



# Public report

2019-20

Submitted by

Legal Name: Healthscope Operations Pty Ltd





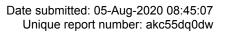
# Organisation and contact details

Submitting organisation details	Legal name	Healthscope Operations Pty Ltd
ubmitting organisation details	ABN	85006405152
	ANZSIC	Q Health Care and Social Assistance 8401 Hospitals (Except Psychiatric Hospitals)
	Business/trading name/s	La Trobe Private Hospital (Healthscope)
		Dorset Rehabilitation Centre
		Melbourne Private Hospital
		National Capital Private Hospital
		The Victorian Rehabilitation Centre
		Knox Private Hospital
		Bellbird Private Hospital
		Hobart Private Hospital
		The Melbourne Clinic
		Griffith Rehabilitation Hospital
		Healthscope Independence Services  Norwest Private Hospital
		The Geelong Clinic
		The Geelong Clinic The Victoria Clinic
		Sydney South West Private Hospital
		North Eastern Rehabilitation Centre
		Peninsula Private Hospital
		Holmesglen Private Hospital
		St. Helen's Private Hospital
		Gold Coast Private Hospital
		The Hills Private Hospital
		Lady Davidson Private Hospital
		Pine Rivers Private Hospital
		Frankston Private Hospital
		Nepean Private Hospital
		Tweed Day Surgery
		Pine Rivers Private Hospital
		Parkwynd Private Hospital
		Hunter Valley Private Hospital
		Prince of Wales Private Hospital
		Sunnybank Private Hospital
		John Fawkner Private Hospital
		Brisbane Private Hospital
		Darwin Private Hospital
		Pacific Private Day Hospital
		The Sydney Clinic
		Pacific Private Hospital
		Ringwood Private Hospital
		Mount Hospital
		Northern Beaches Hospital
		Campbelltown Private Hospital
		Newcastle Private Hospital





		Northpark Private Hospital Bed Brokers
	ASX code (if applicable)	HSO
	Postal address	PO Box 7586 ST KILDA ROAD VIC 8004 AUSTRALIA
	Organisation phone number	(03) 9926 7500
Reporting structure	Number of employees covered by this report	16,808







# Workplace profile

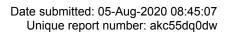
# Manager

Manager equipational actoroxica	Departing level to CEO	Employment status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	4	4	8		
		Full-time contract	0	0	0		
Key management personnel	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	9	10		
	-2	Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	27	13	40		
		Full-time contract	0	0	0		
	-3	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
Other everytives (Conord managers		Casual	0	0	0		
Other executives/General managers		Full-time permanent	34	21	55		
		Full-time contract	0	0	0		
	-4	Part-time permanent	3	0	3		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
	-5	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		





Managementianal astronomica	Deposition level to CEO	Faralla import atatus		No.	of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees
		Full-time permanent	2	3	5
		Full-time contract	0	0	0
	-2	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	4	3	7
		Full-time contract	0	0	0
	-3	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	0	1
		Full-time contract	0	0	0
Senior Managers	-4	Part-time permanent	4	5	9
_		Part-time contract	0	0	0
		Casual	0	0	0
	-5	Full-time permanent	16	3	19
		Full-time contract	0	0	0
		Part-time permanent	6	0	6
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	0	1
		Full-time contract	0	0	0
	-6	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	3	0	3
		Full-time contract	0	0	0
	-2	Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
Other managers		Full-time permanent	8	5	13
-		Full-time contract	0	0	0
Other managers	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-4	Full-time permanent	12	9	21







Manager acquiretional estagaries	Deporting level to CEO	Employment status		of employees	
Manager occupational categories	Reporting level to CEO	Employment status	F M		Total employees
		Full-time contract	0	0	0
		Part-time permanent	0	2	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	330	111	441
		Full-time contract	0	0	0
	-5	Part-time permanent	97	5	102
		Part-time contract	0	0	0
		Casual	6	1	7
		Full-time permanent	17	7	24
		Full-time contract	0	0	0
	-6	Part-time permanent	17	0	17
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers		_	596	203	799

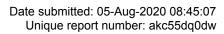




# Workplace profile

### Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding g	raduates and apprentices)	No. of graduates	(if applicable)	No. of apprentic	es (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	М	F	М	F	M	Total employees
	Full-time permanent	2,047	521	120	18	0	0	2,706
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	4,332	381	157	22	0	0	4,892
	Part-time contract	0	0	0	0	0	0	0
	Casual	2,484	446	90	11	0	0	3,031
	Full-time permanent	107	106	0	0	0	0	213
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	142	53	0	0	0	0	195
	Part-time contract	0	0	0	0	0	0	0
	Casual	96	62	0	0	0	0	158
	Full-time permanent	198	273	0	0	0	0	471
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	686	242	0	0	0	0	928
, ,	Part-time contract	0	0	0	0	0	0	0
	Casual	923	614	0	0	0	0	1,537
	Full-time permanent	418	98	0	0	0	0	516
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	693	39	0	0	0	0	732
	Part-time contract	0	0	0	0	0	0	0
	Casual	480	94	0	0	0	0	574
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Sales	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
	Full-time permanent	0	12	0	0	0	0	12
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	1	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0







Non manager equipational estageries	Employment status	No. of employees (excluding gi	raduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyees
Non-manager occupational categories	Employment status	F	М	F	М	F	М	rotai employees
	Full-time permanent	0	16	0	0	0	0	16
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	12	0	0	0	0	12
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	15	0	0	0	0	15
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	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		12,606	2,985	367	51	0	0	16,009





# Reporting questionnaire

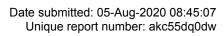
### Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

#### NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2019 to 31 March 2020. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.2	Retention
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☑ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.3	Performance management processes
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>





1.4

**Promotions** 



	<ul> <li>Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☑ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.5	Talent identification/identification of high potentials
	<ul> <li>✓ Yes (select all applicable answers)         <ul> <li>Policy</li> <li>Strategy</li> </ul> </li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)         <ul> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> </ul> </li> </ul>
1.6	Succession planning
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>☑ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.7	Training and development
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.8	Key performance indicators for managers relating to gender equality
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>☑ Insufficient resources/expertise</li> <li>☑ Not a priority</li> </ul>
1.9	Gender equality overall
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	59	22	96	31
Permanent/ongoing part-time employees	23	1	144	10
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	1

1.11 How many appointments in total were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	148	72
Number of appointments made to NON-MANAGER roles (including promotions)	3131	928

1.12 How many employees resigned during the reporting period against each category below?

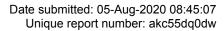
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	56	33	271	91
Permanent/ongoing part-time employees	7	1	465	62
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	3	0	1234	375

1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

## Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

- 2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.
  - 2.1 Please answer the following questions relating to each governing body covered in this report.



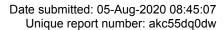




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

	ANZ Hospitals Topco Pty Ltd		
2.1b.1	What gender is the Chair on this gover Chair at your last meeting)?	rning body (if the role of the Chair rot	ates, enter the gender of the
		Female	Male
	Number	0	1
2.1c.1	How many other members are on this	governing body (excluding the Chair	/s)?
		Female	Male
	Number	1	6
2.1g.1	☐ Currently under development,☐ Insufficient resources/expertise	nder balance (e.g. 40% women/40% me please enter date this is due to be comp e rning body/board appointments (provide	pleted
2.2	☐ Insufficient resources/expertise ☐ Do not have control over gove	election policy or formal selection strategodies please enter date this is due to be comp	gy is in place) pleted s why)
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or ☐ Yes		your organisation is an







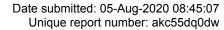
☑ No

2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

## Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

3.	Do yo	ou have a formal policy and/or formal strategy on remuneration generally?
	⊠ Ye	s (select all applicable answers)
	□ No	<ul> <li>Strategy</li> <li>(you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Salaries set by awards/industrial or workplace agreements</li> <li>☐ Non-award employees paid market rate</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		Yes (provide details in question 3.2 below)  No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)  Currently under development, please enter date this is due to be completed  Salaries set by awards/industrial or workplace agreements  Insufficient resources/expertise  Non-award employees paid market rate  Not a priority  Other (provide details):
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
		<ul> <li>□ To achieve gender pay equity</li> <li>□ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews)</li> <li>□ To be transparent about pay scales and/or salary bands</li> <li>□ To ensure managers are held accountable for pay equity outcomes</li> <li>□ To implement and/or maintain a transparent and rigorous performance assessment process</li> <li>□ Other (provide details):</li> </ul>
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
	⊠ Ye	s - the most recent gender remuneration gap analysis was 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	(you may specify why you have not analysed your payroll for gender remuneration gaps)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise



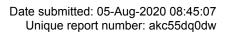




qualific IS roo	Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations)  Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there im for discretion in pay changes (because pay increases can occur with some discretion such as performance sments)  Non-award employees paid market rate  Not a priority  Other (provide details):
4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).
	A like for like gap analysis was undertaken where comparable roles were in place (based on job title and department). this resulted in an organisational pay gap that had reduced and was well under the industry benchmarks.
4.1	Did you take any actions as a result of your gender remuneration gap analysis?
	Yes – indicate what actions were taken (select all applicable answers)   Created a pay equity strategy or action plan   Identified cause/s of the gaps   Reviewed remuneration decision-making processes   Analysed commencement salaries by gender to ensure there are no pay gaps   Analysed performance ratings to ensure there is no gender bias (including unconscious bias)   Analysed performance pay to ensure there is no gender bias (including unconscious bias)   Trained people-managers in addressing gender bias (including unconscious bias)   Set targets to reduce any organisation-wide gaps   Reported pay equity metrics (including gender pay gaps) to the governing body   Reported pay equity metrics (including gender pay gaps) to the executive   Reported pay equity metrics (including gender pay gaps) to all employees   Reported pay equity metrics (including gender pay gaps) externally   Corrected like-for-like gaps   Conducted a gender-based job evaluation process   Implemented other changes (provide details):   No (you may specify why no actions were taken resulting from your remuneration gap analysis)   No unexplainable or unjustifiable gaps identified   Currently under development, please enter date this is due to be completed   Insufficient resources/expertise   Salaries set by awards/industrial or workplace agreements   Non-award employees are paid market rate   Unable to address cause/s of gaps (provide details why):   Not a priority   Other (provide details):
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

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

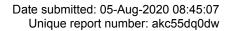
This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.







5.		RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having er responsibility for the day-to-day care of a child.
	Do yo	ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
	time of indications of time of paid p	es. (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 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), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please the how employer funded paid parental leave is provided to women ONLY): 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 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), we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded parental leave is provided to men ONLY): 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 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), not available (you may specify why this leave is not provided) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details):
	5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
		6
5a.	carer	or organisation would like to provide additional information on your paid parental leave for primary se.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	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.
		□        10.20%         □ 21-30%       □ 31-40%         □ 41-50%       □ 51-60%         □ 61-70%       □ 71-80%         □ 81-90%       □ 91-99%         □ 100%       □ 100%
	5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:
		<ul><li>☑ Adoption</li><li>☑ Surrogacy</li><li>☑ Stillbirth</li></ul>







6.		CONDARY CA ry carer.	RER" is a member of a	couple or a singl	e carer, REGARDLESS OF	GENDER, who is not the	
		Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?					
	☐ No	, we offer paid p , we offer paid p (you may spec ☐ Currently u ☐ Insufficient	parental leave for SECON ify why employer funded inder development, pleas resources/expertise nt scheme is sufficient ty	NDARY CARERS to paid parental leav	that is available to men ONLY that is available to women ON e for secondary carers is not s due to be completed	<b>ILY</b>	
	6.1		eave are provided (e.g.		ve is provided for SECOND. of service) enter the MINIMI		
		5					
6a.					tion on your paid parental I have in place etc, please d		
	6.2	CARERS?	r calculation, you MUS <sup>2</sup> 9%  20%  30%  40%  50%  60%  70%  80%  99%		o employer funded paid pai		
	6.3	Please indica	te whether your emplo	yer funded paid p	arental leave for secondary	/ carers covers:	
7.			RS have taken parenta arental leave, regardles		reporting period (paid and menced.	/or unpaid)? Include	
			Primary carer	's leave	Secondary carer	's leave	
			Female	Male	Female	Male	
	Manag	gers	17	0	0	4	

How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

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7.1





	Primary carer's leave Secondary carer's leave		r's leave		
	Female	Male	Female	Female Male	
Non-managers	431	1	4	29	

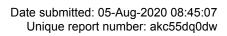
- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
  - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Managers	4	1

- 8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
  - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	89	2

9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	<ul> <li>Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☐ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Don't offer flexible arrangements</li> <li>☐ Not a priority</li> <li>☑ Other (provide details):</li> <li>Despite the absence of a formal policy/strategy, flexible work</li> <li>arrangements are considered and agreed on a case by case basis. Also included in award/industrial workplace agreements</li> </ul>
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>☑ Included in award/industrial or workplace agreement</li> <li>□ Not a priority</li> <li>☑ Other (provide details):</li> <li>Despite the absence of a formal policy/strategy, flexible work arrangements are considered and agreed on a case by case basis</li> </ul>
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	⊠ Yes

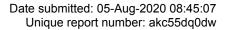






□ №	(you may speciny why non-leave based measures are not in place)
	Currently under development, please enter date this is due to be completed
	Insufficient resources/expertise
	Not a priority
	Other (provide details):
11.1	Please select what support mechanisms are in place and if they are available at all worksites.
	Where only one worksite exists, for example a head-office, select "Available at all worksites".
	While only one workers exists, for example a near onless, estate Available at all workerses.
	☐ 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 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 30th 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
	<ul><li>☒ Available at some worksites only</li><li>☐ Available at all worksites</li></ul>
	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
Do yo	u have a formal policy and/or formal strategy to support employees who are experiencing family or domestic
violen	ce?
☐ Yes	s (select all applicable answers)
_	Policy
	☐ Strategy
⊠ No	(you may specify why no formal policy or formal strategy is in place)
	Currently under development, please enter date this is due to be completed
	Insufficient resources/expertise
	Included in award/industrial or workplace agreements
	Not aware of the need
	Not a priority  □ Not a priority
	☐ Other (please provide details):

12.





14.



Although a formal policy/strategy is not in place, support is provided as required including access to special leave and EAP support and advice. In addition, all newly renewed Enterprise Bargaining Agreements now include a Domestic Violence clause (inclusive of Domestic Violence paid leave) All EBAs are expected to have Domestic Violence leave included in FY 19.

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

☐ Yes (select all applicable answers)
⊠ Employee assistance program (including access to a psychologist, chaplain or counsellor)
☐ Training of key personnel
☐ Workplace safety planning
☐ Workplace safety planning     ☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
□ 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
$oxed{\boxtimes}$ Protection from any adverse action or discrimination based on the disclosure of domestic violence
☑ Provision of financial support (e.g. advance bonus payment or advanced pay)
☐ Offer change of office location
☐ Emergency accommodation assistance
☐ Other (provide details):
☐ No (you may specify why no other support mechanisms are in place)
Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Not aware of the need
☐ Not a priority
Other (provide details):
Other (provide details):
☐ Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women
Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?
☐ Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?  • flexible hours of work
Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?  • flexible hours of work  • compressed working weeks
Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?  • flexible hours of work  • compressed working weeks  • time-in-lieu
Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?  flexible hours of work  compressed working weeks  time-in-lieu  telecommuting
Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?  flexible hours of work  compressed working weeks  time-in-lieu  telecommuting  part-time work
Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?  flexible hours of work  compressed working weeks  time-in-lieu  telecommuting  part-time work  job sharing
Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?  flexible hours of work  compressed working weeks  time-in-lieu  telecommuting  part-time work  job sharing  carer's leave
Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?  flexible hours of work  compressed working weeks  time-in-lieu  telecommuting  part-time work  job sharing  carer's leave  purchased leave
Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?  flexible hours of work  compressed working weeks  time-in-lieu  telecommuting  part-time work  job sharing  carer's leave  purchased leave  unpaid leave.
Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?  flexible hours of work  compressed working weeks  time-in-lieu  telecommuting  part-time work  job sharing  carer's leave  purchased leave  unpaid leave.  Options may be offered both formally and/or informally.
Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?  flexible hours of work  compressed working weeks  time-in-lieu  telecommuting  part-time work  job sharing  carer's leave  purchased leave  unpaid leave.
Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?  Ilexible hours of work  compressed working weeks  time-in-lieu  telecommuting  part-time work  job sharing  carer's leave  purchased leave  unpaid leave.  Options may be offered both formally and/or informally.  For example, if time-in-lieu is available to women formally but to men informally, you would select NO.
<ul> <li>Other (provide details):</li> <li>Where any of the following options are available in your workplace, are those option/s available to both women AND men?</li> <li>flexible hours of work</li> <li>compressed working weeks</li> <li>time-in-lieu</li> <li>telecommuting</li> <li>part-time work</li> <li>job sharing</li> <li>carer's leave</li> <li>purchased leave</li> <li>unpaid leave.</li> <li>Options may be offered both formally and/or informally.</li> <li>For example, if time-in-lieu is available to women formally but to men informally, you would select NO.</li> <li>✓ Yes, the option/s in place are available to both women and men.</li> </ul>
Other (provide details):  Where any of the following options are available in your workplace, are those option/s available to both women AND men?  Ilexible hours of work  compressed working weeks  time-in-lieu  telecommuting  part-time work  job sharing  carer's leave  purchased leave  unpaid leave.  Options may be offered both formally and/or informally.  For example, if time-in-lieu is available to women formally but to men informally, you would select NO.
<ul> <li>Other (provide details):</li> <li>Where any of the following options are available in your workplace, are those option/s available to both women AND men?</li> <li>flexible hours of work</li> <li>compressed working weeks</li> <li>time-in-lieu</li> <li>telecommuting</li> <li>part-time work</li> <li>job sharing</li> <li>carer's leave</li> <li>purchased leave</li> <li>unpaid leave.</li> <li>Options may be offered both formally and/or informally.</li> <li>For example, if time-in-lieu is available to women formally but to men informally, you would select NO.</li> <li>✓ Yes, the option/s in place are available to both women and men.</li> </ul>

- 14.1 Which options from the list below are available? Please tick the related checkboxes.
  - Unticked checkboxes mean this option is NOT available to your employees.

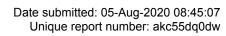




	Mar	Managers		Non-managers	
	Formal	Informal	Formal	Informal	
Flexible hours of work	$\boxtimes$	$\boxtimes$	$\boxtimes$	$\boxtimes$	
Compressed working weeks	$\boxtimes$	$\boxtimes$	$\boxtimes$	$\boxtimes$	
Time-in-lieu	$\boxtimes$	$\boxtimes$	$\boxtimes$		
Telecommuting					
Part-time work	$\boxtimes$		$\boxtimes$		
Job sharing		$\boxtimes$			
Carer's leave	$\boxtimes$		$\boxtimes$		
Purchased leave	$\boxtimes$	$\boxtimes$	$\boxtimes$	$\boxtimes$	
Unpaid leave					

	Purchased leave				$oxed{\boxtimes}$		
	Unpaid leave		Ш		<u> </u>		
14.3	You may specify why any of the above options are NOT available to your employees.  Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):						
14.4	If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:						
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace							
This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.							
15. Have	you consulted with employees on issues cond	erning gende	r equality in yoເ	ır workplace?			
⊠ Ye □ No	es b (you may specify why you have not consulted wit	th employees c	on gender equalit	у)			
15.1	How did you consult with employees on issu	es concerning	g gender equalit	y in your work	place?		
	<ul> <li>Survey</li> <li>Consultative committee or group</li> <li>Focus groups</li> <li>Exit interviews</li> <li>Performance discussions</li> <li>Other (provide details):</li> <li>Employee engagement surveys have been of consistently consulted on issues concerning questions have been formulated to focus mouptake of flexible work arrangements and se results.</li> </ul>	gender equalit ore closely on g	y within the work ender equality, d	place. In 2020, iversity,	further detailed		

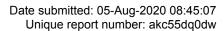
#### 15.2 Who did you consult?







		<ul> <li>□ All staff</li> <li>□ Women only</li> <li>□ Human resources managers</li> <li>□ Management</li> <li>□ Employee representative group(s)</li> <li>□ Diversity committee or equivalent</li> <li>□ Women and men who have resigned while on parental leave</li> <li>□ Other (provide details):</li> </ul>
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Ger	nder	equality indicator 6: Sex-based harassment and discrimination
partici	pation. \$	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.
16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Yes	s (select all applicable answers)  Policy Strategy
	□ No	□ Currently under development, please enter date this is due to be completed     □ Insufficient resources/expertise     □ Included in award/industrial or workplace agreement     □ Not a priority     □ Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		<ul> <li>Yes</li> <li>No (you may specify why a grievance process is not included)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
		s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  Other (provide details):  (you may specify why this training is not provided)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Not a priority  Other (provide details):







17.1 If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:

#### Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, 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.
- 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 80.7% females and 19.3% males.

#### **Promotions**

- 2. 83.2% of employees awarded promotions were women and 16.8% were men
  - i. 78.1% of all manager promotions were awarded to women
  - ii. 85.1% of all non-manager promotions were awarded to women.
- 3. 41.1% of your workforce was part-time and 46.0% of promotions were awarded to part-time employees.

#### Resignations

- 4. 78.4% of employees who resigned were women and 21.6% were men
  - i. 66.0% of all managers who resigned were women
  - ii. 78.9% of all non-managers who resigned were women.
- 41.1% of your workforce was part-time and 20.6% of resignations were part-time employees.

#### Employees who ceased employment before returning to work from parental leave

- i. 20.6% of all women who utilised parental leave ceased employment before returning to work
- ii. 8.8% of all men who utilised parental leave ceased employment before returning to work
- 80.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- iv. 97.8% of all non-managers who utilised parental leave and ceased employment before returning to work were

## Notification and access

#### List of employee organisations:

Australian Services Union - "Together"
Health Services Union/Health Workers Union (HSU#1, HSU#3 in VIC).
Medical Scientists Association of Victoria (HSU#4)
Australian Nursing and Midwifery Federation (still ANF in WA)
Australian Workers Union
United Voice

# CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:				
Steven Rubic					
CEO signature:	Date:				

