

IMPORTANT INFORMATION FOR EMPLOYEES AND **CLUB MEMBERS**

This club is required by law to make available the WGEA Report 2017-2018 to its employees and club members in accordance with the Workplace Gender Equality Act 2012 (WGEA Act).

The Workplace Gender Equality Report 2017-2018 for Twin Towns Services Club has been lodged with the Australian Government.

Employees and club members may view the WGEA Report 2017-2018 on the Club's website www.twintowns.com. au.

Any comments on the report may be given to the Secretary, in writing, within 28 days of the date of this notice or directly to the Agency.

WGEA Report 2017-2018 — 24 April 2018





Public report

2017-18

Submitted by

Legal Name: Twin Towns Services Club Ltd





Organisation and contact details

Reporting structure	Organisation phone number Number of employees covered by	0755990237 379
		AUSTRALIA
		TWEED HEADS NSW 2485
	Postal address	PO Box 369
	ASX code (if applicable)	
	Business/trading name/s	
	ANZOIO	4530 Clubs (Hospitality)
	ANZSIC	H Accommodation and Food Services
	ABN	61001042833
Submitting organisation details	Legal name	Twin Towns Services Club Ltd





Workplace profile

Manager

				200	No. of employees
Manager occupational categories	Reporting level to CEU	Employment status	14	Σ	Total employees
		Full-time permanent	0	ŀ	
		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	1	1	2
		Full-time contract	0	0	0
Key management personnel	7	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	2	2
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Other even times/Ceneral managers		Casual	0	0	0
		Full-time permanent	0	1	
		Full-time contract	0	0	0
	e-	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	1	
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Conjor Managers	A STATE OF THE PARTY OF THE PAR	Casual	0	0	0
odilo ivaladolo		Full-time permanent	0	1	L
		Full-time contract	0	0	0
	6-	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0

Manager occupational gateonies	OEO of level portroge	Cmalatina tetatas		2	No. of employees
	OTO OI DAOI BUILDINGO	Campioying a seasons	н	W	Total employees
		Full-time permanent	4	11	15
		Full-time contract	0	0	0
Other managers	ဇှ	Part-time permanent	0	0	o
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			u	18	93



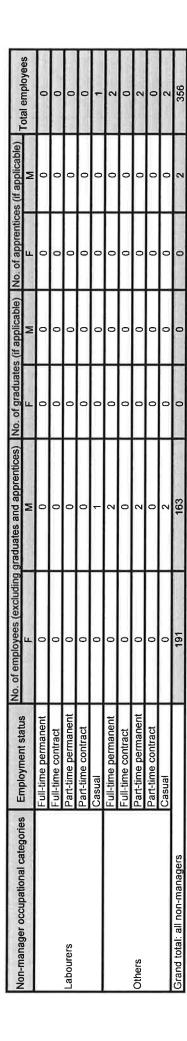


Workplace profile

Non-manager

Soliton in a signature and a soliton and a s	Cambonia atatas	No. of employees (excluding	No. of employees (excluding graduates and apprentices)	No. of graduates (if applicable)	s (if applicable)	No. of apprentices (if applicable)	s (if applicable)	
indication occupational categories	Cimployment status		M		W	F	W	l otal employees
	Full-time permanent	0	3	0	0	0	0	3
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	0	1	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	-
	Full-time permanent	5	19	0	0	0	2	26
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	2	0	0	0	0	7
	Part-time contract	0	0	0	0	0	0	0
	Casual	7	14	0	0	0	0	21
	Full-time permanent	11	25	0	0	0	0	36
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	22	4	0	0	0	0	26
	Part-time contract	0	0	0	0	0	0	0
	Casual	116	89	0	0	0	0	184
	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	12	2	0	0	0	0	14
	Part-time contract	0	0	0	0	0	0	0
	Casual	4	3	0	0	0	0	
	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 1	4	0	0	0	0	4
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	1	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0

Date submitted: Unique report number: drkvhankwd









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 2017 to 31 March 2018. (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.
- 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	gers	Non-ma	Non-managers	
	Female	Male	Female	Male	
Permanent/ongoing full-time employees	0	0	1	1	
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	0	0	
Casual employees	0	0	0	0	

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/nonmanagers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	0	0
Number of appointments made to NON-MANAGER roles (including promotions)	84	82

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

	Mana	gers	Non-ma	Non-managers	
	Female	Male	Female	Male	
Permanent/ongoing full-time employees	1	0	4	6	
Permanent/ongoing part-time employees	0	0	4	1	
Fixed-term contract full-time employees	0	0	0	0	
Fixed-term contract part-time employees	0	0	0	0	
Casual employees	0	0	34	31	

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.

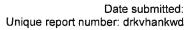
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity,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





2.1	Please answer the following q	uestions relating to each governing boo	ly covered in this report.
	Note: If this report covers mor organisation before proceeding	e than one organisation, the questions g to question 2.2.	below will be repeated for each
		ng body is the same as your parent entinumerical details of your parent entity's	
2.1a.1	Organisation name?		
	Twin Towns Services Club		
2.1b.1	How many Chairs on this gove	erning body?	
		Female	Male
	Number	0	1
2.1c.1	How many other members are	on this governing body (excluding the	
	Musekas	Female	Male
	Number	0	8
	Currently under developmentInsufficient resources/	ver governing body/board appointments (p	completed
2.1g.1	Are you reporting on any other	r organisations in this report?	
	⊠ No		
2.2	Do you have a formal selection organisations covered in this r	n policy and/or formal selection strategy report?	for governing body members for ALL
	☐ Yes (select all applicable answing Policy ☐ Strategy	wers)	
	No (you may specify why no f	formal selection policy or formal selection s	strategy is in place)
	☐ In place for some gove ☐ Currently under develo	erning bodies opment, please enter date this is due to be	completed
	☐ Insufficient resources/	expertise ver governing body appointments (provide	details why)
	☐ Not a priority		ecuno mij
	Other (provide details) The constitution provi	: des for any member to nominate and all m	embers having an equal opportunity to
		no hold themselves up as a candidate. The e company to select or appoint any persor	

gender.







	2.3	Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?
		☐ Yes ☑ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
Ge	nder	equality indicator 3: Equal remuneration between women and mer
	l remune er equal	eration between women and men is a key component of improving women's economic security and progressing ity.
3.	Do yo	ou have a formal policy and/or formal strategy on remuneration generally?
	☐ Ye	s (select all applicable answers)
	⊠ No	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 ☐ Salaries set by awards/industrial or workplace agreements ☐ Non-award employees paid market rate ☐ Not a priority
4.		Other (provide details): you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e.
		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):
	room 1	(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)
	IS roo	Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there m 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):
	4.2	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

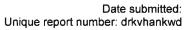




This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. 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.

			gle carer, REGARDLESS	OF GENDER, identified as have
Do you provide		paid parental leave	for PRIMARY CARERS t	hat is available for women ANI
By pa By pa By pa time over which i As a li No, we offer p indicate how emp By pa By pa time over which i As a li No, we offer p paid parental lea By pa time over which i As a li No, not availa Currer Insuffi Gover	ring the gap between the ring the employee's full the said. For example, the same payment (paic and parental leave for poloyer funded paid pare ring the employee's full the said. For example, the said parental leave for power is provided to men Coving the gap between the ring the employee's full the said. For example, the said parental leave for power is provided to men Coving the gap between the ring the employee's full the said. For example, the said parental leave for power is provided to men Coving the gap between the said payment (paic the gap between the said payment (paic the gap the said payment (paic the said payment for the said payment	se employee's salary a salary (in addition to full pay for 12 weeks of pre- or post- parents rimary carers that is a salary (in addition to full pay for 12 weeks of pre- or post- parents rimary carers that is a full pay for 12 weeks of pre- or post- parents rimary carers that is a full pay for 12 weeks of pre- or post- parents rimary carers that is a full pay for 12 weeks of pre- or post- parents any this leave is not proplease enter date this ease enter date this	or half pay for 24 weeks at leave, or a combination) available to women ONLY to women ONLY: and the government's paid the government's paid schor half pay for 24 weeks at leave, or a combination) available to men ONLY. (Pand the government's paid the government's paid the government's paid the government's paid schor half pay for 24 weeks at leave, or a combination)	d parental leave scheme neme), regardless of the period of (e.g. maternity leave). (Please disparental leave scheme neme), regardless of the period of the p
A "SECONDARY primary carer.	CARER" is a membe	r of a couple or a si	ngle carer, REGARDLES	S OF GENDER, who is not the
Do you provide			for SECONDARY CAREF	RS that is available for men and
No, we offer p No (you may s	aid parental leave for S specify why employer fu tly under development, sient resources/expertis nment scheme is suffici	ECONDARY CARER inded paid parental le please enter date thi e	S that is available to men S that is available to wom ave for secondary carers s is due to be completed	
	AGERS have taken pa on parental leave, reg			d and/or unpaid)? Include
	on parental leave, reg	ardless of when it co	ommenced.	
	on parental leave, reg		ommenced.	d and/or unpaid)? Include carer's leave Male

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	5	0	0	2

3.	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

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

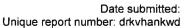
Include those where parental leave was taken continuously with any other leave type. For example,

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	1	0

9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	☐ 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):
	Cities (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) ✓ 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 agreement ☐ Not a priority
	Other (provide details):
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 ☐ Insufficient resources/expertise ☐ Not a priority







	☐ Other (provide details):
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	☐ 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):
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?
	 ☑ 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
	☐ Florible 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):
14.	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.
	For example, if time-in-lieu is available to women formally but to men informally, you would select NO.
	☑ Yes, the option/s in place are available to both women and men.
	☐ No, some/all options are not available to both women AND men.

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

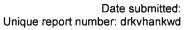




Unticked checkboxes mean this option is NOT available to your employees.

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

		1 dichased leave				
		Unpaid leave				
	14.3	You may specify why any of the above option	s are NOT av	ailable to your e	mployees.	
		☐ Currently under development, please enter de ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):	ate this is due	to be completed		
	14.4	If your organisation would like to provide add please do so below:	litional inform	ation relating to	gender equa	lity indicator
		equality indicator 5: Consulting gender equality in the w			ees on i	ssues
		quality indicator seeks information on what consulender equality in the workplace.	tation occurs b	etween employe	rs and employ	ees on issues
15.	Have	you consulted with employees on issues conc	erning gende	r equality in you	r workplace?	
	⊠ Yes	s (you may specify why you have not consulted with Mot needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):	n employees o	n gender equality	v)	
	15.1	How did you consult with employees on issue	es concerning	ı gender equalit	y in your work	place?
		☐ Survey ☐ Consultative committee or group ☐ Focus groups ☐ Exit interviews ☐ Performance discussions ☐ Other (provide details):				
	15.2	Who did you consult?				
		☐ All staff ☐ Women only				







		 Men only Human resources managers Management Employee representative group(s) Diversity committee or equivalent Women and men who have resigned while on parental leave Other (provide details):
	15.3	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.	on 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 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?
	⊠ Ye:	s (select all applicable answers) ☑ Policy
	□ No	☐ 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?
	⊠ Yes	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
	□ No	☐ 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 51.7% females and 48.3% males.

Promotions

- 2. 50.0% of employees awarded promotions were women and 50.0% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 50.0% of all non-manager promotions were awarded to women.
- 3. 13.5% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 53.1% of employees who resigned were women and 46.9% were men
 - 100.0% of all managers who resigned were women
 - ii. 52.5% of all non-managers who resigned were women.
- 13.5% of your workforce was part-time and 6.2% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 16.7% 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. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were

Notification and access

List of employee organisations:

Employee organisations: - United Voice - CMAA	
CEO sign off confirmation	i MULLLO
Name of CEO or equivalent:	Confirmation CEO has signed the report:
	23.4.18
CEO signature:	Date: