒ Protection from any adverse action or discrimination based on the disclosure of domestic violence

    ☒ Flexible working arrangements

    ☒ Provide financial support (e.g. advance bonus payment or advanced pay)

    ☐ Offer change of office location

    ☐ Emergency accommodation assistance

    ☐ Access to medical services (e.g. doctor or nurse)

    ☐ Other (provide details):

☐ No

☐ No, currently under development

☐ No, insufficient human resources staff

☐ No, not aware of the need

☐ No, don't have expertise

☐ No, not a priority

☐ No, other (provide details):

14   Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

	Managers				Non-managers			
	Female		Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work	☐	☒	☐	☒	☒	☒	☒	☒
Compressed working weeks	☐	☐	☐	☐	☒	☒	☒	☒
Time-in-lieu	☒	☒	☒	☒	☒	☐	☒	☐
Telecommuting	☐	☒	☐	☒	☐	☒	☐	☒
Part-time work	☒	☐	☐	☐	☒	☐	☒	☐
Job sharing	☐	☐	☐	☐	☐	☐	☐	☐
Carer's leave	☒	☐	☒	☐	☒	☐	☒	☐

	Managers				Non-managers			
	Female		Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Purchased leave	☐	☐	☐	☐	☐	☐	☐	☐
Unpaid leave	☒	☒	☒	☒	☒	☒	☒	☒

14.1   If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:
Paid pre-natal leave
Paid Adoption leave
Cashing out Annual leave
Cashing out Personal leave
Birthday leave

14.2   Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below:
☐ Currently under development
☐ Insufficient human resources staff
☐ Don't have expertise
☐ Not a priority
☐ Other (provide details):

14.3   Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below:
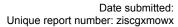

Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

15   Have you consulted with employees on issues concerning gender equality in your workplace?
☒ Yes
☐ No
☐ No, not needed (provide details why):

☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

15.1   How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)?
☒ Survey
☒ Consultative committee or group
☐ Focus groups
☒ Exit interviews
☐ Performance discussions
☐ Other (provide details):

15.2   Please indicate what categories of employees you consulted.
☒ All staff
☐ Women only
☐ Men only

☐ Human resources managers
☐ Management
☐ Employee representative group(s)
☐ Diversity committee or equivalent
☐ Women and men who have resigned while on parental leave
☐ Other (provide details):

15.3   Should you wish to provide additional information on any of your responses under gender equality indicator 5, please do so below:

Gender equality indicator 6: Sex-based harassment and discrimination

16   Do you have a formal policy and/ or formal strategy on sex-based harassment and discrimination prevention?
☒ Yes (you can select policy and/or strategy options)
    ☒ Standalone policy
    ☐ Policy is contained within another policy
    ☒ Standalone strategy
    ☐ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, included in workplace agreement
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

16.1   Do you include a grievance process in any sex-based harassment and discrimination prevention policy and/or strategy?
☒ Yes
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority
☐ No, other (provide details):

17   Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?
☒ Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected):
    ☒ At induction
    ☒ At least annually
    ☐ Every one-to-two years
    ☐ Every three years or more
    ☐ Varies across business units
    ☐ Other (provide details):

☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don't have expertise
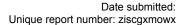☐ No, not a priority
☐ No, other (provide details):

17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:

Other

18 Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any information you provide here will appear in your public report.)

Gender composition proportions in your workplace

Important notes:
1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
2. Some proportion calculations will not display until you press **Submit at** step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes **after** you have pressed **Re-submit** at step 6 on the reporting page.

Based upon your workplace profile and reporting questionnaire responses:

Gender composition of workforce
1. the gender composition of your workforce overall is 57.3% females and 42.7% males.
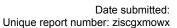
Promotions
2. 0.0% of employees awarded promotions were women and 0.0% were men
    i. 0.0% of all manager promotions were awarded to women
    ii. 0.0% of all non-manager promotions were awarded to women.
3. 27.0% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations
4. 0.0% of employees who resigned were women and 0.0% were men
    i. 0.0% of all managers who resigned were women
    ii. 0.0% of all non-managers who resigned were women.
5. 27.0% of your workforce was part-time and 0.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave
    i. N/A - women who utilised parental leave and ceased employment before returning to work
    ii. N/A - men who utilised parental leave and ceased employment before returning to work
    iii. N/A - managers who utilised parental leave and ceased employment before returning to work were women
    iv. N/A - non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access

List of employee organisations	United Voice - Liquor & Hospitality Division
	United Voice - Children Services Division
	Club Managers' Association Australia

CEO sign off confirmation

Name of CEO or equivalent

Confirmation CEO has signed the report   **Yes**

CEO Signature: **Date:**