

2020 - 21 Compliance Program

Submitted by:

**Automotive Food Metals Engineering
Printing & Kindred Industries Union
(ABN:59459725116)**



#Workplace overview

Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

...Recruitment	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Retention	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Performance management processes	No(<i>Select all that apply</i>)
...Promotions	No(<i>Select all that apply</i>)
...Talent identification/identification of high potentials	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Succession planning	No(<i>Select all that apply</i>)
...No	Other (please provide)
...Other (please provide)	Currently reported through our Audit and Risk Committee meetings
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(<i>Select all that apply</i>)	
...Yes	Policy Strategy

3: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

Under our Union Rules a proportion of members on all governing bodies must be female members. Further, our National Women's Committee that consists of rank and file members from each State meet on a regular basis. The National Women's Committee have developed an Operational Plan to increase female representation at all levels within the organisation.

Governing bodies

Automotive Food Metals Engineering Printing & Kindred Industries Union

1: Does this organisation have a governing	Yes(<i>Provide further details on the governing</i>)
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body?	<i>body(ies) and its composition)</i>
1.1: What is the name of your governing body?	National Conference
1.2: What type of governing body does this organisation have?	Management committee
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	15
...Male (M)	74
...Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
1.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	Target previously set as per our Rules
2.1: What is the name of your governing body?	National Council
2.2: What type of governing body does this organisation have?	Management committee
2.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	6
...Male (M)	37
...Gender X	0
2.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy

2.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	Target previously set as per our Rules
3.1: What is the name of your governing body?	NSW State Conference
3.2: What type of governing body does this organisation have?	Management committee
3.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	9
...Male (M)	24
...Gender X	0
3.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
3.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	Target previously set as per our Rules
4.1: What is the name of your governing body?	VIC State Conference
4.2: What type of governing body does this organisation have?	Management committee
4.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	7
...Male (M)	38
...Gender X	0

4.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
4.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	Target previously set as per our Rules
5.1: What is the name of your governing body?	QLD State Conference
5.2: What type of governing body does this organisation have?	Management committee
5.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	7
...Male (M)	26
...Gender X	0
5.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
5.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	Target previously set as per our Rules
6.1: What is the name of your governing body?	SA State Conference
6.2: What type of governing body does this organisation have?	Management committee
6.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0

...Members	
...Female (F)	2
...Male (M)	20
...Gender X	0
6.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
6.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	Target previously set as per our Rules
7.1: What is the name of your governing body?	WA State Conference
7.2: What type of governing body does this organisation have?	Management committee
7.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	1
...Male (M)	20
...Gender X	0
7.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
7.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	Target previously set as per our Rules
8.1: What is the name of your governing body?	TAS State Conference
8.2: What type of governing body does this organisation have?	Management committee
8.3: How many members are on the governing body and who holds the predominant Chair position?	

...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	5
...Male (M)	12
...Gender X	0
8.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
8.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	Target previously set as per our Rules
9.1: What is the name of your governing body?	NSW State Council
9.2: What type of governing body does this organisation have?	Management committee
9.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	9
...Male (M)	15
...Gender X	0
9.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
9.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	Target previously set as per our Rules
10.1: What is the name of your governing body?	VIC State Council
10.2: What type of governing body does this	

organisation have?	Management committee
10.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	4
...Male (M)	27
...Gender X	0
10.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
10.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	Target previously set as per our Rules
11.1: What is the name of your governing body?	QLD State Council
11.2: What type of governing body does this organisation have?	Management committee
11.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	5
...Male (M)	17
...Gender X	0
11.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
11.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)

	Other (provide details)
	Target previously set as per our Rules
12.1: What is the name of your governing body?	SA State Council
12.2: What type of governing body does this organisation have?	Management committee
12.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	2
...Male (M)	17
...Gender X	0
12.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
12.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	Target previously set as per our Rules
13.1: What is the name of your governing body?	WA State Council
13.2: What type of governing body does this organisation have?	Management committee
13.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	1
...Male (M)	15
...Gender X	0
13.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)

	Policy
13.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	Target previously set as per our Rules
14.1: What is the name of your governing body?	TAS State Council
14.2: What type of governing body does this organisation have?	Management committee
14.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	3
...Male (M)	11
...Gender X	0
14.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
14.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Other (provide details)
	Target previously set as per our Rules

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

#Action on gender equality

Gender pay gaps

1: Do you have a formal policy and/or formal strategy on remuneration generally?

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements

2: Did your organisation receive JobKeeper payments?

No

3: What was the snapshot date used for your Workplace Profile?

30-Jun-2020

4: If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

There are 3 categories for employees at the AMWU.

Officers and Officials of the AMWU have the remuneration governed by National Conference Policy and the rules of the AMWU. These conditions have been derived from Awards and Agreements and remuneration is set down under a classification structure.

Staff of the AMWU are subject to the terms and conditions of the AMWU Staff Agreement 2020-2022.

Employer action on pay equity

1: Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

No(*Select all that apply*)

...No

Salaries for ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)

2: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?

No(*Select all that apply*)

...No	Others (Provide Details)
...Not needed (provide details why)	Remuneration is set by National Conference Policy for Officers and Officials and terms and conditions of the AMWU Staff Agreement 2020-2022 for staff.
...Others (Provide Details)	The AMWU National Women's Committee provides a forum for issues related to gender equality that can be specifically raised.

2: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

#Employee work/life balance

Flexible working

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes(*Select all that apply*)

...A business case for flexibility has been established and endorsed at the leadership level	No(<i>Select all that apply</i>)
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	No(<i>Select all that apply</i>)
...Targets have been set for engagement in flexible work	No(<i>Select all that apply</i>)
...Targets have been set for men's engagement in flexible work	No(<i>Select all that apply</i>)
...Leaders are held accountable for improving workplace flexibility	No(<i>Select all that apply</i>)
...Manager training on flexible working is provided throughout the organisation	No(<i>Select all that apply</i>)
...Employee training is provided throughout the organisation	No(<i>Select all that apply</i>)
...Team-based training is provided throughout the organisation	No(<i>Select all that apply</i>)
...Employees are surveyed on whether they have sufficient flexibility	No(<i>Select all that apply</i>)
...The organisation's approach to flexibility is integrated into client conversations	No(<i>Select all that apply</i>)
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No(<i>Select all that apply</i>)
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No(<i>Select all that apply</i>)
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No(<i>Select all that apply</i>)

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)

...SAME options for women and men	Formal options are available
...Compressed working weeks	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Management positions are generally Officials or Officers of the Union, their wages and conditions are derived from National Conference. They are entitled to one RDO per month.
...Time-in-lieu	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Management positions are generally Officials or Officers of the Union, their wages and conditions are derived from National Conference. They are entitled to one RDO per month.
...Telecommuting (e.g. working from home)	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Informal options are available
...Part-time work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Job sharing	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Management positions generally require a specialised skillset
...Carer's leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Purchased leave	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Not aware of the need
...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available

3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

No	
3.1: You need to indicate which of the following flexible working options are available to NON-MANAGERS in your workplace.	Yes(<i>Select one option only</i>)
.. Flexible hours of work	
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Compressed working weeks	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Derived from National Conference and Staff Agreement 2020-2022
...Time-in-lieu	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Derived from National Conference and Staff Agreement 2020-2022
...Telecommuting (e.g. working from home)	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Derived from National Conference and Staff Agreement 2020-2022, however due to current pandemic some employees had been working from home during the reporting period.
...Part-time work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Job sharing	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Informal options are available
...Carer's leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Purchased leave	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	Derived from National Conference and Staff Agreement 2020-2022

...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, ALL managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Yes, for both women and men

6: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

In addition to the above, the AMWU has the following practices in place to support employees with family and caring responsibilities.

AMWU Staff have access to the following:

*Paid Personal Leave up to 15 days per year, which can be utilised as Carers Leave

* 10 days paid domestic family violence leave (recently changed from 7 days)

* Access to Hardship Fund

* 25% Leave Loading

* Paid time off between Christmas and New Year, exclusive of annual leave

* 2 additional public holidays, for example, a Union Picnic Day and Show Day

* 14 weeks Employer Paid Parental Leave, as well as top up of the Government Paid Parental Leave Scheme to full salary. This equates to essentially 32 weeks full pay whilst on parental leave.

* Paid Parental Leave – Dad & Partner Pay Scheme – 2 weeks topped up to their normal weekly wage

* 19 day month (Rostered Day Off)

* Access to Employee Assistance Programme for staff and family

AMWU Officials & Officers Conditions:

*Paid Personal Leave up to 3 months

* 10 days paid domestic family violence leave (recently changed from 7 days)

* Access to Hardship Fund

* 17.5% Leave Loading

* Paid time off between Christmas and New Year, exclusive of annual leave

* 1 additional public holiday, Union Picnic Day

* 14 weeks Employer Paid Parental Leave, as well as top up of the Government Paid Parental Leave Scheme to full salary. This equates to essentially 32 weeks full pay whilst on parental leave.

* Paid Parental Leave – Dad & Partner Pay Scheme – 2 weeks topped up to their normal weekly wage

* 19 day month (Rostered Day Off)

* Access to Employee Assistance Programme for staff and family

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave (without using the primary/secondary carer definition)

1.1: Please indicate whether your employer-funded paid parental leave is available to:	All, regardless of gender
1.2: Please indicate whether your employer-funded paid parental leave covers:	Adoption Birth
1.3: How do you pay employer funded paid parental leave?	Paying the gap between the employee's salary and the government's paid parental leave scheme
1.4: Do you pay superannuation contribution to your carers while they are on parental leave?	Yes, on government funded parental leave Yes, on employer funded parental leave
1.5: How many weeks (minimum) of employer funded paid parental leave is provided?	14
1.6: What proportion of your total workforce has access to employer funded paid parental leave, including casuals?	91-100%

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

Support for carers

1: Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

Yes (*Select all that apply*)

...Yes	Strategy
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2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

...Employer subsidised childcare	No (<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...On-site childcare	No (<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Other (provide details)

...Other (provide details)	Not currently viable onsite.
...Breastfeeding facilities	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Currently under development	10-May-2022
...Childcare referral services	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Internal support networks for parents	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	The Union keeps in contact with employees whilst on leave
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Information packs for new parents and/or those with elder care responsibilities	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Referral services to support employees with family and/or caring responsibilities	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	The Union provides access to an external EAP for all employees who provide support and referral information.
...Targeted communication mechanisms (e.g. intranet/forums)	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Support in securing school holiday care	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Coaching for employees on returning to work from parental leave	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	The Union keeps in contact with employees returning to work
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need

...Other (provide details)	No
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3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(Select all that apply)	
...Yes	Policy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes(Please indicate how often is this training provided (select all that apply):)
...Yes	Every three years or more
...All employees	Yes(Please indicate how often is this training provided (select all that apply):)
...Yes	Every three years or more

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

Family or domestic violence

1: Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes(Select all that apply)	
...Yes	Policy

2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

...Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
...Training of key personnel	No(Select all that apply)
...No	Other (provide details)
...Other (provide details)	We currently have a domestic and family violence contact officer who has completed appropriate training and has a range of referral information.
...A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
...Workplace safety planning	Yes

...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Access to paid and unpaid leave is available under the Staff Agreement and Domestic & Family Violence Policy
...Access to unpaid leave	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Access to paid and unpaid leave is available under the Staff Agreement and Domestic & Family Violence Policy
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	Yes
...Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Employees have access to hardship fund outside of ordinary pay
...Offer change of office location	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Not currently formalised
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Employees have access to external EAP provider and hardship fund outside of ordinary pay
...Access to medical services (e.g. doctor or nurse)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	
...Other (provide details)	No(<i>Select all that apply</i>)

3: If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.

Workforce Management Statistics Table

Industry: Personal and Other Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	1	1	2
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	14	21	35
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Personal and Other Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1
			Managers	0	2	2
			Non-managers	15	11	26
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	2	4
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	0	2
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	0	2
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Personal and Other Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X

Workplace Profile Table

Industry: Personal and Other Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Professionals	Full-time permanent	38	105	0	0	143
	Part-time permanent	7	0	0	0	7
Clerical And Administrative Workers	Full-time permanent	49	3	0	0	52
	Part-time permanent	17	0	0	0	17
	Part-time casual	0	1	0	0	1

* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: Personal and Other Services

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	-1	Full-time permanent	1	13	14
GM	-2	Full-time permanent	2	4	6
SM	-2	Full-time permanent	2	8	10
		Part-time permanent	1	0	1
OM	-1	Full-time permanent	0	1	1
	-2	Full-time permanent	4	0	4
	-3	Full-time permanent	1	1	2

* Total employees includes Gender X