



# Public report

2016-17

Submitted by

Legal Name:

Aust Municipal Admin Clerical & Servs Union (Aust Servs Union - Nat Office)





# Organisation and contact details

Submitting organisation details	Legal name	Aust Municipal Admin Clerical & Servs Union (Aust Servs Union - Nat Office)
	ABN	28519971998
	ANZSIC	S Other Services 9552 Labour Association Services
	Business/trading name/s	Aust Services Union ASU National Office
	ASX code (if applicable)	
	Postal address	Ground Floor 116 Queensberry Street CARLTON SOUTH VIC 3053 AUSTRALIA
	Organisation phone number	(03) 9342 1400
Reporting structure	Ultimate parent	Aust Municipal Admin Clerical & Servs Union (Aust Servs Union - Nat Office)
	Number of employees covered by this report	389





# All organisations covered by this report

Legal name	Business/trading name/s
Aust Municipal Admin Clerical & Servs Union (Aust Servs Union - Nat Office)	Aust Services Union ASU National Office
Australian Municipal Administrative Clerical Services Union Queensland Together Branch	
Australian Municipal Administrative Clerical and Services Union Queensland (Services and Northern Administrative) Branch	
Australian Services Union NSW and ACT Services Branch	
New South Wales Local Government Clerical Administrative Energy Airlines and Utilities Branch of the Australian Services Union	
Australian Services Union Victorian and Tasmanian Authorities and Services Branch	
Aust Municipal Admin Clerical & Servs Union Pvt Sector - VIC Branch	ASU - VIC Private Sector Branch
Australian Services Union SA & NT Branch	
Australian Services Union Western Australian Branch	
Australian Municipal Administrative Clerical & Services Union Taxation Officers Branch	

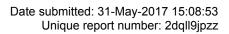




## Workplace profile

## Manager

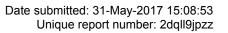
Management and a state of a	Dan artis or lavel to OFO	Farally and at the	No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees	
		Full-time permanent	0	1	1	
		Full-time contract	0	0	0	
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	3	8	11	
		Full-time contract	0	0	0	
	-1	Part-time permanent	1	0	1	
		Part-time contract	0	0	0	
Kay managament naraannal		Casual	0	0	0	
Key management personnel	-2	Full-time permanent	8	5	13	
		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	0	1	1	
		Full-time contract	0	0	0	
	-1	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	3	6	9	
		Full-time contract	0	0	0	
Senior Managers	-2	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	
	-3	Part-time permanent	3	0	3	
		Part-time contract	0	0	0	
		Casual	0	0	0	







Manager equipational entergrice	Paparting lavel to CEO	Employment status	No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees	
		Full-time permanent	3	4	7	
		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	6	6	12	
		Full-time contract	0	0	0	
	-3	Part-time permanent	1	0	1	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers			30	31	61	



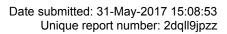




## Workplace profile

### Non-manager

Non manager appunational estagarias	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentic	es (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	83	114	0	0	0	0	197
	Full-time contract	3	3	0	0	0	0	6
Professionals	Part-time permanent	24	8	0	0	0	0	32
	Part-time contract	0	0	0	0	0	0	0
	Casual	4	1	0	0	0	0	5
	Full-time permanent	0	0	0	0	0	0	0
	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
	Full-time permanent	0	0	0	0	0	0	0
	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	0	0	0	0	0	0
	Full-time permanent	37	6	0	0	0	0	43
	Full-time contract	2	0	0	0	0	0	2
Clerical and administrative	Part-time permanent	25	2	0	0	0	0	27
	Part-time contract	0	0	0	0	0	0	0
	Casual	9	6	0	0	0	0	15
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
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 (excluding	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	M	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	1	0	0	0	0	0	1
	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		188	140	0	0	0	0	328





## **Additional Information regarding Workplace Profile**

The current National Secretary of the ASU is happy to provide details of his remuneration package. David Smith is a full-time, permanent employee of the Union with as base annual salary of \$140,655 and total annual remuneration of \$175,943. The National Secretary has disclosed all remuneration data including benefits received for board positions held with other organisations.





## 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 means 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 2016 to 31 March 2017. (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
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.5	Talent identification/identification of high potentials
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>☑ Not a priority</li> </ul>
1.6	Succession planning
	<ul> <li>Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☑ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.7	Training and development
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.8	Key performance indicators for managers relating to gender equality
	<ul> <li>Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☐ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☑ Not a priority</li> </ul>
1.9	Gender equality overall
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>





1.10 How many new appointments were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	2	4
Number of appointments made to NON-MANAGER roles (including promotions)	40	14

1.11 How many employees were promoted during the reporting period against each category below? IMPORTANT: Because promotions are included in the number of appointments in Q1.10, the number of promotions should never exceed appointments.

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	2	4	3	2
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

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

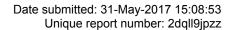
	Mar	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	9	15	7
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.13 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.

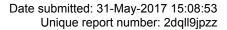






If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

now many chans on this gove	erning body?	
	Female	Male
Number	0	1
How many other members are	on this governing body (excluding the	Chair/s)?
	Female	Male
Number	12	13
Are you reporting on any other	r organisations in this report?	
☐ Yes ☑ No		
Do you have a formal selectior organisations covered in this r	n policy and/or formal selection strategeport?	yy for governing body members
Yes (select all applicable ansomall policy	wers)	
☐ No (you may specify why no f	formal selection policy or formal selection erning bodies opment, please enter date this is due to b	
☐ In place for some gove	opinioni, piodoo ontoi dato tilio io due tu b	o completed





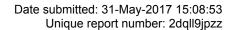


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

## 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.

⊠Y	es (select all applicable answers) ☑ Policy ☑ Strategy
□N	<ul> <li>☐ Strategy</li> <li>o (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Salaries set by awards/industrial or workplace agreements</li> <li>☐ Non-award employees paid market rate</li> <li>☐ Not a priority</li> </ul>
	Other (provide details):
3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
	<ul> <li>✓ Yes (provide details in question 3.2 below)</li> <li>☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Salaries set by awards/industrial or workplace agreements</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Non-award employees paid market rate</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
	<ul> <li>☑ To achieve gender pay equity</li> <li>☑ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews)</li> <li>☑ To be transparent about pay scales and/or salary bands</li> <li>☑ To ensure managers are held accountable for pay equity outcomes</li> <li>☑ To implement and/or maintain a transparent and rigorous performance assessment process</li> <li>☑ Other (provide details):</li> </ul>
	you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. lucted a gender pay gap analysis)?
_	es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years
⊠N	<ul> <li>☐ More than 2 years ago but less than 4 years ago</li> <li>☐ Other (provide details):</li> <li>o (you may specify why you have not analysed your payroll for gender remuneration gaps)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> </ul>
	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 fications)







	☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there
IS room	n for discretion in pay changes (because pay increases can occur with some discretion such as performance
assess	ments)
	☐ Non-award employees paid market rate
	☐ Not a priority
	Other (provide details):
	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.

n addition to any government funded parental leave scheme for primary carers?
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)
we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded
arental leave is provided to men ONLY):
☐ By paying the gap between the employee's salary and the government's paid parental leave scheme ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of 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)
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):

If your organisation would like to provide additional information on your paid parental leave for primary

carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other

arrangements you may have in place, please do so below.

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	☐ 31- ☐ 41-	20% 30% 40% 50%						
	□ 71-	70% 80% 90% 99%						
A "SECON primary ca	— IDARY CA		nember of	a couple d	or a single ca	arer, RE	GARDLESS OF	GENDER, who is n
							RY CARERS th	at is available for marers?
	Insufficient Governme Not a priori	resources/ent scheme is ity vide details):	expertise s sufficient	ase enter d	ate this is du	e to be c	ompleted	
How many	MANAGE	ERS have ta arental leav	have acces: ken parent ve, regardle	al leave d		oorting p		d/or unpaid)? Includ
How many	MANAGE	RS have ta arental leav	have access ken parent ve, regardle	al leave dess of whe	uring the repen it commen	oorting p	period (paid an	d/or unpaid)? Incluc er's leave
How many	MANAGE	RS have ta arental leav	have acces: ken parent ve, regardle	al leave dess of whe	uring the rep	oorting p	period (paid an	d/or unpaid)? Includ
How many employees  Managers  7.1 How	MANAGE s still on p	Fer 2	ken parent ve, regardle Primary care nale ERS have to parental	al leave dess of wheer's leave  Marie of taken pare leave, reg	uring the repen it commendate  0  ental leave digardless of v	porting paced.	Secondary care emale e reporting per	d/or unpaid)? Includer's leave  Male
How many employees  Managers  7.1 How	MANAGE s still on p	Fer 2	ken parent ve, regardle Primary care nale ERS have ton parental	al leave dess of who	uring the repen it commendate  0  ental leave digardless of v	porting paced.	Secondary care emale e reporting per	d/or unpaid)? Includer's leave  Male 0  riod (paid and/or un
How many employees  Managers  7.1 How line	MANAGE s still on p	Fer 2	ken parent ve, regardle Primary care nale ERS have ton parental	al leave dess of whe	uring the repen it commendate  ale  0  ental leave digardless of ver's leave	porting paced.	Secondary care emale e reporting percommenced. Seconda	er's leave  Male  0  riod (paid and/or un

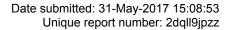
Females

0

Managers

Males

0







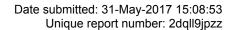
- How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from 8.1 parental leave, regardless of when the leave commenced?

  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

⊠ Ye	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
	☐ Don't offer flexible arrangements ☐ Not a priority
	Other (provide details):
9.1	You may indicate which of the following are included in your flexible working arrangements strategy:
	☐ A business case for flexibility has been established and endorsed at the leadership level
	Leaders are visible role models of flexible working
	☐ Flexible working is promoted throughout the organisation ☐ Targets have been set for engagement in flexible work
	☐ Targets have been set for men's engagement in flexible work
	Leaders are held accountable for improving workplace flexibility
	☐ Manager training on flexible working is provided throughout the organisation ☐ Employee training is provided throughout the organisation
	Team-based training is provided throughout the organisation
	Employees are surveyed on whether they have sufficient flexibility
	☐ The organisation's approach to flexibility is integrated into client conversations ☐ The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement)
	Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel
	Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body
Do yo	u have a formal policy and/or formal strategy to support employees with family or caring responsibilities
⊠ Ye	s (select all applicable answers)
	<ul><li>☑ Policy</li><li>☑ Strategy</li></ul>
☐ 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):
	u offer any other support mechanisms, other than leave, for employees with family or caring responsibilingloyer-subsidised childcare, breastfeeding facilities)?
	mployer-subsidised childcare, breastfeeding facilities)?
(eg, e ⊠ Ye:	mployer-subsidised childcare, breastfeeding facilities)? s (you may specify why non-leave based measures are not in place)
(eg, e ⊠ Ye:	mployer-subsidised childcare, breastfeeding facilities)?







<ul> <li>Please select what support mechanisms are in place and if they are available at all worksites.</li> <li>Where only one worksite exists, for example a head-office, select "Available at all worksites".</li> </ul>	
☐ Employer subsidised childcare ☐ Available at some worksites only	
☐ Available at all worksites ☐ On-site childcare	
<ul> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> </ul>	
☐ Breastfeeding facilities	
<ul> <li>☑ Available at some worksites only</li> <li>☐ Available at all worksites</li> </ul>	
Childcare referral services	
<ul><li>☐ Available at some worksites only</li><li>☐ Available at all worksites</li></ul>	
☐ Internal support networks for parents ☐ Available at some worksites only	
Available at all worksites	
☐ Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental when an employee returns from leave)	eave
Available at some worksites only	
<ul> <li>☐ Available at all worksites</li> <li>☐ Information packs to support new parents and/or those with elder care responsibilities</li> </ul>	
☐ Available at some worksites only ☐ Available at all worksites	
Referral services to support employees with family and/or caring responsibilities	
<ul> <li>✓ Available at some worksites only</li> <li>✓ Available at all worksites</li> </ul>	
☐ Targeted communication mechanisms, for example intranet/ forums	
<ul><li>☐ Available at some worksites only</li><li>☐ Available at all worksites</li></ul>	
☐ Support in securing school holiday care ☐ Available at some worksites only	
Available at all worksites	
<ul> <li>☐ Coaching for employees on returning to work from parental leave</li> <li>☐ Available at some worksites only</li> </ul>	
Available at all worksites	
☐ Parenting workshops targeting mothers ☐ Available at some worksites only	
Available at all worksites	
☐ Parenting workshops targeting fathers ☐ Available at some worksites only	
☐ Available at all worksites ☐ None of the above, please complete question 11.2 below	
Do you have a formal policy and/or formal strategy to support employees who are experiencing family or dome violence?	stic
Policy     Strategy     Strategy	
☐ No (you may specify why no formal policy or formal strategy is in place)	
<ul> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> </ul>	
☐ Included in award/industrial or workplace agreements ☐ Not aware of the need	
Not a priority	
Other (please provide details):	

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?

12.

13.



14.



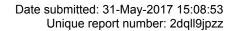
Employee assistance program (including access to a psychologist, chaplain or counsellor)
☐ Training of key personnel
A domestic violence clause is in an enterprise agreement or workplace agreement
Workplace safety planning
Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
☑ 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):
Staff representatives identified in local Staff Agreements.
☐ 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):
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
<ul> <li>job sharing</li> <li>carer's leave</li> </ul>
<ul> <li>job sharing</li> <li>carer's leave</li> <li>purchased leave</li> </ul>
<ul> <li>job sharing</li> <li>carer's leave</li> <li>purchased leave</li> <li>unpaid leave.</li> </ul>
<ul> <li>job sharing</li> <li>carer's leave</li> <li>purchased leave</li> <li>unpaid leave.</li> </ul> Options may be offered both formally and/or informally.
<ul> <li>job sharing</li> <li>carer's leave</li> <li>purchased leave</li> <li>unpaid leave.</li> </ul>
<ul> <li>job sharing</li> <li>carer's leave</li> <li>purchased leave</li> <li>unpaid leave.</li> <li>Options may be offered both formally and/or informally.</li> <li>For example, if time-in-lieu is available to women formally but to men informally, you would select NO.</li> </ul>
<ul> <li>job sharing</li> <li>carer's leave</li> <li>purchased leave</li> <li>unpaid leave.</li> </ul> Options may be offered both formally and/or informally.

#### 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.

Man	agers	Non-m	anagers
Formal	Informal	Formal	Informal
$\boxtimes$		$\boxtimes$	
	$\boxtimes$		$\boxtimes$
$\boxtimes$		$\boxtimes$	
	$\boxtimes$		$\boxtimes$
$\boxtimes$		$\boxtimes$	
	$\boxtimes$		$\boxtimes$
$\boxtimes$		$\boxtimes$	
$\boxtimes$		$\boxtimes$	
$\boxtimes$		$\boxtimes$	
	Formal		Formal Informal Formal  Informal Informal Formal  Informal Informal Formal  Informal Informal Informal  Informal Informal Informal Informal Informal  Informal Information Informati

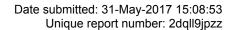
14.3 You may specify why any of the above options are NOT available to your employees.







		<ul> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> <li>☑ Other (provide details):</li> <li>Multiple Branches of the ASU means that operation of work sites varies and employees can have additional,</li> </ul>
	14.4	formal and informal arrangements.  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
		quality indicator seeks information on what consultation occurs between employers and employees on issues ender equality in the workplace.
5.	Have y	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):  The ACTU Executive, with Dr Rae Cooper from the University of Sydney, conduct the Women In Unions survey on an annual basis.
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
The poartici	reventio	equality indicator 6: Sex-based harassment and discrimination  n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace.  Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.
6.	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?







		<ul> <li>Yes</li> <li>No (you may specify why a grievance process is not included)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
		s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  Other (provide details):  (you may specify why this training is not provided)  Currently under development, please enter date this is due to be completed  1st group to be trained before 30 June 2017.  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 56.0% females and 44.0% males.

#### **Promotions**

- 2. 45.5% of employees awarded promotions were women and 54.5% were men
  - i. 33.3% of all manager promotions were awarded to women
  - ii. 60.0% of all non-manager promotions were awarded to women.
- 3. 16.5% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

#### Resignations

- 4. 50.0% of employees who resigned were women and 50.0% were men
  - . 10.0% of all managers who resigned were women
  - ii. 68.2% of all non-managers who resigned were women.
- 5. 16.5% 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.

ist of employee organisations:	
Professionals Australia	
CFO sian off confirm	ation
CEO sign off confirm	nation
CEO sign off confirm	
Name of CEO or equivalent:	Confirmation CEO has signed the report: