



# 2013-14 public report form submitted by Aged Care & Housing Group Inc to the Workplace Gender Equality Agency

## Organisation and contact details

Organisation registration	Legal name ABN ANZSIC	Aged Care & Housing Group Inc 99437071895 8601 Aged Care Residential Services
Organisation details	Trading name/s ASX code (if relevant)	ACH Group
	Postal address	PO Box 646 Torrensville Plaza TORRENSVILLE SA 5031 Australia
	Organisation phone number	(08) 8159 3600
Reporting structure	Number of employees covered in this report submission Other organisations reported on in this	2001





# Workplace profile Manager

Manager occupational categories	Reporting level to CEO	Employment status		No. of employees			
			F	М	Total employees		
CEO/Head of Business in Australia	0	Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	C		
		Casual	0	0	0		
Key management personnel	1	Full-time permanent	0	0	C		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	5	4	g		
		Casual	0	0	0		
Other executives/General managers	-1	Full-time permanent	3	2	5		
,		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	C		
		Casual	0	0	C		
Senior Managers	-2	Full-time permanent	19	9	28		
		Full-time contract	1	0	1		
		Part-time permanent	4	0	4		
		Part-time contract	0	0	0		
		Casual	0	0	C		
Other managers	-3	Full-time permanent	29	9	38		
		Full-time contract	1	0	1		
		Part-time permanent	12	1	13		
		Part-time contract	1	0	1		
		Casual	0	0	0		
Grand total: all managers			75	26	101		





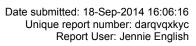
### Non-manager

Non-manager occupational categories	Employment status	No. of employees (exclude apprentice			aduates (if cable)	No. of ap	Total employees	
		F	М	F	M	F	M	
Professionals	Full-time permanent	31	13	0	0	0	0	44
	Full-time contract	5	0	0	0	0	0	5
	Part-time permanent	134	7	0	0	0	0	141
	Part-time contract	7	1	0	0	0	0	8
	Casual	71	8	0	0	0	0	79
Technicians and trade	Full-time permanent	2	3	0	0	0	0	5
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Community and personal service	Full-time permanent	48	11	0	0	0	0	59
	Full-time contract	8	1	0	0	0	0	9
	Part-time permanent	544	74	0	0	0	0	618
	Part-time contract	31	15	0	0	0	0	46
	Casual	619	86	0	0	0	0	705
Clerical and administrative	Full-time permanent	43	7	0	0	0	0	50
	Full-time contract	3	1	0	0	0	0	4
	Part-time permanent	53	0	0	0	0	0	53
	Part-time contract	5	0	0	0	0	0	5
	Casual	14	0	0	0	0	0	14
Sales	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	1	0	0	0	0	0	1





Non-manager occupational categories	Employment status	No. of employees (exclu			aduates (if icable)	No. of appli	Total employees	
		F	М	F	M	F	M	
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	1	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1
Labourers	Full-time permanent	1	17	0	0	0	0	18
	Full-time contract	0	10	0	0	0	0	10
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	4	0	0	0	0	4
Others	Full-time permanent	7	1	0	0	0	0	8
	Full-time contract	0	1	0	0	0	0	1
	Part-time permanent	10	0	0	0	0	0	10
	Part-time contract	1	0	0	0	0	0	1
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		1,638	262	0	0	0	0	1,900



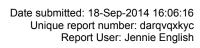




# Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

SUPPORT GENDER EQUALITY in relation to:
1.1 Recruitment?  ☑ Yes
☐ 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?  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
<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> </ul>
1.3 Performance management processes?  ☐ Yes ☐ 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
<ul> <li>No, not a priority</li> <li>1.4 Promotions?</li> <li>∑ Yes</li> <li>☐ Standalone policy</li> <li>፫ 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, don't have expertise</li> <li>No, not a priority</li> </ul>
1.5 Talent identification/identification of high potentials? ⊠ Yes







	<ul> <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>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.6 □ Yes	
□No	<ul> <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>
No,	currently under development insufficient human resources staff don't have expertise not a priority
1.7 ⊠ Yes	Training and development?
	<ul> <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>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.8 ☐ Yes	Resignations?
□No	<ul> <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>
No, No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.9 ☐ Yes	Key performance indicators for managers relating to gender equality?
	<ul> <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>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.10 ⊠ Yes	Gender equality overall?





☐ No,	☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy  currently under development insufficient human resources staff don't have expertise not a priority  You may provide details of other formal policies or formal strategies that specifically gender equality that may be in place:
Gender	equality indicator 2: Gender composition of governing bodies
2 body/bo applical ⊠ Yes □ No	Does your organisation, or any organisation you are reporting on, have a governing pard? (If you answered no, you will only be required to answer question 2.4, if tole)
21	Please complete the table below. List the names of organisations on whose

2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, also indicate the gender composition of that governing body/board; and where in place, include what gender composition target has been set and the year the target is to be reached. IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition numbers of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a future date in the format of YYYY in the 'Year to be reached' column.

	11111.						
	Organisation name	Chairperson			ard nbers	% Target	Year to be reached
	Hamo	F	М	F	M	raigot	10001100
1	ACH Group		1	5	5	0	
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							





	Organisation name	Chairperson		Bo men	ard nbers	% Target	Year to be reached	
		F	М	F	M		100.01100	
13								
14								
15								
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17								
18								
19								
20								
21								
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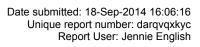




	Organisation name	Chairperson			Board members		Year to be reached
		F	М	F	М	Target	
41							
42							
43							
44							
45							
46							
47							
48							
49							
50							

2.2 For any governing bodies/boards where gender composition targets have not been set, you may specify why below:  Governing body has gender balance (e.g 40% women/40% men/20% either)  Currently under development  Insufficient human resources staff  Don't have expertise
Don't have control over board appointments (provide details why):
<ul><li>☐ Not a priority</li><li>☐ Other (provide details):</li></ul>
2.3 Do you have a formal selection policy or formal selection strategy for governing body/board members for ALL organisations covered in this report?  ☐ Yes
Standalone policy     Standalone po
<ul><li>☐ Policy is contained within another policy</li><li>☐ Standalone strategy</li></ul>
☐ Strategy   ☐ Strategy is contained within another strategy
□ No □ No, in place for some governing bodies □ No, currently under development
<ul><li>☐ No, insufficient human resources staff</li><li>☐ No, do not have control over board appointments (provide details why):</li></ul>
<ul><li>No, don't have expertise</li><li>No, not a priority</li><li>No, other (provide details):</li></ul>

2.4 If your organisation, or any organisation you are reporting on, is a partnership please enter the total number of male and female EQUITY PARTNERS in the following table (if your managing partner is also an equity partner enter those details separately in the relevant row below). If you have a separate governing body/board of directors, please enter its composition in 2.1

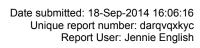






	F	M
Managing partner	0	0
Other equity partners	0	0

Gender equality indicator 3: Equal remuneration between women and men
3 Do you have a formal policy or strategy on remuneration generally? ☐ Yes
<ul> <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>
3.1 Are specific gender pay equity objectives included in your formal policy or formal strategy?  ☐ Yes ☐ No
No, currently under development No, insufficient human resources staff
<ul> <li>No, don't have expertise</li> <li>No, salaries set by awards or industrial agreements</li> </ul>
<ul><li>No, non-award employees paid market rate</li><li>No, not a priority</li><li>No, other (provide details):</li></ul>
3.2 If you answered yes to question 3.1, please provide details on what gender pay equity objectives are included in your formal policy or formal strategy, and include timeframes for achieving these objectives:
4 Has a gender remuneration gap analysis been undertaken?  Yes - please indicate when this analysis was most recently 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 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>





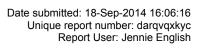


Were any actions taken as a result of your gender remuneration gap analysis?  Yes - please indicate what actions were taken:  Identified cause/s of the gaps  Created an action plan to address causes  Reviewed remuneration decision-making processes  Reviewed individual remuneration outcomes  Conducted a gender-based job evaluation process  Implemented other changes (provide details):
No No gaps identified No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, unable to address cause/s of gaps (provide details why):
No, not a priority No, other (provide details):
Gender equality indicator 4: 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
Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?  Yes 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):
Please indicate the number of weeks of employer funded paid parental leave that are provided for primary carers.  8
How is employer funded paid parental leave provided to the primary carer?  ☑ By paying the gap between the employee's salary and the government's paid parental eave scheme
By paying the employee's full salary (in addition to the government's paid scheme) regardless of the period of time over which it is paid for example, full pay for 12 weeks or halay for 24 weeks) ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
Do you provide employer funded parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?  Yes, one week or greater  Yes, less than one week  No  No, currently being considered





<ul> <li>No, insufficient human resources staff</li> <li>No, government scheme is sufficient</li> <li>No, don't know how to implement</li> <li>No, not a priority</li> <li>No, other (provide details)</li> </ul>							
6.1 Please indicate the number of weeks of employer funded parental leave that are provided for secondary carers.							
	6.2 Please indicate the number of days of employer funded parental leave that are provided for secondary carers.						
7 How many fer utilised parental leave		d) during the I	ast reporting per	on-managers, have iod? y carer's leave			
	Female	Male	Female	Male			
Managers							
Non-managers	35			1			
leave?	•	kforce has ac		r funded paid parental			
	ry carer's leave		Secondary car	er's leave			
%	24		0				
Do you have a formal policy or formal strategy on flexible working arrangements?  Yes  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, included in workplace agreement No, don't have expertise No, don't offer flexible arrangements No, not a priority No, other (provide details):							
caring responsibilities  Yes  Standalone Policy is co Standalone Strategy is  No No, currently unde	e policy contained within anot e strategy contained within ar r development man resources staff rkplace agreement ertise	ther policy		oyees with family and			







caring responsibilities?  Yes
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> </ul>
<ul><li>No, not a priority</li><li>No, other (provide details):</li></ul>
11.1 To understand where these measures are available, do you have other worksites in addition to your head office?  ☑ Yes ☐ No
11.2 Please indicate what measures are in place and in which worksites they are available (if you do not have multiple worksites, you would select 'Head office only'):  Employer subsidised childcare  Head office only  Other worksites only
☐ Head office and some other worksites ☐ All worksites including head office ☐ On-site childcare ☐ Head office only ☐ Other worksites only
☐ Head office and some other worksites ☐ All worksites including head office ☐ Breastfeeding facilities ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites
☐ All worksites including head office ☐ Childcare referral services ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
☐ Internal support network for parents ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
<ul> <li>☐ Return to work bonus</li> <li>☐ Head office only</li> <li>☐ Other worksites only</li> <li>☐ Head office and some other worksites</li> <li>☐ All worksites including head office</li> </ul>
☐ Information packs to support new parents and/or those with elder care responsibilities ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites
☐ All worksites including head office ☐ Referral services to support employees with family and/or caring responsibilities ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office





	tranet/forums	
Other worksites only		
Head office and some other worksites		
<ul><li>☐ All worksites including head office</li><li>☐ None of the above, please complete question 11.3 be</li></ul>	low	
	IOW	
11.3 Please provide details of any other non-leave ba at which worksites they are available:	sed measures that are	e in place and
12 Do you have a formal policy or formal strategy to experiencing family or domestic violence? ☐ Yes	support employees w	rho are
☐ Standalone policy ☐ Policy is contained within another policy		
<ul><li>☐ Standalone strategy</li><li>☐ Strategy is contained within another strategy</li></ul>		
□ Strategy is contained within another strategy		
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 (provide details):     ■     Output     Description:     Output     Output     Description:     Output     Description:		
Part of the National Employment Standards		
Other than a policy or strategy, do you have any are experiencing family or domestic violence?  ☐ Yes - please indicate the type of measures in place: ☐ Employee assistance program ☐ Access to leave ☐ Training of human resources (or other) staff ☐ Other (provide details):	measures to support of	employees who
□ No		
No, currently under development     No, insufficient human resources staff     No, not sweet of the nood.		
<ul><li>No, not aware of the need</li><li>No, don't have expertise</li></ul>		
☐ No, not a priority		
No, other (provide details):		
14 Please tick the checkboxes in the table below to	indicate which employ	ment terms.
conditions or practices are available to your employees (	please note that not tid	cking a box
indicates that a particular employment term, condition or		
Managers	Non-ma	
Female Male	Female	Male

indicates that a particular employment term, condition of practice to not in place).								
	Managers				Non-managers			
	Fer	Female Male		Female		Male		
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours		$\boxtimes$		$\boxtimes$		$\boxtimes$	$\boxtimes$	$\boxtimes$
of work								
Compressed working weeks								
Time-in-lieu								
Telecommuting								
Part-time work	$\boxtimes$		$\boxtimes$		$\boxtimes$	$\boxtimes$	$\boxtimes$	$\boxtimes$





	Managers			Non-managers				
		Female Male ormal Informal		Female Male				
	Formal	Iniormai	Formal	Iniormai	Formal	Informal	Formal	Informal
Job sharing								
Carer's leave								
Purchased leave								
Unpaid leave	$\boxtimes$							
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:  ACH Group offers leave without pay for special circumstances including paid and unpaid study leave.  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):								
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> <li>Currently consulting on CALD and LGBTI</li> </ul>								
15.1 How did you consult with employees on issues concerning gender equality in your workplace?  Survey Consultative committee or group Focus groups Exit interviews Performance discussions Other (provide details):								
15.2 What categories of employees did you consult?  All staff  Women only  Men only  Human resources managers  Management								





<ul><li>☐ Employee representative group(s)</li><li>☐ Diversity committee or equivalent</li><li>☐ Other (provide details):</li></ul>
Gender equality indicator 6: Sex-based harassment and discrimination
16 Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention?  ☑ Yes
<ul> <li>Standalone policy</li> <li>Policy is contained within another policy</li> <li>Standalone strategy</li> </ul>
Strategy is contained within another strategy  No No, currently under development
<ul> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> </ul>
<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 or strategy?  ☐ Yes ☐ No
<ul> <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>
Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?  ☐ Yes - please indicate how often this training is provided: ☐ At induction ☐ At least annually ☐ Every one-to-two years ☐ Every three years ☐ Varies across business units ☐ 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>

#### 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. (Please note that any information you provide here will appear in your public report)

ACH Group tendered for a grant in 2013 to improve service delivery to older Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) people.

The project known as "Free To Be" presents a cultural change across the whole organisation.

ACH Group charter of inclusion states - We Pledge:

To provide a respectful and inclusive service that celebrates diversity within our workforce and customer base.

19 You may provide additional details on any information provided in the report below. The ACH Group Board consists of:

ACH Group has four subcommittees two of which are chaired by women. There are six Executive staff (which includes the CEO) three of which are women. The Board monitor gender balance at Board level.



### **Notification and access**

List of employee organisations Australian Nursing Midwifery Federation **Health Services Union United Voice** Australian Services Union

# **CEO** sign off confirmation

Name of CEO or equivalent	John Michael Rungie
Confirmation CEO has signed the report	Yes