



## 2015-16 public report form submitted by Seven West Media Limited to the Workplace Gender Equality Agency

## Organisation and contact details

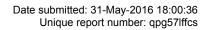
Organisation registration	Legal name ABN ANZSIC	Seven West Media Limited 91053480845 5621 Free-to-Air Television Broadcasting
Organisation details	Trading name/s ASX code (if relevant)	SWM
	Postal address	GPO Box D162 PERTH WA 6840 AUSTRALIA
	Organisation phone number	(08) 9482 3111
Reporting structure	Ultimate parent Number of employees covered in this report submission	Seven West Media Limited 5,109
	Other organisations reported on in this report	Pacific Magazines Pty Ltd West Australian Newspapers Limited Seven Network (Operations) Limited Geraldton Newspapers Pty Ltd Albany Advertiser Pty Ltd ColourPress Pty Ltd Hocking & Co Pty Ltd South West Printing Pty Ltd Redwave Media Pty Ltd Westroyal Pty Ltd Quokka West Pty Ltd The Pacific Plus Company Pty Limited Hybrid Television Services (ANZ) Pty Limited Impact Merchandising Pty Limited





# Workplace profile Manager

Manager accumptional estageries	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	2	6	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	3	21	24		
Other executives/General managers		Full-time contract	0	0	0		
	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
	-3	Full-time permanent	0	2	2		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
	Part-time contract 0				0		
		Casual	0	0	0		
		Full-time permanent	7	14	21		
		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	12	24	36		
		Full-time contract	0	0	0		
Senior Managers	-3	Part-time permanent	0	0	0		
•		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	5	6		
		Full-time contract	0	0	0		
	-4	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		







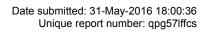
Managar accumptional estagarias	Reporting level to CEO	Employment status	No. of employees		
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	4	3	7
		Full-time contract	0	0	0
	-2	Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	20	28	48
		Full-time contract	1	2	3
	-3	Part-time permanent	1	0	1
		Part-time contract	0	0	0
Other managers		Casual	0	0	0
Other managers	-4	Full-time permanent	24	47	71
		Full-time contract	0	1	1
		Part-time permanent	5	0	5
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	3	4	7
		Full-time contract	0	0	0
	-5	Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			88	158	246





### Non-manager

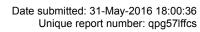
Non-manager occupational	Employment	No. of employees (exappre	cluding graduates and ntices)		aduates (if		prentices (if icable)	Total
categories	status	F	М	F	M	F	М	employees
	Full-time permanent	753	1,005	0	0	0	0	1,758
	Full-time contract	254	232	0	0	0	0	486
Professionals	Part-time permanent	160	45	0	0	0	0	205
	Part-time contract	0	0	0	0	0	0	0
	Casual	535	593	0	0	0	0	1,128
	Full-time permanent	2	118	0	0	0	0	120
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	2	1	0	0	0	0	3
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	6	0	0	0	0	6
	Full-time permanent	0	9	0	0	0	0	9
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	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	215	55	0	0	0	0	270
	Full-time contract	11	3	0	0	0	0	14
Clerical and administrative	Part-time permanent	54	3	0	0	0	0	57
	Part-time contract	0	0	0	0	0	0	0
	Casual	21	2	0	0	0	0	23
	Full-time permanent	279	118	0	0	0	0	397
Sales	Full-time contract	3	0	0	0	0	0	3
	Part-time permanent	60	2	0	0	0	0	62







Non-manager occupational categories	Employment status		cluding graduates and ntices)		aduates (if icable)	No. of apprentices (if applicable)		Total employees	
Calegories		F	M	F	M	F	М	employees	
	Part-time contract	2	0	0	0	0	0	2	
	Casual	98	43	0	0	0	0	141	
	Full-time permanent	6	49	0	0	0	0	55	
	Full-time contract	0	1	0	0	0	0	1	
Machinery operators and drivers	Part-time permanent	3	5	0	0	0	0	8	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	28	33	0	0	0	0	61	
	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	2	0	0	0	0	2	
	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	27	23	0	0	0	0	50	
Grand total: all non-managers		2,513	2,350	0	0	0	0	4,863	



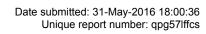




## Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

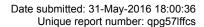
1 Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:
1.1 Recruitment?  Yes (you can select policy and/or strategy options)  Standalone policy Policy is contained within another policy Standalone strategy
☐ Strategy is contained within another strategy  No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.2 Retention?  Yes (you can select policy and/or strategy options)  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.3 Performance management processes?  Yes (you can select policy and/or strategy options)  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No     No, currently under development     No, insufficient human resources staff     No, don't have expertise     No, not a priority
1.4 Promotions?  ☐ Yes (you can select policy and/or strategy options)  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.5 Talent identification/identification of high potentials?  ☐ Yes (you can select policy and/or strategy options)







Standalone stra	ied within another policy tegy
☐ Strategy is conta ☐ No ☐ No, currently under deve ☐ No, insufficient human ro ☐ No, don't have expertise ☐ No, not a priority	esources staff
☐ Standalone stra ☐ Strategy is conta	cy and/or strategy options) cy led within another policy
<ul> <li>No</li> <li>No, currently under deve</li> <li>No, insufficient human ro</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>	esources staff
Standalone stra	cy and/or strategy options) cy led within another policy
<ul> <li>No</li> <li>No, currently under deve</li> <li>No, insufficient human re</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>	elopment esources staff
☐ Standalone poli ☐ Policy is contain ☐ Standalone stra	ned within another policy
<ul> <li>No</li> <li>No, currently under deve</li> <li>No, insufficient human re</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>	elopment esources staff
☐ Yes (you can select poli ☐ Standalone poli ☐ Policy is contain ☐ Standalone stra	cy led within another policy
No     No, currently under development     No, insufficient human re     No, don't have expertise     No, not a priority	elopment esources staff
1.10 Gender equality ov ⊠ Yes (you can select poli	







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

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

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

	Managers		Non-managers		
	Female	Male	Female	Male	
NUMBER of appointments made	31	26	454	217	

1.13 In the table below, please provide the NUMBER of employees who were awarded promotions during the reporting period (by gender, employment status and manager/non-manager categories).

('Promotion' means where a person has advanced or been raised to a higher office or rank on an ongoing basis. Temporary higher duties are not considered a promotion. This does not typically include movement within a salary band unless it involves a move to higher office or rank.)

No cell should be left blank, please enter '0' (zero) where there is no data.

	Managers		Non-man	agers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	7	9	75	39
Permanent/ongoing part-time employees	0	0	3	1
Fixed-term contract full-time employees	1	4	7	0
Fixed-term contract part-time employees	1	0	0	0
Casual employees	0	0	0	1

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

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

No cell should be left blank, please enter '0' (zero) where there is no data.

•	Managers		Non-managers		
	Female	Male	Female	Male	





	Managers		Non-mar	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	23	14	239	117
Permanent/ongoing part-time employees	4	0	36	8
Fixed-term contract full-time employees	5	5	45	22
Fixed-term contract part-time employees	0	1	5	0
Casual employees	0	0	28	19

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

Gender equality indicator 2: Gender composition of governing bodies

- Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the Workplace Gender Equality Act 2012 (Act). (In the Act, a governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer".) For the purposes of reporting under the Act, this question relates to the ultimate or 'highest' governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.
- o For private or publicly listed companies, you will have one or more directors or a board of directors.
- o For trusts, the trustee is the governing body/board.
- o For partnerships, the governing body/board is likely to comprise all or some (if elected) partners.
- o For organisations whose governing body/board is the same as their parent entity's governing body/board, it is still deemed to have a governing body/board.
- o For religious structures, you may have a canonical advisor, bishop or archbishop.
- o For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.
- 2.1 Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.

If your organisation's governing body/board is the same as your parent entity's governing body/board, you will need to enter your organisation's name but the details of your parent entity's governing body/board in the table below.

Organisation name Gender (NO)	R of governing body/board T	% target for representation of women on each governing body/board	Year to be reached
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		F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1- 100)	(in YYYY format; if no target has been set, leave blank)
01	Seven West Media Limited	0	1	2	6	0	
02							
03							
04							
05							
06							
07							
08							
09							
10							
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27				
28				
29				
30				

30							
	erning bodies lis Governing body, Currently under nsufficient huma Don't have expe	sted above /board has developm an resource ertise	e, you ma s gender l ent ces staff	y specify v balance (e	why below: e.g. 40% wo	as not been set foo omen/40% men/20 nents (provide det	0% either)
	Not a priority Other (provide d	letails):					
⊠ Y	y/board membe 'es (you can se	rs for ALL lect policy one policy containe one strate	organisa and/or si d within a gy	tions cove trategy op	ered in this i tions) icy	selection strategy report?	/ for governing
	No No, in place for s No, currently und No, insufficient h No, do not have	der develonuman res	opment sources st	aff		intments (provide	details why):
	No, don't have e No, not a priority No, other (provid	, ·	):				
		structure				ion if your organis tity (ie Pty Ltd, Ltd	
						rtners (excluding t	

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

Details of your managing partner should be included separately in the CEO row of your workplace profile.

NB: Please ensure that the composition of your governing body/board (which may include all or some of your equity partners below) is also entered in question 2.1.

or define or your equity partitions below, to allow oritored in question 2.1.						
	Full-	Part-	Full-	Part-		
	time	time	time	time		
	females	females	males	males		
Equity partners who ARE key management						
personnel (KMPs) (excluding your managing						
partner)						
Equity partners who are "Other						





	Full- time females	Part- time females	Full- time males	Part- time males
executives/General managers"				
Equity partners who are "Senior managers"				
Equity partners who are "Other managers"				

2.5 Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below:

Gender equality indicator 3: Equal remuneration between women and men
<ul> <li>Do you have a formal policy and/or formal strategy on remuneration generally?</li> <li>☐ Yes (you can select policy and/or strategy options)</li> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, salaries set by awards or industrial agreements</li> <li>No, non-award employees paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
4 Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.)  Yes. When was the most recent gender remuneration gap analysis undertaken?  Within last 12 months  Within last 1-2 years  More than 2 years ago but less than 4 years ago  Other (provide details):
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)</li> <li>No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)</li> <li>No, non-award employees are paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>

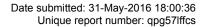
4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:





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

addition to any government funded $oxtime {oxed}$ Yes. (Please indicate how emp	funded paid parental leave for PRIMARY CARERS, in d parental leave scheme for primary carers? loyer funded paid parental leave is provided to the primary
	veen the employee's salary and the government's paid
scheme), regardless of the period	e's full salary (in addition to the government's paid of time over which it is paid. For example, full pay for 12
weeks or half pay for 24 weeks ☐ As a lump sum paymer ☐ No	nt (paid pre- or post- parental leave, or a combination)
No, currently being considered No, insufficient human resource No, government scheme is suff No, don't know how to impleme No, not a priority No, other (provide details):	es staff ficient
5.1 Please indicate the MINIM parental leave that is provided for 6	IUM number of weeks of EMPLOYER FUNDED paid primary carers.
	ride additional details on the eligibility period/s and the leave offered to primary carers, please do so below:
	d for employees to access the MINIMUM amount of ve (ie how long do employees need to be employed to months)?
	nts of employer funded paid parental leave, what is the nployer funded paid parental leave that is provided for
	d for employees to access the MAXIMUM amount of ve (ie how long do employees need to be employed to n months)?
leave for PRIMARY CARERS? In out the proportion. For example, if parental leave for PRIMARY CARI	tal workforce has access to employer funded paid parental your calculation, you must include casuals when working ALL employees have access to employer funded paid ERS, including casuals, you would enter 100%. If casuals your figure would always be less than 100%.
	esents the actual percentage of employees, or round the ntile, e.g. if 23.4% enter 20; if 45.7% enter 50).
	Primary carer's leave
Percentage:	60







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

- 6.1 Please indicate the number of weeks of employer funded paid parental leave that is provided for secondary carers.
- 6.3 What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS? In your calculation, you must include casuals when working out the proportion. For example, if ALL employees have access to employer funded paid parental leave for SECONDARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

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

	Secondary carer's leave
Percentage:	60

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

No cell should be left blank, please enter '0' (zero) where there is no data.

	Primary care	r's leave	Secondary carer's leave		
	Female	Male	Female	Male	
Managers	10	0	0	5	
Non-managers	93	1	0	33	

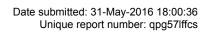
8 Provide the NUMBER of employees who, during the reporting period, ceased employment during, or at the end of, parental leave (by gender and manager/non-manager categories).

This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'.

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

No cell should be left blank, please enter '0' (zero) where there is no data.

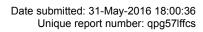
	Female	Male
Managers	1	0
Non-managers	22	0







	ments
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, don't offer flexible arrangements</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>	
10 Do you have a formal policy and/or formal strategy to support employees with to caring responsibilities?  Yes (you can select policy and/or strategy options)  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy	family
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>	
Do you have any non-leave based measures to support employees with family caring responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, references)?  Yes No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):	
Do you have a formal policy and/or formal strategy to support employees who experiencing family or domestic violence?  Yes (you can select policy and/or strategy options)  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy	are
No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, not aware of the need No, don't have expertise No, not a priority No, other (please provide details):	



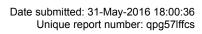




Other than a policy and/or strategy, do you have any measures to support employees
who are experiencing family or domestic violence?
$oxed{\boxtimes}$ Yes - please indicate the type of measures in place (more than one option can be
selected):
⊠ Employee assistance program (including access to a psychologist, chaplain or             □             □
counsellor)
☐ Training of key personnel
☐ A domestic violence clause is in an enterprise agreement or workplace agreement
☐ Workplace safety planning
☐ Access to paid domestic violence leave (contained in an enterprise/workplace
agreement)
☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace
agreement)
Access to paid domestic violence leave (not contained in an enterprise/workplace
agreement)
Access to unpaid leave
Confidentiality of matters disclosed
Referral of employees to appropriate domestic violence support services for
expert advice
☐ Protection from any adverse action or discrimination based on the disclosure of
domestic violence
Flexible working arrangements
Provide financial support (e.g. advance bonus payment or advanced pay)
Offer change of office location
Emergency accommodation assistance
Access to medical services (e.g. doctor or nurse)
Other (provide details):
∐ No
No, currently under development
No, insufficient human resources staff
No, not aware of the need
No, don't have expertise
No, not a priority
☐ No, other (provide details):

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

indicates that a p	Managers				Non-managers			
	Fer	Female Male		Female		Male		
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work								
Compressed working weeks						$\boxtimes$		
Time-in-lieu						$\boxtimes$		
Telecommuting						$\boxtimes$		
Part-time work								
Job sharing								
Carer's leave	$\boxtimes$		$\boxtimes$		$\boxtimes$		$\boxtimes$	
Purchased leave								

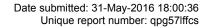






	Managers				Non-managers				
	Female		M	Male		Female		Male	
	Formal	Informal	Formal Informal		Formal	Informal	Formal	Informal	
Unpaid leave						$\boxtimes$			
14.1 If there a	•			s, condition	ns or prac	tices that a	re availab	le to	

14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:
14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below:  Currently under development  Insufficient human resources staff  Don't have expertise  Not a priority  Other (provide details):
14.3 Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below:
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace
Have you consulted with employees on issues concerning gender equality in your workplace?  ☐ Yes ☐ No ☐ No, not needed (provide details why):
<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
15.3 Should you wish to provide additional information on any of your responses under gender equality indicator 5, please do so below:
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy and/ or formal strategy on sex-based harassment and discrimination prevention?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No
<ul><li>No, currently under development</li><li>No, insufficient human resources staff</li><li>No, included in workplace agreement</li></ul>
No, don't have expertise







<ul><li>No, not a priority</li><li>No, other (provide details):</li></ul>
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy and/or strategy?  ☐ Yes ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):
17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?  \[ \textstyredge Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected):  \[ \textstyredge At induction \[ \textstyredge At least annually \[ \textstyredge Every one-to-two years \[ \textstyredge Every three years or more \[ \textstyredge Varies across business units \[ \textstyredge Other (provide details): \]
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:

Other

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





## Gender composition proportions in your workplace

### Important notes:

- 1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
- 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.
- 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 50.9% females and 49.1% males.

#### **Promotions**

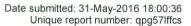
- 2. 63.5% of employees awarded promotions were women and 36.5% were men
  - . 40.9% of all manager promotions were awarded to women
  - ii. 67.5% of all non-manager promotions were awarded to women.
- 3. 6.8% of your workforce was part-time and 3.4% of promotions were awarded to part-time employees.

#### Resignations

- 4. 67.4% of employees who resigned were women and 32.6% were men
  - i. 61.5% of all managers who resigned were women
  - i. 68.0% of all non-managers who resigned were women.
- 5. 6.8% of your workforce was part-time and 9.5% of resignations were part-time employees.

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

- 22.3% of all women who utilised parental leave and ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave and ceased employment before returning to work
- 6.7% of all managers who utilised parental leave and ceased employment before returning to work were women
- 17.3% of all non-managers who utilised parental leave and ceased employment before returning to work were women.







### Notification and access

Australian Manufacturing Workers Union

Australian Services Union
Construction, Forestry, Mining and Energy Union List of employee organisations

**Electrical Trades Union** 

Media, Entertainment and Arts Alliance Community and Public Sector Union

## **CEO** sign off confirmation

Name of CEO or equivalent

Tim Worner

Confirmation CEO has signed the report

Yes

Date: 31.05.16