





2015-16 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	1,626





Workplace profile Manager

Managar accumptional estagarias	Poparting 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	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	17	5	22	
	-2	Full-time contract	0	0	0	
Senior Managers		Part-time permanent	4	0	4	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	18	5	23	
		Full-time contract	0	0	0	
Other managers	-3	Part-time permanent	8	2	10	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers	_	_	51	15	66	





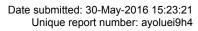
Non-manager

Non-manager occupational Employment categories status		No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total
categories	status	F	М	F	M	F	М	- employees
	Full-time permanent	28	8	0	0	0	0	36
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	147	14	0	0	0	0	161
	Part-time contract	0	0	0	0	0	0	0
	Casual	59	13	0	0	0	0	72
	Full-time permanent	3	4	0	0	0	0	7
	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	29	8	0	0	0	0	37
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	494	79	0	0	0	0	573
	Part-time contract	0	0	0	0	0	0	0
	Casual	436	76	0	0	0	0	512
	Full-time permanent	33	6	0	0	0	0	39
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	51	0	0	0	0	0	51
	Part-time contract	0	0	0	0	0	0	0
	Casual	11	1	0	0	0	0	12
	Full-time permanent	0	0	0	0	0	0	0
Sales	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 (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total
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	2	20	0	0	0	0	22
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	3	0	0	0	0	3
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1
	Full-time permanent	7	2	0	0	0	0	9
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	18	1	0	0	0	0	19
	Part-time contract	0	0	0	0	0	0	0
	Casual	3	0	0	0	0	0	3
Grand total: all non-managers	·	1,322	238	0	0	0	0	1,560



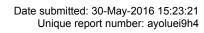




Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

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







☐ Standalone policy☐ Policy is contained within another policy☐ Standalone strategy
 No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.6 Succession planning? ☐ 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
1.7 Training and development? ☐ 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
1.8 Resignations? ☐ 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
1.9 Key performance indicators for managers relating to gender equality? ☐ 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
1.10 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:

ACH Group celebrates diversity by promoting and embracing cultural awareness amongst its employees, volunteers and students. We have a commitment to equal opportunity principles and we seek to provide an environment that is fair and equitable for all individuals. ACH Group recognises, respects and values people's differences to contribute and realise their full potential by promoting an inclusive workplace culture.

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

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

	Manag	jers	Non-managers		
	Female	Male	Female	Male	
NUMBER of appointments made	23	4	438	86	

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

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

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

	Manag	jers	Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	3	1	0	0
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

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

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





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

	Managers		Non-managers		
	Female	Male	Female	Male	
Permanent/ongoing full-time employees	11	3	21	10	
Permanent/ongoing part-time employees	2	1	91	25	
Fixed-term contract full-time employees	2	0	6	1	
Fixed-term contract part-time employees	0	0	6	2	
Casual employees	0	0	157	29	

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

Gender equality indicator 2: Gender composition of governing bodies

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

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





	Organisation	Gender and NUMBER of chairperson/s (NOT percentage)		Gender and NUMBER of other governing body/board members (NOT percentage)		% target for representation of women on each governing body/board	Year to be reached
	name	F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1- 100)	(in YYYY format; if no target has been set, leave blank)
01	ACH Group	0	1	5	5	0	
02							
03							
04							
05							
06							
07							
08							
09							
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19							
20							
21							
22							
23							
24							





Organisation		Gender and NUMBER of chairperson/s (NOT percentage)		Gender and NUMBER of other governing body/board members (NOT percentage)		% target for representation of women on each governing body/board	Year to be reached
	name	F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1- 100)	(in YYYY format; if no target has been set, leave blank)
25							
26							
27							
28							
29							
30							

2.2 If a target relating to the representation of women has not been set for any of the governing bodies listed above, you may specify why below: Governing body/board 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 governing body/board appointments (provide details why):
☐ Not a priority☐ Other (provide details):
 Do you have a formal selection policy and/or formal selection strategy for governin body/board members for ALL organisations covered in this report? 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, in place for some governing bodies/boards
 No, currently under development No, insufficient human resources staff No, do not have control over governing body/board appointments (provide details why):
 No, don't have expertise No, not a priority No, other (provide details):

2.4 Partnership structures only: (only answer this question if your organisation operates under a partnership structure, ie is NOT an incorporated entity (ie Pty Ltd, Ltd or Inc), or an unincorporated entity).





☐ No, don't have expertise

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

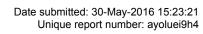
Details of your managing partner should be included separately in the CEO row of your workplace profile.

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

	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)				
Equity partners who are "Other executives/General managers"				
Equity partners who are "Senior managers"				
Equity partners who are "Other managers"				

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

Gender equality indicator 3: Equal remuneration between women and men
Do you have a formal policy and/or formal strategy on remuneration generally? 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, 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):
Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.) Yes. When was the most recent gender remuneration gap analysis undertaken? Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details):
 □ No □ No, currently under development □ No, insufficient human resources staff







□ No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications) □ 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):
4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities
Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers? ☑ Yes. (Please indicate how employer funded paid parental leave is provided to the primar carer):
oximes 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 time over 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)
 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):
5.1 Please indicate the MINIMUM number of weeks of EMPLOYER FUNDED paid parental leave that is provided for primary carers.
Optional: If you wish to provide additional details on the eligibility period/s and the maximum number of paid parental leave offered to primary carers, please do so below:
5.1a What is the eligibility period for employees to access the MINIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MINIMUM amount - in months)? 12
5.1b If you offer different amounts of employer funded paid parental leave, what is the MAXIMUM number of weeks of employer funded paid parental leave that is provided for primary carers (in weeks)? 18
5.1c What is the eligibility period for employees to access the MAXIMUM amount of employer funded paid parental leave (ie how long do employees need to be employed to access this MAXIMUM amount – in months)?





What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS? In your calculation, you must include casuals when working out the proportion. For example, if ALL employees have access to employer funded paid parental leave for PRIMARY CARERS, including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

You may enter a number that represents the actual percentage of employees, or round the number to the nearest 10th percentile, e.g. if 23.4% enter 20; if 45.7% enter 50).

	Primary carer's leave
Percentage:	25
	es staff icient

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

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

	Primary care	r's leave	Secondary carer's leave			
	Female	Male	Female	Male		
Managers	0	0	0	0		
Non-managers	53	0	0	4		

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

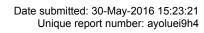
This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single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

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

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

The second secon		
	Female	Male
Managers	0	0
Non-managers	0	0

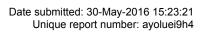
9	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	(you can select policy and/or strategy options)
	Standalone policy





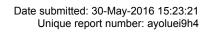


☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development
 No, insufficient human resources staff No, included in workplace agreement No, don't have expertise
No, don't offer flexible arrangementsNo, not a priorityNo, other (provide details):
Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy
☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development
☐ No, insufficient human resources staff
No, included in workplace agreementNo, don't have expertise
No, not a priorityNo, other (provide details):
Do you have any non-leave based measures to support employees with family or caring responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, referral services)? Yes
 No No, currently under development No, insufficient human resources staff No, don't have expertise
No, not a priority No, other (provide details):
11.1 Please indicate what measures are in place and if they are available at all worksites (where only one worksite exists, for example a head-office, please select "Available at all worksites"):
Employer subsidised childcare Available at some worksites only
☐ Available at all worksites ☐ On-site childcare
☐ Available at some worksites only ☐ Available at all worksites
☐ Breastfeeding facilities ☐ Available at some worksites only
Available at all worksites
☐ Childcare referral services ☐ Available at some worksites only
Available at all worksites Internal support networks for parents
Available at some worksites only
Available at all worksites





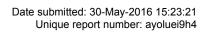








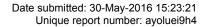
☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) ☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement) ☐ Access to unpaid leave ☐ Confidentiality of matters disclosed ☐ Referral of employees to appropriate domestic violence support services for expert advice ☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence ☐ Flexible working arrangements ☐ Provide financial support (e.g. advance bonus payment or advanced pay) ☐ Offer change of office location ☐ Emergency accommodation assistance ☐ Access to medical services (e.g. doctor or nurse) ☐ Other (provide details):								
 No No, currently under development No, insufficient human resources staff No, not aware of the need No, don't have expertise No, not a priority No, other (provide details): 14 Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box								
indicates that a p		Mana male	agers	ale			anagers	ale
		Informal	Formal	Informal	Formal	Informal	Formal	Informal
	Formal	IIIIOIIIIai						HIIIOHIIA
Flexible hours of work	Formal				×			
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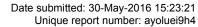
☐ Don't have expertise ☐ Not a priority ☐ Other (provide details):
14.3 Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below:
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace
15 Have you consulted with employees on issues concerning gender equality in your workplace? ☐ Yes ☐ No
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 and/ or formal strategy on sex-based harassment and discrimination prevention? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
☐ 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 and/or strategy? ☐ Yes ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):







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, currently under development
☐ No, insufficient human resources staff
No, don't have expertise
No, not a priority
No, 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.)







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 84.4% females and 15.6% males.

Promotions

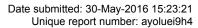
- 2. 75.0% of employees awarded promotions were women and 25.0% were men
 - 75.0% of all manager promotions were awarded to women
 - ii. 0.0% of all non-manager promotions were awarded to women.
- 3. 50.6% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 80.7% of employees who resigned were women and 19.3% were men
 - 78.9% of all managers who resigned were women
 - i. 80.7% of all non-managers who resigned were women.
- 50.6% of your workforce was part-time and 34.6% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- 0.0% of all women who utilised parental leave and ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave and ceased employment before returning to work
- N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. 0.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.







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: