



Public report

2016-17

Submitted by

Legal Name:
Mingara Recreation Club Ltd





Organisation and contact details

Submitting organisation details	Legal name	Mingara Recreation Club Ltd
	ABN	81001662648
	ANZSIC	H Accommodation and Food Services 4530 Clubs (Hospitality)
	Business/trading name/s	
	ASX code (if applicable)	
	Postal address	PO Box 8003 TUMBI UMBI NSW 2261 AUSTRALIA
	Organisation phone number	(02) 4349 7799
Reporting structure	Number of employees covered by this report	616





Manager

described to a second				Ž	No of employees
manager occupational categories	Reporting level to CEU	Employment status	Ŀ	Σ	Total employees
		Full-time permanent	0	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	1	2	3
		Full-time contract	0	0	0
Key management personnel	T	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	9	5	11
		Full-time contract	0	0	0
Other executives/General managers	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	1	2
		Full-time contract	0	0	0
	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Senior Managers		Casual	0	0	0
		Full-time permanent	7	9	13
		Full-time contract	0	0	0
	ဇှ	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	0	1	
		Full-time contract	0	0	0
Other managers	۳.	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0



	The parameter of the second of					1
Manager occupational categories	Reporting level to CEO	Employment etatus		ž	No. of employees	
		The state of the s	F	M	Total employees	
		Full-time permanent	3	80	11	
		Full-time contract	0	0	0	
	4	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers			18	24	42	Τ





Workplace profile

Non-manager

Total employees 105 133 251 0 얼 16 0 0 0 0 0 0 œ 0 0 No. of apprentices (if applicable) 0 0 0 0 0 Σ 0 0 0 0 0 0 0 No. of employees (excluding graduates and apprentices) No. of graduates (if applicable) 28 왕이 않ㅇ 43 0 9 00 0 0 0 00 0 0 0 0 0 0 0 181 962 51 0 0 9 0 0 0 0 0 Part-time permanent Part-time permanent Part-time contract Part-time permanent Part-time permanent Part-time permanent Full-time permanent Full-time permanent Full-time permanent Full-time permanent Full-time permanent **Employment status** Full-time permanent Part-time contract Part-time contract Part-time contract Part-time contract Full-time contract Full-time contract Full-time contract Full-time contract Full-time contract Casual Casual Casual Casual Casual Non-manager occupational categories Community and personal service Clerical and administrative Technicians and trade Professionals

0

0

0

0

0

0

0

Part-time permanent

Machinery operators and drivers

Full-time contract

Part-time contract

Casual

00



Non-manager occupational categories	Employment etatue	No. of employees (excluding	graduates and apprentices)	No of graduates	s (if applicable)	No. of apprentices	s (if applicable)	
Polician minimum page 1	Chiprogramma status		M	ц	W	Ц	Σ	l otal employees
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	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
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		360	208	0	0	2	4	574





Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

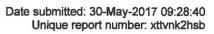
This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, 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:

Deem diament

- References to the Act means the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' In this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2016 to 31 March 2017. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

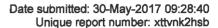
Recruriment
 ✓ Yes (select all applicable answers) ✓ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
Retention
 ✓ Yes (select all 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
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
	 ✓ 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
1.5	Talent identification/identification of high potentials
	☑ 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
1.6	Succession planning
	☑ 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
	 ✓ 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
1.8	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 ☐ Insufficient resources/expertise ☐ Not a priority
.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 Insufficient resources/expertise Not a priority







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

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	4	7
Number of appointments made to NON-MANAGER roles (including promotions)	148	106

1.11 How many employees were promoted during the reporting period against each category below?

IMPORTANT: Because promotions are included in the number of appointments in Q1.10, the number of promotions should never exceed appointments.

	Mana	gers	Non-ma	Non-managers	
	Female	Male	Female	Male	
Permanent/ongoing full-time employees	2	4	27	21	
Permanent/ongoing part-time employees	0	0	3	0	
Fixed-term contract full-time employees	0	0	0	0	
Fixed-term contract part-time employees	0	0	0	0	
Casual employees	O	0	0	0	

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

	Mana	gers	Non-ma	Non-managers	
	Female	Male	Female	Male	
Permanent/ongoing full-time employees	2	5	14	38	
Permanent/ongoing part-time employees	0	0	62	28	
Fixed-term contract full-time employees	0	0	0	0	
Fixed-term contract part-time employees	0	0	0	0	
Casual employees	0	0	14	3	

1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

- 2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.
 - 2.1 Please answer the following questions relating to each governing body covered in this report.
 Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

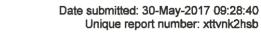




Date submitted: 30-May-2017 09:28:40 Unique report number: xttvnk2hsb

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

2.1a.1	Organisation name?			
	Mingara Recreation Club			
2.1b.1	How many Chairs on this governing b	oody?		
	Number	Female 0	1	Male
2.1c.1	How many other members are on this	governing body (exclud	ng the Chair/s)?	
	Number	Female 1	4	Male
2.1d.1	Has a target been set to increase the r ☐ Yes ☐ No (you may specify why a target has ☐ Governing body/board has ge ☐ Currently under development, ☐ Insufficient resources/expertis ☐ Do not have control over gove Mingara Recreation Clubs boorganisation. ☐ Not a priority ☐ Other (provide details):	s not been set) nder balance (e.g. 40% wo please enter date this is d e erning body/board appointn	men/40% men/20% ue to be completed nents (provide detail	s either)
2.1g.1	Are you reporting on any other organl ☐ Yes ☑ No	sations in this report?		
2.2	Do you have a formal selection policy organisations covered in this report? Yes (select all applicable answers) Policy Strategy No (you may specify why no formal set or some governing be Currently under development, Insufficient resources/expertise Do not have control over gove Mingara Recreation Clubs bor organisation. Not a priority Other (provide details):	election policy or formal se odies please enter date this is d e rning body appointments (lection strategy is in ue to be completed provide details why)	place)
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or □ ☐ Yes ☐ No			organisation is an





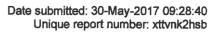


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

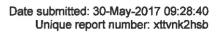
3.	Do yo	ou have a formal policy and/or formal strategy on remuneration generally?
	⊠ Ye	es (select all applicable answers) ☐ Policy ☑ Strategy
	□ No	o (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient 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?
		 Yes (provide details in question 3.2 below) No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) □ Currently under development, please enter date this is due to be completed □ Salaries set by awards/industrial or workplace agreements □ Insufficient resources/expertise ☑ Non-award employees paid market rate □ Not a priority □ Other (provide details):
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
	⊠ Ye	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):
	□ No	(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 cations)
		Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there m for discretion in pay changes (because pay increases can occur with some discretion such as performance sments)
	a35C5	□ Non-award employees paid market rate □ Not a priority □ Other (provide details):
	4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).







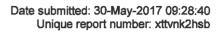
	4.1	Did you take any actions as a result of your gender remuneration gap analysis?
		Tes – indicate what actions were taken (select all applicable answers) Created a pay equity strategy or action plan Identified cause/s of the gaps Reviewed remuneration decision-making processes Analysed commencement salaries by gender to ensure there are no pay gaps Analysed performance ratings to ensure there is no gender bias (including unconscious bias) Analysed performance pay to ensure there is no gender bias (including unconscious bias) Trained people-managers in addressing gender bias (including unconscious bias) Set targets to reduce any like-for-like gaps Set targets to reduce any organisation-wide gaps Reported pay equity metrics (including gender pay gaps) to the governing body Reported pay equity metrics (including gender pay gaps) to the executive Reported pay equity metrics (including gender pay gaps) to all employees Reported pay equity metrics (including gender pay gaps) externally Corrected like-for-like gaps Conducted a gender-based job evaluation process Implemented other changes (provide details): No (you may specify why no actions were taken resulting from your remuneration gap analysis) No unexplainable or unjustifiable gaps identified 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 are paid market rate Unable to address cause/s of gaps (provide details why): Not a priority Other (provide details):
	4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:
		equality indicator 4: Flexible working and support for employees nily and caring responsibilities
emplo suppo to con	yment te rting em nbine pa	will enable the collection and use of information from relevant employers about the availability and utility of erms, conditions and practices relating to flexible working arrangements for employees and to working arrangements ployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men id work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamenta ality and to maximising Australia's skilled workforce.
5.	A "PRI	MARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having responsibility for the day-to-day care of a child.
	Do you men, i	u 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 ov	. (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 rer which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination) we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please how employer funded paid parental leave is provided to women ONLY): ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of the which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks







	paid p	As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded arental leave is provided to men ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination), not available (you may specify why this leave is not provided) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details):
	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:
		8
5a.	carers	r organisation would like to provide additional information on your paid parental leave for primary e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	5.2	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.
		☐ <10% ☐ 10-20% ☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51-60% ☐ 61-70% ☐ 71-80% ☐ 81-90% ☐ 91-99% ☑ 100%
6.		CONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the ry carer.
		u provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and n, in addition to any government funded parental leave scheme for secondary carers?
	☐ No,	we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) we offer paid parental leave for SECONDARY CARERS that is available to women ONLY (you may specify why employer funded paid parental leave for secondary carers is not paid) 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):
	6.1	How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided:





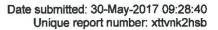


6.2	CARERS?		If your organisation would like to provide additional information on your paid parental leave for SECONDARY CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.							
		•			nployer funded paid S when working out	•				
	☐ <10% ☐ 10-20% ☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51-60% ☐ 61-70% ☐ 71-80% ☐ 81-90% ☐ 91-99% ☑ 100%									
	many MANAGERS h oyees still on parent	tal leave, regar	rdless of who		iced.					
		Primary c	arare lague		Secondary of	arer's leave				
			4							
Mana	How many NON-M	Female ANAGERS have	0 ve taken pan		Female uring the reporting	1 period (pai	Male			
	How many NON-M	Female ANAGERS have	0 ve taken pan tal leave, re	0 ental leave di gardless of w	Female uring the reporting then it commenced.	period (pai	Male d and/or unpaid)?			
	How many NON-M	Female ANAGERS have setill on paren	0 ve taken paratal leave, res	0 ental leave di gardless of w er's leave	Female uring the reporting then it commenced.	period (pai	Male d and/or unpaid)? s leave			
	How many NON-M	Female ANAGERS have setill on paren	0 ve taken pan tal leave, re	0 ental leave di gardless of w	Female uring the reporting then it commenced.	period (pai	Male d and/or unpaid)? s leave Male			
7.1 How releave, annua	How many NON-M Include employees Non-managers many MANAGERS, of regardless of wher include those whe all leave or any other 'Ceased employme	Female ANAGERS have still on parent 19 during the report the leave contreparental leave paid or unpairent' means any	ve taken pan ntal leave, red Primary car Female orting period nmenced? nve was taked d leave is also	ental leave di gardless of w er's leave Male 0 I, ceased emp n continuous so taken at th	Female uring the reporting then it commenced. Second Female 0 ployment before retaily with any other le	period (paindary carer's e	Male d and/or unpaid)? s leave Male doork from parental for example, where			
7.1 How releave, annua	How many NON-M Include employees Non-managers many MANAGERS, of regardless of wher include those whe all leave or any other	Female ANAGERS have still on parent 19 during the report the leave contreparental leave paid or unpairent' means any	ve taken pan ntal leave, red Primary car Female orting period nmenced? nve was taked d leave is also	ental leave di gardless of w er's leave Male 0 I, ceased emp n continuous so taken at th	Female uring the reporting then it commenced. Secon Female 0 bloyment before retally with any other leat time.	period (paindary carer's e	Male d and/or unpaid)? s leave Male vork from parental for example, where son, including			





9.	Do y	ou have a formal policy and/or formal strategy on flexible working arrangements?
	□ Ye	es (select all applicable answers) Policy Strategy
	⊠ No	o (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): Every request for flexibility is managed on a case by case basis in line with employer obligations under the Fair Work Act. To date the organisation has been successful in accommodating all requests
10.	Do yo	ou have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	⊠ Ye	s (select afi applicable answers) Policy Strategy
	□ No	☐ 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):
		Otter (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	\$
	☐ No	y (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
		☐ Available at all worksites ☐ On-site childcare ☐ Available at some worksites only ☐ Available at all worksites
		☐ Available at all worksites ☐ 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
		☐ 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
		 ☐ Available at all worksites ☐ Information packs to support new parents and/or those with elder care responsibilities ☐ Available at some worksites only ☐ Available at all worksites
		☐ Available at all worksites ☐ Referral services to support employees with family and/or caring responsibilities







	Available at some worksites only Available at all worksites Targeted communication mechanisms, for example intranet/ forums Available at some worksites only Available at all worksites Support in securing school holiday care Available at some worksites only Available at all worksites Coaching for employees on returning to work from parental leave Available at some worksites only Available at all worksites Parenting workshops targeting mothers Available at all worksites only Available at some worksites only Available at all worksites Parenting workshops targeting fathers Available at all worksites only Available at all 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)
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? Yes (select all applicable answers) Employee assistance program (including access to a psychologist, chaplain or counsellor) Training of key personnel A domestic violence clause is in an enterprise agreement or workplace agreement Workplace safety planning Access to paid domestic violence leave (contained in an enterprise/workplace agreement) Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) Access to unpaid domestic violence leave (not contained in an enterprise/workplace agreement) Access to unpaid leave Confidentiality of matters disclosed Referral of employees to appropriate domestic violence support services for expert advice Protection from any adverse action or discrimination based on the disclosure of domestic violence Flexible working arrangements Provision of financial support (e.g. advance bonus payment or advanced pay) Offer change of office location Emergency accommodation assistance Access to medical services (e.g. doctor or nurse) Other (provide details): No (you may specify why no other support mechanisms are in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not aware of the need Not a priority Other (provide details):

Where any of the following options are available in your workplace, are those option/s available to both women AND men?

14.





•	fiexible	hours	of work
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- compressed working weeks
- time-in-lieu
- telecommuting
- part-time work
- job sharing
- carer's leave
- purchased leave
- unpaid leave.

Options may be offered both formally and/or informally.

For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

Yes,	the option	n/s in plac	e are av	ailable to	both wo	men an	id men
	ome/all o						

- 14.1 Which options from the list below are available? Please tick the related checkboxes.
 - Unticked checkboxes mean this option is NOT available to your employees.

Man	Managers		anagers
Formal	Informal	Formal	Informal
			\boxtimes
	×		
	×		
×	×	\boxtimes	
×			i i
×		\boxtimes	
×		\boxtimes	
		\boxtimes	
	Formal	Formal Informal	Formal Informal Formal

14.3	You may specify why any of the above options are NOT available to your employees.
	 ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☑ Other (provide details): Purchased leave is not part of our industrial instrument

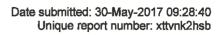
14.4 If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:

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

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

5.	Have you consulted with employees on issues concerning gender equality in your workplace?
	 Yes No (you may specify why you have not consulted with employees on gender equality) ☐ Not needed (provide details why): ☐ Insufficient resources/expertise

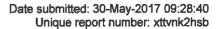
1







		☐ 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?
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
The p	revention.	equality indicator 6: Sex-based harassment and discrimination 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?
		☐ Yes ☐ No (you may specify why a grievance process is not included) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):





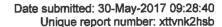


17.	Do yo	ou provide training for all managers on sex-based harassment and discrimination prevention?
		s - please indicate how often this training is provided: At induction At least annually Every one-to-two years Every three years or more Varies across business units Other (provide details): (you may specify why this training is not provided) Currently under development, please enter date this is due to be completed 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:

- Proportions are based on the data contained in your workplace profile and reporting questionnaire. 1
- Some proportion calculations will not display until you press Submit at step 6 on the reporting page in the portal. When your 2. 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.
- If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect 3. 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 61.7% females and 38.3% males.

Promotions

- 2. 56.1% of employees awarded promotions were women and 43.9% were men
 - 33.3% of all manager promotions were awarded to women
 - 58.8% of all non-manager promotions were awarded to women.
- 44.6% of your workforce was part-time and 5.3% of promotions were awarded to part-time employees.

Resignations

- 55.4% of employees who resigned were women and 44.6% were men
 - 28.6% of all managers who resigned were women
 - 56.6% of all non-managers who resigned were women.
- 44.6% of your workforce was part-time and 54.2% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

Ab

- 0.0% of all women who utilised parental leave ceased employment before returning to work
- 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:

United Voice (Liquor and Hospitality Union) Club Managers Association

CEO sign off confirmation

Name of CEO or equivalent:

Confirmation CEO has signed the report:

Paul Barnett

CEO signature:

Date: 31 05 2017.