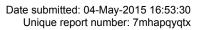




2014-15 public report form submitted by Aged Care & Housing Group Inc to the Workplace Gender Equality Agency

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 report	1,724







Workplace profile Manager

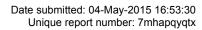
Manager equipational estageries	Departing level to CEO	Employment status		No. of employees		
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees	
		Full-time permanent	0	1	1	
		Full-time contract	0	0	0	
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	0	0	0	
		Full-time contract	0	0	0	
Key management personnel	1	Part-time permanent	5	6	11	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	4	2	6	
		Full-time contract	0	0	0	
Other executives/General managers	-1	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	16	8	24	
		Full-time contract	1	0	1	
Senior Managers	-2	Part-time permanent	5	0	5	
		Part-time contract	1	0	1	
		Casual	0	0	0	
		Full-time permanent	21	7	28	
		Full-time contract	2	0	2	
Other managers	-3	Part-time permanent	8	1	9	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers			63	25	88	





Non-manager

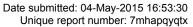
Non-manager occupational	Employment	No. of employees (exclu apprentic	No. of gr appli	aduates (if	No. of apprentices (if applicable)		Total	
categories	status	F	М	F	M	F	М	employees
	Full-time permanent	30	7	0	0	0	0	37
	Full-time contract	1	2	0	0	0	0	3
Professionals	Part-time permanent	131	15	0	0	0	0	146
	Part-time contract	11	3	0	0	0	0	14
	Casual	54	8	0	0	0	0	62
	Full-time permanent	2	4	0	0	0	0	6
	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	applicable) applicable) en F M F M 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0			
	Full-time permanent	45	11	0	0	0	0	56
	Full-time contract	4	1	0	0	0	0	5
Community and personal service	Part-time permanent	476	76	0	0	0	0	552
	Part-time contract	23	11	0	0	0	0	34
	Full-time Full	0	0	546				
		35	6	0	0	0	0	41
	Full-time contract	3	2	0	0	0	0	5
Clerical and administrative		48	0	0	0	0	0	48
		7	0	0	0	0	0	7
	Casual	12	1	0	0	0	0	13
		0	0	0	0	0	0	0
Sales		0	0	0	0	0	0	0
		1	0	0	0	0	0	1







Non-manager occupational categories	Employment status	No. of employees (exclu apprentic		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
Categories		F	M	F	M	F	М	employees
	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	1	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1
	Full-time permanent	1	19	0	0	0	0	20
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	6	0	0	0	0	6
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	applicable) F M 0 0 0 0 0 0 0 0 0 0 0 0 0 0	1	
	Full-time permanent	6	2	0	0	0	0	8
	Full-time contract	2	0	0	0	0	0	2
Others	Part-time permanent	19	1	0	0	0	0	20
	Part-time contract	1	0	0	0	0	0	1
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		1,389	247	0	0	0	0	1,636







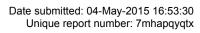
Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

Note: Additional help can be accessed by hovering your cursor over question text.

1 Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:

1.1 Recruitment? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.2 Retention? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.3 Performance management processes? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.4 Promotions? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority







	Yes	Talent identification/identification of high potentials? (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
	No, No,	currently under development insufficient human resources staff don't have expertise not a priority
		Succession planning? s (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
	No, No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.7 ⊠		Training and development? (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
	No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.8		Resignations? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
	No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.9		Key performance indicators for managers relating to gender equality? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
	No, No,	currently under development insufficient human resources staff don't have expertise not a priority





year the target is to be reached.

1.10 Gender equality overall? ✓ Yes (you can select policy and/or strategy options) ☐ Standalone policy ✓ Policy is contained within another policy ☐ Standalone strategy
Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:
1.12 Should you wish to provide additional information on any of your responses under Gender equality indicator 1, please do so below:
Gender equality indicator 2: Gender composition of governing bodies
 Does your organisation, or any organisation you are reporting on, have a governing body/board? ⋉ Yes No
2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, enter the gender

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 date in the format of YYYY in the 'Year to be reached' column.

composition (in numbers, not percentages) of that governing body/board; and where in place, include what percentage target has been set relating to the representation of women, and the

Organisation		Gender and NUMBER (NOT percentage) of chairperson/s		Gender and NUMBER (NOT percentage) of other board members		% target for representation of women on each board	Year to be reached
	name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
1	ACH Group	0	1	5	5	0	
2							
3							
4							
5							





	Organisation name	Gender and NUMBER (NOT percentage) of chairperson/s		R NUMBER (NOT percentage) of other board		% target for representation of women on each board	Year to be reached	
	namo	F	M	F	M	(enter a percentage number from 0-100)	format; if no target has been set, leave blank)	
6								
7								
8								
9								
10								
11								
12								
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15								
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17								
18								
19								
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24								
25								
26								
27								
28								
29								





	Organisation	Gender and NUMBER (NOT percentage) of chairperson/s		Gender and NUMBER (NOT percentage) of other board members		% target for representation of women on each board	Year to be reached
	name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
30							

30											
tick	organisation lis the box confirm es, the data pro	ted as ha ing this i ovided in	aving a go s an accu n question	overning b rate NUM 2.1 reflec	oody/board IBER, and I at numbers	in the NOT not p	e table in o a PERCE percentage	question 2 NTAGE. es.	2.1, please		
	2.2 For any governing bodies/boards where a target relating to the representation of women has 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 ☐ Do not have control over board appointments (provide details why):										
	Not a priority Other (provide d	letails):									
2.3 body		rs for AL	L organis					y for gove	erning		
	Standal	containe one strat	ed within a egy	another point another	•						
	No, in place for s No, currently und No, insufficient h No, do not have	der deve numan re	lopment sources	staff	nents (prov	vide d	etails why	'):			
	No, don't have e No, not a priority No, other (provid	′	s):								
fema Deta work	Partnership rporated entity ale and male ed ails of your man oplace profile. If position in ques	(i.e. Pty I quity part aging pa [·] you hav	Ltd, Ltd oi ners (exc irtner sho re a separ	Inc)). Fo luding the uld be inc	r partnersh managing luded sepa	ips, p partr rately	olease ento ner) in the / in the CE	er the tota following EO row of	al number of table. fyour		
					Full time femal	e	Part- time females	Full- time males	Part- time males		
	Equity partners of ersonnel (KMPs		ding your								





	Full-	Part-	Full-	Part-
	time	time	time	time
	females	females	males	males
Equity partners who are NOT key management personnel (KMPs)				

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

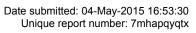
Gender equality indicator 3: Equal remuneration between women and men
3 Do you have a formal policy or strategy on remuneration generally? ☐ Yes
 ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under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





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

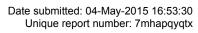
Do you provide addition to any governi Yes No No, currently being No, insufficient hum No, government scl No, don't know how No, not a priority No, other (provide o	considered nan resources staff neme is sufficient to implement		leave for PRIMARY me for primary care	
5.1 Please indicate provided for primary ca		eks of employ	er funded parental l	eave that are
5.2 How is employ ⊠ By paying the gap t			ovided to the primar	
leave scheme By paying the empl By paying the empl regardless of the perio half pay for 24 weeks	oyee's full salary (ir	n addition to th	ne government's pai	d scheme),
☐ As a lump sum pay	ment (paid pre- or p	oost- parental	leave, or a combina	ition)
Do you provide addition to any governing Yes, one week or governing Yes, less than one No No, currently being No, insufficient hum No, government sclong No, don't know how No, not a priority No, other (provide of	ment funded parent reater week considered nan resources staff neme is sufficient to implement		leave for SECONDA	
7 How many fen utilised parental leave		d) during the p	nale and male non-r ast reporting period Secondary ca Female	?
Managers	0	0	0	0
Non-managers	7	0	0	5
8 What proportion leave?	on of your total work	oforce has acc	ess to employer fur	ided paid parental
	y carer's leave 21.69		Secondary carer's 21.69	leave
☐ Yes ☐ Standalone	formal policy or for policy ntained within anot		on flexible working a	arrangements?







	☐ Strategy is contained within another strategy
☐ No, ☑ No,	currently under development insufficient human resources staff included in workplace agreement
☐ No, ☐ No,	don't have expertise don't offer flexible arrangements not a priority other (provide details):
10 caring r ⊠ Yes	Do you have a formal policy or formal strategy to support employees with family and responsibilities?
	 ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No, No, No, No,	currently under development insufficient human resources staff included in workplace agreement don't have expertise don't offer flexible arrangements not a priority
□ No,	other (provide details): Do you have any non-leave based measures to support employees with family and
Yes No No, No, No, No,	currently under development insufficient human resources staff don't have expertise not a priority other (provide details):
11.1 additior ⊠ Yes □ No	To understand where these measures are available, do you have other worksites in to your head office?
	Please indicate what measures are in place and in which worksites they are available do not have multiple worksites, you would select 'Head office only'): bloyer subsidised childcare Head office only Other worksites only Head office and some other worksites All worksites including head office
	site childcare Head office only Other worksites only Head office and some other worksites All worksites including head office astfeeding facilities
	☐ Head office only☐ Other worksites only☐ Head office and some other worksites







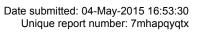
All worksites including head office
Childcare referral services
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
Internal support network for parents
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
Return to work bonus
Head office only
☐ Other worksites only ☐ Head office and some other worksites
☐ All worksites including head office
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
☐ Flead office and some other worksites ☐ All worksites including head office
☐ Targeted communication mechanisms, for example intranet/forums
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
None of the above, please complete question 11.3 below
Trong of the above, please complete question 11.0 below
11.3 Please provide details of any other non-leave based measures that are in place and
at which worksites they are available:
Do you have a formal policy or formal strategy to support employees who are
experiencing family or domestic violence?
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, not aware of the need
No, don't have expertise
No, not a priority
No, other (provide details):
National Employment Standards
Other than a policy or strategy, do you have any measures to support employees who
are experiencing family or domestic violence?
selected):
⊠ Employee assistance program
□ Access to leave





☐ Refer		nan resourd port service details):		er) staff				
No No, currently No, insufficier No, not aware No, don't have No, not a prio No, other (pro	nt human e of the ne e expertis rity	resources s ed e	staff					
14 Please ti conditions or pra indicates that a p	ctices are	eckboxes ir available te employmen Mana	o your em t term, co	ployees (pl	ease note	that not ti	cking a bo	
	Fer	nale		ale	Fer	nale		ale
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work						\boxtimes		
Compressed working weeks								
Time-in-lieu					\boxtimes			
Telecommuting								
Part-time work								
Job sharing							\boxtimes	
Carer's leave			\boxtimes				\boxtimes	
Purchased leave								
Unpaid leave			\boxtimes				\boxtimes	
your employees, ACH Group offer study leave.	you may s leave w	thout pay f	ails of tho or special	se below: circumstar	nces includ	ding paid a	nd unpaid	
14.2 Where e employees for ar Currently und Insufficient hu Don't have ex Not a priority Other (provide	ny of the coer develop iman reso pertise	oment					your	
14.3 Should y Gender equality		provide a			on any of	your respo	nses unde	er

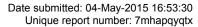
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace







Have you consulted with employees on issues concerning gender equality in your workplace? Yes
☐ No, not needed (provide details why):
 No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details): Currently consulting on CALD and LGBTI
15.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 5, please do so below:
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention? ☐ 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, not a priority No, other (provide details):
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy? ☐ Yes ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):
17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention? ☑ Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected): ☐ At induction ☐ At least annually ☐ Every one-to-two years ☐ Every three years or more ☑ Varies across business units ☐ Other (provide details):
□ No



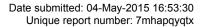




□ No, or	currently under development
☐ No, i	nsufficient human resources staff
□ No, 0 □ □	don't have expertise
☐ No, ı	not a priority
☐ No, o	other (provide details):
17.1	Should you wish to provide additional information on any of your responses under
Gender	equality indicator 6, please do so below:

Other

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







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		
CEO Signature:	Date:		