



# Public report

2017-18

Submitted by

Legal Name:

Aged Care & Housing Group Inc





# Organisation and contact details

| Submitting organisation details | Legal name                                 | Aged Care & Housing Group Inc  |
|---------------------------------|--|--|
|                                 | ABN  | 99437071895  |
|                                 | ANZSIC                                     | Q Health Care and Social Assistance<br>8601 Aged Care Residential Services |
|                                 | Business/trading name/s                    | ACH Group  |
|                                 | ASX code (if applicable)                   |  |
|                                 | Postal address                             | PO Box 646   |
|                                 |  | Torrensville Plaza   |
|                                 |  | TORRENSVILLE SA 5031   |
|                                 |  | Australia  |
|                                 | Organisation phone number                  | (08) 8159 3600   |
| Reporting structure             | Number of employees covered by this report | 1,710  |





## Workplace profile

## Manager

| Managanasawatianalastasawisa      | Deposition level to CEO | Complex we and address  |    | o. 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   | 4  | 4               | 8               |
|                                   |                         | Part-time contract  | 0  | 0               | 0               |
|                                   |                         | Casual  | 0  | 0               | 0               |
|                                   |                         | Full-time permanent   | 3  | 3               | 6               |
|                                   |                         | Full-time contract 0 0  |    |                 | 0               |
|                                   | -1                      | Full-time contract00Part-time permanent00Part-time contract00 |    | 0               |                 |
|                                   | Part-time contract 0 0  |   |    | 0               | 0               |
| 044                               |                         | Casual  | 0  | 0               | 0               |
| Other executives/General managers |                         | Full-time permanent   | 2  | 0               | 2               |
|                                   |                         | Full-time contract  | 0  | 0               | 0               |
|                                   | -2                      | Part-time permanent   | 0  | 0               | 0               |
|                                   |                         | Part-time contract  | 0  | 0               | 0               |
|                                   |                         | Casual  | 0  | 0               | 0               |
|                                   |                         | Full-time permanent   | 12 | 8               | 20              |
|                                   |                         | Full-time contract  | 0  | 1               | 1               |
| Senior Managers                   | -2                      | Part-time permanent   | 4  | 0               | 4               |
|                                   |                         | Part-time contract  | 0  | 0               | 0               |
|                                   |                         | Casual  | 0  | 0               | 0               |
|                                   |                         | Full-time permanent   | 2  | 0               | 2               |
|                                   |                         | Full-time contract  | 0  | 0               | 0               |
| Other managers                    | -2                      | Part-time permanent   | 1  | 0               | 1               |
| -                                 |                         | Part-time contract  | 1  | 0               | 1               |
|                                   |                         | Casual  | 0  | 0               | 0               |





| Manager ecoupational estageries | Benerting level to CEO | Employment status   |    | N  | o. of employees |
|---------------------------------|------------------------|---------------------|----|----|-----------------|
| Manager occupational categories | Reporting level to CEO | Employment status   | F  | М  | Total employees |
|                                 |                        | Full-time permanent | 20 | 8  | 28              |
|                                 |                        | Full-time contract  | 2  | 3  | 5               |
|                                 | -3                     | Part-time permanent | 9  | 1  | 10              |
|                                 |                        | Part-time contract  | 1  | 0  | 1               |
|                                 |                        | Casual              | 0  | 0  | 0               |
|                                 |                        | Full-time permanent | 12 | 1  | 13              |
|                                 |                        | Full-time contract  | 0  | 0  | 0               |
|                                 | -4                     | Part-time permanent | 16 | 1  | 17              |
|                                 |                        | Part-time contract  | 0  | 0  | 0               |
|                                 |                        | Casual              | 0  | 0  | 0               |
|                                 |                        | Full-time permanent | 0  | 0  | 0               |
|                                 |                        | Full-time contract  | 0  | 0  | 0               |
|                                 | -5                     | Part-time permanent | 3  | 0  | 3               |
|                                 |                        | Part-time contract  | 0  | 0  | 0               |
|                                 |                        | Casual              | 0  | 0  | 0               |
| Grand total: all managers       |                        |                     | 92 | 31 | 123             |

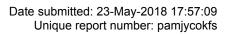




## Workplace profile

## Non-manager

| Non manager accumational actogories | Employment status   | No. of employees (excluding gra | duates and apprentices) | No. of graduate | es (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 | 36                              | 9                       | 0               | 0                  | 0                | 0                  | 45              |
|                                     | Full-time contract  | 4                               | 4                       | 0               | 0                  | 0                | 0                  | 8               |
| Professionals                       | Part-time permanent | 147                             | 27                      | 0               | 0                  | 0                | 0                  | 174             |
|                                     | Part-time contract  | 10                              | 0                       | 0               | 0                  | 0                | 0                  | 10              |
|                                     | Casual              | 49                              | 6                       | 0               | 0                  | 0                | 0                  | 55              |
|                                     | Full-time permanent | 1                               | 4                       | 0               | 0                  | 0                | 0                  | 5               |
|                                     | 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                               | 1                       | 0               | 0                  | 0                | 0                  | 1               |
|                                     | Full-time permanent | 24                              | 6                       | 0               | 0                  | 0                | 0                  | 30              |
| Community and personal service      | Full-time contract  | 16                              | 2                       | 0               | 0                  | 0                | 0                  | 18              |
|                                     | Part-time permanent | 489                             | 87                      | 0               | 0                  | 0                | 0                  | 576             |
|                                     | Part-time contract  | 7                               | 0                       | 0               | 0                  | 0                | 0                  | 7               |
|                                     | Casual              | 397                             | 73                      | 0               | 0                  | 0                | 0                  | 470             |
|                                     | Full-time permanent | 32                              | 9                       | 0               | 0                  | 0                | 0                  | 41              |
|                                     | Full-time contract  | 14                              | 3                       | 0               | 0                  | 0                | 0                  | 17              |
| Clerical and administrative         | Part-time permanent | 56                              | 2                       | 0               | 0                  | 0                | 0                  | 58              |
|                                     | Part-time contract  | 6                               | 0                       | 0               | 0                  | 0                | 0                  | 6               |
|                                     | Casual              | 23                              | 5                       | 0               | 0                  | 0                | 0                  | 28              |
|                                     | Full-time permanent | 0                               | 1                       | 0               | 0                  | 0                | 0                  | 1               |
|                                     | Full-time contract  | 1                               | 0                       | 0               | 0                  | 0                | 0                  | 1               |
| Sales                               | Part-time permanent | 1                               | 0                       | 0               | 0                  | 0                | 0                  | 1               |
|                                     | 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                               | 0                       | 0               | 0                  | 0                | 0                  | 0               |







| Non manager equipational estageries | Employment status   | No. of employees (excluding gra | duates and apprentices) | No. of graduate | s (if applicable) | No. of apprentice | es (if applicable) | Total ampleyees |
|-------------------------------------|---------------------|---------------------------------|-------------------------|-----------------|-------------------|-------------------|--------------------|-----------------|
| Non-manager occupational categories | Employment status   | F                               | М                       | F               | М                 | F                 | М                  | Total employees |
|                                     | 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                               | 1                       | 0               | 0                 | 0                 | 0                  | 1               |
|                                     | Part-time contract  | 0                               | 0                       | 0               | 0                 | 0                 | 0                  | 0               |
|                                     | Casual              | 0                               | 6                       | 0               | 0                 | 0                 | 0                  | 6               |
|                                     | Full-time permanent | 1                               | 0                       | 0               | 0                 | 0                 | 0                  | 1               |
|                                     | Full-time contract  | 0                               | 0                       | 0               | 0                 | 0                 | 0                  | 0               |
| Others                              | Part-time permanent | 6                               | 0                       | 0               | 0                 | 0                 | 0                  | 6               |
|                                     | Part-time contract  | 0                               | 0                       | 0               | 0                 | 0                 | 0                  | 0               |
|                                     | Casual              | 0                               | 0                       | 0               | 0                 | 0                 | 0                  | 0               |
| Grand total: all non-managers       |                     | 1,321                           | 266                     | 0               | 0                 | 0                 | 0                  | 1,587           |





## Reporting questionnaire

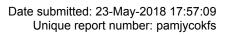
## Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

### NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2017 to 31 March 2018. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 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 |



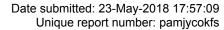


1.4

**Promotions** 



|     | <ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> </ul>  |
|-----|--|
|     | <ul> <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></ul>   |
|     | ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place)  |
|     | ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority   |
| 1.6 | Succession planning  |
|     | <ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> </ul>  |
|     | ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place)  |
|     | ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority   |
| 1.7 | Training and development   |
|     | <ul><li>✓ Yes (select all applicable answers)</li><li>✓ Policy</li></ul>   |
|     | ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place)  |
|     | Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority   |
| 1.8 | Key performance indicators for managers relating to gender equality  |
|     | Yes (select all applicable answers)  |
|     | ☐ Policy ☐ Strategy ☑ No (you may specify why no formal policy or formal strategy is in place)   |
|     | Currently under development, please enter date this is due to be completed<br>This will be considered in the Talent Acquisition and Equity Inclusion and Diversity Strategy - in<br>development. This is also planned to be incorporated into the current Talent Acquisition interview |
|     | process.  Insufficient resources/expertise  Not a priority   |
| 1.9 | Gender equality overall  |
|     | ☐ Yes (select all applicable answers) ☐ Policy   |
|     | ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place)  |
|     | ☐ Currently under development, please enter date this is due to be completed   |







| The organisation is currently developing gender equity in the areas of remuneration, LGBTIQ, fle | exible |
|--|--------|
| working arrangements, culture and religion.  |        |
| Insufficient resources/expertise   |        |
| Not a priority   |        |
|  |        |

1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

|   | Mana   | Managers |        | nagers |
|---|--------|----------|--------|--------|
|   | Female | Male     | Female | Male   |
| Permanent/ongoing full-time employees   | 1      | 1        | 0      | 0      |
| Permanent/ongoing part-time employees   | 1      | 0        | 0      | 0      |
| Fixed-term contract full-time employees | 1      | 0        | 0      | 0      |
| Fixed-term contract part-time employees | 0      | 0        | 0      | 0      |
| Casual employees                        | 0      | 0        | 0      | 0      |

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

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

|   | Female | Male |
|---|--------|------|
| Number of appointments made to MANAGER roles (including promotions)     | 33     | 24   |
| Number of appointments made to NON-MANAGER roles (including promotions) | 461    | 113  |

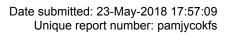
1.12 How many employees resigned during the reporting period against each category below?

|   | Mana   | Managers |        | nagers |
|---|--------|----------|--------|--------|
|   | Female | Male     | Female | Male   |
| Permanent/ongoing full-time employees   | 11     | 6        | 14     | 12     |
| Permanent/ongoing part-time employees   | 2      | 0        | 67     | 8      |
| Fixed-term contract full-time employees | 0      | 1        | 11     | 5      |
| Fixed-term contract part-time employees | 0      | 0        | 5      | 0      |
| Casual employees                        | 4      | 0        | 131    | 37     |

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

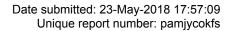
Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant 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.







|        | ion relates to the highest governing bo   | dy for your Australian entity, ev                                   | verning authority of the employe<br>ven if it is located overseas. |
|--------|---|---|--|
| 2.1    | Please answer the following questions   | s relating to each governing bo                                     | dy covered in this report.   |
|        | Note: If this report covers more than organisation before proceeding to que   |   | below will be repeated for each                                    |
|        | If your organisation's governing body organisation's name BUT the numeric   |   |  |
| 2.1a.1 | Organisation name?  |   |  |
|        | Aged Care & Housing Group Inc   |   |  |
| 2.1b.1 | How many Chairs on this governing b   | ody?  |  |
|        |   | Female  | Male   |
|        | Number  | 1   | 0  |
|        | <ul><li>Currently under development,</li><li>Insufficient resources/expertis</li></ul>  | nder balance (e.g. 40% women/40 please enter date this is due to be | e completed  |
| 2.1g.1 | Are you reporting on any other organi ☐ Yes ☑ No  | sations in this report?   |  |
| 2.2    | Do you have a formal selection policy organisations covered in this report?   | and/or formal selection strateg                                     | y for governing body members f                                     |
|        | <b>—</b>  |   |  |
|        | <ul><li>✓ Yes (select all applicable answers)</li><li>✓ Policy</li><li>✓ Strategy</li></ul>   |   |  |
|        | <ul> <li>☑ Policy</li> <li>☐ Strategy</li> <li>☐ No (you may specify why no formal so</li> <li>☐ In place for some governing b</li> </ul> |   |  |



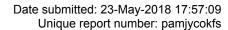


2.3



|       |          | "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?  ☐ Yes ☐ No   |
|-------|----------|--|
|       | 2.5      | If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.   |
| Equa  |          | equality indicator 3: Equal remuneration between women and men   |
| genue | er equal | ty.  |
| 3.    | Do yo    | u have a formal policy and/or formal strategy on remuneration generally?   |
|       |          | 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 Salaries set by awards/industrial or workplace agreements Non-award employees paid market rate Not a priority   |
|       |          | 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> |
| 4.    |          | you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. icted a gender pay gap analysis)?  |
|       |          | s - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years   More than 2 years ago but less than 4 years ago   Other (provide details):   |
|       | room     | (you may specify why you have not analysed your payroll for gender remuneration gaps)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or  |
|       | IS roo   | cations)  Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there means for discretion in pay changes (because pay increases can occur with some discretion such as performance sments)   |
|       |          | ⊠ Non-award employees paid market rate □ Not a priority  |

Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an







| Other | (provide | detaile | ١. |
|-------|----------|---------|----|
| Other | (provide | uetalis | ). |

If your organisation would like to provide additional information relating to gender equality indicator 3, 4.2 please do so below:

Employees that are remunerated under common law contracts are externally bench marked to ensure that the process is fair and equitable and transparent, and is based on role and not gender.

## 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 al

| to cor | nbine p                               | nployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men aid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental aality and to maximising Australia's skilled workforce.  |
|--------|---------------------------------------|---|
| 5.     | great<br>Do yo                        | RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having<br>er responsibility for the day-to-day care of a child.  For provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?   |
|        | time of indications of time of paid p | 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 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), we offer paid parental leave for primary carers that is available to women ONLY) (e.g. maternity leave). (Please te 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 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), we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded parental 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 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), 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): |
|        | 5.1                                   | How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:  |
|        |                                       | 8   |
| 5a.    |                                       | r organisation would like to provide additional information on your paid parental leave for primary<br>s e.g. eligibility period, where applicable the maximum number of weeks provided, and other  |

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





|             |  | •  | 1 -  |   | I .   | 1                                   |  |                     |
|-------------|--|--|--|---|---|-------------------------------------|--|---------------------|
|             | Non-manage   | ers  | 64   | iaic  | 0   | 1                                   | Citiale                                      | 4                   |
|             |  |  | Pr<br>Fen  | imary carer   | 's leave<br>Male  |                                     | Secondary car<br>Female                      | rer's leave<br>Male |
| 7.1         |  | NON-MANAG<br>ployees still (   |  |   |   |                                     |  | paid and/or unp     |
| Mana        | gers   | 2  |  | 0   | 0   |                                     | 0  |                     |
|             |  |  | Primary carer<br>male  | 's leave<br>Male  | <b>a</b>  | Secor<br>Female                     | idary carer's lea                            | ave<br>Male         |
| Do you wome | CONDARY Cory carer.  Sou provide Ending in addition in addition in addition in addition in addition in a control in a cont | 1-90% 1-99% 00%  CARER" is a r  IPLOYER FU In to any gove d parental leave d parental leave ecify why emp or under develor int resources/e inent scheme is prity rovide details) | NDED paid pernment fund<br>ve for SECOI<br>ve for SECOI<br>loyer funded<br>apment, pleas<br>expertise<br>is sufficient | parental leaded parental NDARY CA NDARY CA paid parental se enter dat | ave for SECC<br>al leave sche<br>RERS that is<br>RERS that is<br>tal leave for se<br>e this is due to | available to available to be comple | men ONLY (e.gwomen ONLY rers is not paid ted | g. paternity leave  |
|             | 1 1 2 2 3 3 4 5 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6  | 10%<br>0-20%<br>1-30%<br>1-40%<br>1-50%<br>1-60%<br>1-70%  |  |   |   |                                     |  |                     |

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

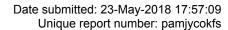
0

Female

Managers

Male

0



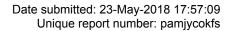




- Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
   'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

|              | Female | Male |
|--------------|--------|------|
| Non-managers | 0      | 0    |

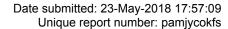
| 9.  | Do yo | ou have a formal policy and/or formal strategy on flexible working arrangements?   |
|-----|-------|--|
|     | ⊠ Ye  | s (select all applicable answers)  Policy Strategy   |
|     | □ No  | (you may specify why no formal policy or formal strategy is in place)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise                    |
|     |       | ☐ Don't offer flexible arrangements ☐ Not a priority ☐ Other (provide details):  |
| 10. | Do yo | ou have a formal policy and/or formal strategy to support employees with family or caring responsibilities?  |
|     | ⊠ Ye  | s (select all applicable answers)  Policy Strategy   |
|     | □ No  | Usual Grantegy  (you may specify why no formal policy or formal strategy is in place)  ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise |
|     |       | ☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):  |
| 11. |       | ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?                                 |
|     | ⊠ Ye  | s<br>(you may specify why non-leave based measures are not in place)   |
|     |       | Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority   |
|     |       | Other (provide details):   |
|     | 11.1  | Please select what support mechanisms are in place and if they are available at all worksites.  • Where only one worksite exists, for example a head-office, 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  |
|     |       | <ul> <li>☑ Breastfeeding facilities</li> <li>☑ Available at some worksites only</li> <li>☐ Available at all worksites</li> </ul>   |
|     |       | ☐ 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  |







|     | ☐ Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave) ☐ 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> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> </ul>          |
|     | <ul> <li>☐ Available at all worksites</li> <li>☐ Referral services to support employees with family and/or caring responsibilities</li> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> </ul>               |
|     | <ul> <li>☑ Targeted communication mechanisms, for example intranet/ forums</li> <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> <li>☐ Available at all worksites</li> </ul>   |
|     | <ul> <li>☐ Parenting workshops targeting mothers</li> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> </ul>   |
|     | ☐ Parenting workshops targeting fathers ☐ Available at some worksites only ☐ Available at all worksites   |
|     | ☐ None of the above, please complete question 11.2 below  |
| 12. | Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?   |
|     | ☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy   |
|     | <ul> <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> </ul>                |
|     | <ul> <li>☐ Included in award/industrial or workplace agreements</li> <li>☐ Not aware of the need</li> <li>☐ Not a priority</li> <li>☐ Other (please provide details):</li> </ul>  |
|     | Cities (piease provide details).  |
| 13. | Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?   |
|     | <ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Employee assistance program (including access to a psychologist, chaplain or counsellor)</li> <li>☐ Training of key personnel</li> </ul>  |
|     | <ul> <li>△ A domestic violence clause is in an enterprise agreement or workplace agreement</li> <li>─ Workplace safety planning</li> <li>─ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> </ul> |
|     | ☐ 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  |
|     | <ul><li>☒ Access to medical services (e.g. doctor or nurse)</li><li>☐ Other (provide details):</li></ul>  |
|     | <ul> <li>No (you may specify why no other support mechanisms are in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> </ul>   |







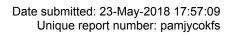
| •    | flexible hours of work  |                                      |                                       |                              |         |
|------|---|--------------------------------------|---------------------------------------|------------------------------|---------|
|      | compressed working weeks  |                                      |                                       |                              |         |
| •    | time-in-lieu  |                                      |                                       |                              |         |
| •    | telecommuting   |                                      |                                       |                              |         |
| •    | part-time work<br>job sharing   |                                      |                                       |                              |         |
| •    | carer's leave   |                                      |                                       |                              |         |
| •    | purchased leave   |                                      |                                       |                              |         |
| •    | unpaid leave.  ns may be offered both formally and/or in  |                                      |                                       |                              |         |
|      | xample, if time-in-lieu is available to wome  |                                      | men informally                        | vou would se                 | lect NO |
| 14.1 | Which options from the list below are as<br>Unticked checkboxes mean this   |                                      |                                       |                              |         |
| 14.1 |   | option is NOT avail                  | lable to your en                      | nployees.                    |         |
| 14.1 |   | option is NOT avail                  | lable to your en                      | nployees.<br>Non-m           | anagers |
| 14.1 |   | option is NOT avail                  | lable to your en                      | nployees.                    | Inform  |
| 14.1 | Unticked checkboxes mean this of the control o | option is NOT avail<br>Man<br>Formal | lable to your en<br>agers<br>Informal | nployees.<br>Non-m<br>Formal |         |
| 14.1 | Unticked checkboxes mean this of Flexible hours of work   | option is NOT avail  Man  Formal     | agers Informal                        | Non-m<br>Formal              | Inform  |
| 14.1 | Unticked checkboxes mean this of the compressed working weeks   | Man-Formal                           | agers Informal                        | Non-m Formal                 | Inform  |
| 14.1 | Flexible hours of work Compressed working weeks Time-in-lieu  | option is NOT avail  Man  Formal     | agers Informal                        | Non-m Formal                 | Inform  |
| 14.1 | Flexible hours of work Compressed working weeks Time-in-lieu Telecommuting  | option is NOT avail  Man Formal      | agers Informal                        | Non-m Formal                 | Inform  |
| 14.1 | Flexible hours of work Compressed working weeks Time-in-lieu Telecommuting Part-time work   | Man-Formal                           | agers Informal                        | Non-m Formal                 | Inform  |
| 14.1 | Flexible hours of work Compressed working weeks Time-in-lieu Telecommuting Part-time work Job sharing   | Man. Formal                          | agers Informal                        | Non-m Formal                 | Inform  |

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

If your organisation would like to provide additional information relating to gender equality indicator 4,

This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

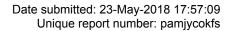
please do so below:







| 15.   | Have                | you consulted with employees on issues concerning gender equality in your workplace?   |
|-------|---------------------|--|
|       | ⊠ Ye<br>□ No        | (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):  |
|       | 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                | Who did you consult?   |
|       |                     | <ul> <li>All staff</li> <li>Women only</li> <li>Men only</li> <li>Human resources managers</li> <li>Management</li> <li>Employee representative group(s)</li> <li>Diversity committee or equivalent</li> <li>Women and men who have resigned while on parental leave</li> <li>Other (provide details):</li> </ul>                        |
|       | 15.3                | If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.   |
| The p | reventic<br>pation. | equality indicator 6: Sex-based harassment and discrimination on of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place. |
| 16.   | Do yo               | u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?   |
|       |                     | 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): ☐ ACH Group recently launched its e-learning bullying and harrasment program to all employess.  (you may specify why this training is not provided) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details): |
|     | 17.1  | If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:  |
|     |       |   |

## Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, information you provide here will appear in your public report.)





### Gender composition proportions in your workplace

### Important notes:

1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.

- Some proportion calculations will not display until you press Submit at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
- 3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

Based upon your workplace profile and reporting questionnaire responses:

#### Gender composition of workforce

1. the gender composition of your workforce overall is 82.6% females and 17.4% males.

### **Promotions**

- 2. 75.0% of employees awarded promotions were women and 25.0% were men
  - i. 75.0% of all manager promotions were awarded to women
  - ii. 0.0% of all non-manager promotions were awarded to women.
- 3. 51.8% of your workforce was part-time and 25.0% of promotions were awarded to part-time employees.

#### Resignations

- 4. 78.0% of employees who resigned were women and 22.0% were men
  - i. 70.8% of all managers who resigned were women
  - ii. 78.6% of all non-managers who resigned were women.
- 51.8% of your workforce was part-time and 26.1% 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 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.

## 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: | Confirmation CEO has signed the report: |
|----------------------------|---|
| RAYMOND CREEN              |   |
| CEO signature:             | Date:                                   |
| Laura                      | 23/5/18                                 |