



Public report

2019-20

Submitted by

Legal Name: **NEXTDC Limited**

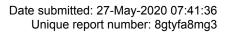






Organisation and contact details

Submitting organisation details	Legal name	NEXTDC Limited
	ABN	35143582521
	ANZSIC	J Information Media and Telecommunications 5921 Data Processing and Web Hosting Services
	Business/trading name/s	NEXTDC Limited
	ASX code (if applicable)	NXT
	Postal address	GPO Box 3219 BRISBANE QLD 4000 AUSTRALIA
	Organisation phone number	0731774744
Reporting structure	Number of employees covered by this report	243



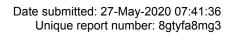




Workplace profile

Manager

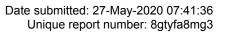
Manager enginetional entergrice	Reporting level to CEO	Employment status		1	No. of employees	
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees	
		Full-time permanent	0	1	1	
		Full-time contract	0	0	0	
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	0	5	5	
		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	2	0	2	
		Full-time contract	0	0	0	
Other executives/General managers	-1	Part-time permanent	0	0	0	
Other executives/General managers		Full-time permanent 2 0 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 2 11 13				
		Casual	0	0	0	
		Full-time permanent	2	11	13	
		Full-time contract	0	0	0	
Senior Managers	-2	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
	-2	Casual	0	0	0	
		Full-time permanent	1	7	8	
		Full-time contract	0	0	0	
	-2	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
Other managers		Casual	0	0	0	
Other managers		Full-time permanent	4	8	12	
		Full-time contract	0	0	0	
	-3	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	







Managar accumational actogorica	Departing level to CCO	Employment status		1	No. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees
Grand total: all managers	_	_	9	32	41



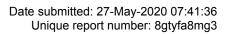




Workplace profile

Non-manager

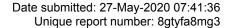
Professionals Professionals Part-time per Part-time con Casual Full-time perr Full-time cont Pull-time perr Full-time cont Part-time perr Full-time perr Part-time perr Part-time perr Part-time perr Part-time perronal Part-time per Part-t		No. of employees (exclud	ing graduates and apprentices)	No. of graduate	es (if applicable)	No. of apprentic	es (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	
	Full-time permanent	27	39	0	0	0	0	66
	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	2	0	0	0	0	2
	Full-time permanent	0	43	0	0	0	0	43
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	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	17	18	0	0	0	0	35
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	1	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	9	11	0	0	0	0	20
	Full-time permanent	14	4	0	0	0	0	18
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	1	0	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	3	13	0	0	0	0	16
	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	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	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







Non manager equipational estageries	Employment status	No. of employees (exclud	ing graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentice	es (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	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	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		71	131	0	0	0	0	202







Reporting questionnaire

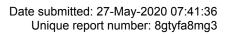
Gender equality indicator 1: Gender composition of workforce

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 ☐ Yes (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 ☐ Not a priority
1.2	Retention ☐ Yes (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 ☐ Not a priority
1.3	Performance management processes ☐ Yes (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 ☐ Not a priority





1.4

Promotions



	 Yes (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 □ Not a priority
1.5	Talent identification/identification of high potentials
	 ✓ Yes (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 ☐ Not a priority
1.6	Succession planning
	 ✓ Yes (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 ✓ Not a priority
1.7	Training and development
	 ✓ Yes (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 ☐ Not a priority
1.8	Key performance indicators for managers relating to gender equality
	 Yes (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 □ Not a priority
1.9	Gender equality overall
	 Yes (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 □ Not a priority





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	igers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	1	6	10
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	1	0
Casual employees	0	0	0	0

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)	1	4
Number of appointments made to NON-MANAGER roles (including promotions)	26	39

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

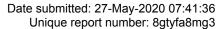
	Mana	gers	Non-ma	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	5	7	26
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	2	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	6	4

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.



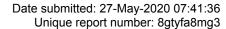




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

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.

2.1a.1	Organisation name?		
	NEXTDC Limited		
2.1b.1	What gender is the Chair on this gover Chair at your last meeting)?	ning body (if the role of the Chair rota	tes, 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	5
2.1d.1	Has a target been set to increase the re	-	ning body?
	☐ Currently under development,☐ Insufficient resources/expertise	der balance (e.g. 40% women/40% men please enter date this is due to be compl	eted
2.1g.1	Are you reporting on any other organis ☐ Yes ☑ No	sations in this report?	
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for go	overning body members for ALL
	✓ Yes (select all applicable answers)☐ Policy✓ Strategy		
	No (you may specify why no formal se☐ In place for some governing both	dies	
	Currently under development,Insufficient resources/expertise	please enter date this is due to be compl	eted
	☐ Do not have control over gover☐ Not a priority☐ Other (provide details):	ning body appointments (provide details	why)
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or I		our organisation is an
	☐ Yes ⊠ No		





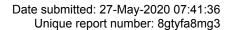


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

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.

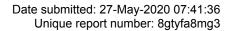
⊠ Ye	s (select all applicable answers)
	Policy
Пис	☑ Strategy o (you may specify why no formal policy or formal strategy is in place)
	Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	Salaries set by awards/industrial or workplace agreements
	☐ Non-award employees paid market rate ☐ Not a priority
	☐ Other (provide details):
3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
	☐ Yes (provide details in guestion 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
	☐ Not a priority ☐ Other (provide details):
Have	☐ Not a priority ☐ Other (provide details):
	☐ Not a priority
ond	Not a priority Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - the most recent gender remuneration gap analysis was undertaken:
cond	□ Not a priority □ Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - the most recent gender remuneration gap analysis was undertaken: □ Within last 12 months
ond	□ Not a priority □ Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - the most recent gender remuneration gap analysis was undertaken: □ Within last 12 months □ Within last 1-2 years
ond	□ Not a priority □ Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - 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
ond ⊠ Ye	□ Not a priority □ Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - 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): o (you may specify why you have not analysed your payroll for gender remuneration gaps)
ond ⊠ Ye	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - 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): 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
ond ⊠ Ye	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - 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): 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
⊠ Ye	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - 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): (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 Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no
Cond Ye No	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - 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): (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 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
Cond Ye No	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - 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): (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 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 locations)
Cond	Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - 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): (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 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
Cond ☐ Ye ☐ No room qualifi	Not a priority Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details): O (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 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 locations) 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 sements)
Cond ☐ Ye ☐ No room qualifi	Not a priority Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 12 years More than 2 years ago but less than 4 years ago Other (provide details): O (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 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 in for discretion in pay changes (because pay increases can occur with some discretion such as performance sements) Non-award employees paid market rate
Cond ☐ Ye ☐ No room qualifi	Not a priority Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)? ss - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details): O (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 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 locations) 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 sements)







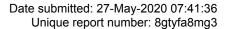
•	4.1	Did you take any actions as a result of your gender remuneration gap analysis?
		Yes – indicate what actions were taken (select all applicable answers) Created a pay equity strategy or action plan Identified cause/s of the gaps Reviewed remuneration decision-making processes Analysed commencement 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:
with This ind employs supports	fan icator ment te ing em	equality indicator 4: Flexible working and support for employees nily and caring responsibilities will enable the collection and use of information from relevant employers about the availability and utility of erms, conditions and practices relating to flexible working arrangements for employees and to working arrangements ployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men id work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental
to gend	er equ	ality and to maximising Australia's skilled workforce. IMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having
i	- Do yo	r responsibility for the day-to-day care of a child. u provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND n addition to any government funded parental leave scheme for primary carers?
1	ime ov No, ndicat	s. (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 ver 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 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 ver 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, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer paid 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 perio 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, 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:				
		20				
5a.	carer	r organisation would like to provide additional information on your paid parental leave for primary s e.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% ☐ 10-20% ☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51-60% ☐ 61-70% ☐ 71-80% ☐ 81-90% ☑ 91-99% ☐ 100%				
	5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:				
		☑ Adoption☑ Surrogacy☑ Stillbirth				
6.		CONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the carer.				
		ou provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and en, in addition to any government funded parental leave scheme for secondary carers?				
	☐ No	s, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) we offer paid parental leave for SECONDARY CARERS that is available to women ONLY (you may specify why employer funded paid parental leave for secondary carers is not paid) 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):				







6.1	How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different
	amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided
	to eligible employees:

40

6a.	If your organisation would like to provide additional information on your paid parental leave for SECONDARY
	CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.

6.2	What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY
	CARERS?
	In your coloulation, you MUST INCLUDE CASHALS when working out the proportion

	,
	<10%
	10-20%
	21-30%
	31-40%
	41-50%
	51-60%
	61-70%
	71-80%
	81-90%
\boxtimes	91-99%

□ 100%

6.3	Please indicate whether	your emplo	over funded	paid parent	al leave for	r secondary	carers covers

\boxtimes	Adoption
\boxtimes	Surrogacy
\boxtimes	Stillbirth

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

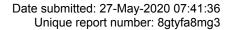
	Primary carer's leave		Secondary care	's leave
	Female	Male	Female	Male
Managers	0	0	0	0

7.1 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.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	3	0	0	2

- 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	0	0







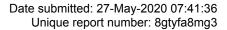
- 8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?

 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	0	0

€.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	 Yes (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 □ Don't offer flexible arrangements □ Not a priority □ Other (provide details):
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	 Yes (select all applicable answers)
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 No (you may specify why non-leave based measures are not in place) Currently under development, please enter date this is due to be completed
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	 Yes (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 ☐ Other (please provide details):





14.



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?

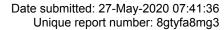
⊠ Ye	es (select all applicable answers)
	Employee assistance program (including access to a psychologist, chaplain or counsellor)
	☐ Training of key personnel
	A domestic violence clause is in an enterprise agreement or workplace agreement
	☐ Workplace safety planning
	Access to paid domestic violence 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
	Provision of 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	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):
Wher	e any of the following options are available in your workplace, are those option/s available to both wome
	men?
•	flexible hours of work
•	compressed working weeks
•	time-in-lieu
•	telecommuting
•	part-time work
•	job sharing
•	carer's leave
•	purchased leave
•	unpaid leave.
Optio	ons may be offered both formally and/or informally.
	vample if time-in-liquis available to women formally but to men informally you would select NO

14.1 Which options from the list below are available? Please tick the related checkboxes.

 \boxtimes Yes, the option/s in place are available to both women and men. \square No, some/all options are not available to both women AND men.

Unticked checkboxes mean this option is NOT available to your employees.

Managers		Non-managers	
Formal	Informal	Formal	Informal
\boxtimes		\boxtimes	
	Formal	Formal Informal Informal Informal Informal	Formal Informal Formal □ □ □ □ □

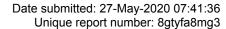






	14.3	You may specify why any of the above options are NOT available to your employees.
		☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
	14.4	If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:
		equality indicator 5: Consultation with employees on issues ing gender equality in the workplace
This g conce	ender e rning ge	quality indicator seeks information on what consultation occurs between employers and employees on issues nder equality in the workplace.
15.	_	you consulted with employees on issues concerning gender equality in your workplace?
	⊠ Yes	(you may specify why you have not consulted with employees on gender equality) Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):
	15.1	How did you consult with employees on issues concerning gender equality in your workplace?
		 Survey Consultative committee or group Focus groups Exit interviews Performance discussions Other (provide details):
	15.2	Who did you consult?
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.

Gender equality indicator 6: Sex-based harassment and discrimination







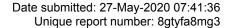
The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
		s (select all applicable answers) Policy Strategy (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 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?
		Yes No (you may specify why a grievance process is not included) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):
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 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
	17.1	Other (provide details): 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 32.9% females and 67.1% males.

Promotions

- 2. 42.1% of employees awarded promotions were women and 57.9% were men
 - i. 50.0% of all manager promotions were awarded to women
 - ii. 41.2% of all non-manager promotions were awarded to women.
- 3. 0.8% of your workforce was part-time and 5.3% of promotions were awarded to part-time employees.

Resignations

- 4. 30.0% of employees who resigned were women and 70.0% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 33.3% of all non-managers who resigned were women.
- 5. 0.8% 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. 0.0% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave 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.

CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:
Craig Scroggie	
CEO signature:	Date: