



Public report

2018-19

Submitted by

Legal Name: Millennium Services Group Ltd





Organisation and contact details

Submitting organisation details	Legal name	Millennium Services Group Ltd
	ABN	11607926787
	ANZSIC	N Administrative and Support Services 7311 Building and Other Industrial Cleaning Services
	Business/trading name/s	Millennium Services Group
	ASX code (if applicable)	MIL
	Postal address	Suite 3, Level 1, 205 - 211 Forster Road Mount Waverley Vic 3149 AUSTRALIA
	Organisation phone number	0385407900
Reporting structure	Ultimate parent	Millennium Services Group Ltd
	Number of employees covered by this report	3,699





All organisations covered by this report

Legal name	Business/trading name/s
Millennium Services Group Ltd	Millennium Services Group
MILLENNIUM MANAGEMENT SERVICES (AUST) PTY LTD	
Millennium Services Group Operations Pty Ltd	
MILLENNIUM SECURITY SPECIALIST SERVICES PTY LTD	
MILLENNIUM CLEANING SPECIALIST SERVICES PTY LTD	
MILLENNIUM CLEANING (TAS) PTY LTD	
MILLENNIUM CLEANING (NSW) PTY LTD	
Millennium Cleaning (Vic) Pty Ltd	
Millennium Hi Tech (SA) Pty Ltd	
Millennium Hi-Tech Group Pty Ltd	
Millennium Hi Tech Holdings Pty Ltd	
Millennium Cleaning (QLD) Pty Ltd	





Workplace profile

Manager

Manager equipational estageries	Deporting 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	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	1	7	8
	Full-time contract Part-time permanent Part-time contract Casual	Full-time contract	0	0	0
Key management personnel		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	F	Full-time permanent	4	5	9
		Full-time contract	0	0	0
Senior Managers		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	10	18	28
		Full-time contract	0	0	0
Other managers	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			15	31	46

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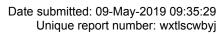


Workplace profile

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	es (if applicable)	No. of apprentic	es (if applicable)	Total employees
	Employment status	F	M	F	М	F	M	
	Full-time permanent	1	0	0	0	0	0	1
	Full-time contract	0	0	0	0	0	0	0
Professionals	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
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	29	168	0	0	0	0	197
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	46	295	0	0	0	0	341
	Part-time contract	0	0	0	0	0	0	0
	Casual	2	49	0	0	0	0	51
	Full-time permanent	17	10	0	0	0	0	27
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	0	0	0	0	0	1
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Sales	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
Machinery operators and drivers	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

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Non manager equipational estageries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	M	F	М	Total employees
	Full-time permanent	295	375	0	0	0	0	670
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	1,107	1,178	0	0	0	0	2,285
	Part-time contract	0	0	0	0	0	0	0
	Casual	37	41	0	0	0	0	78
	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		1,537	2,116	0	0	0	0	3,653

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Reporting questionnaire

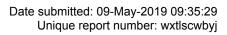
Gender equality indicator 1: Gender composition of workforce

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 2018 to 31 March 2019. (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
	 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
	 ✓ 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
1.7	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
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 ☐ 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	2	0	0
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.11 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)	2	4
Number of appointments made to NON-MANAGER roles (including promotions)	0	0

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

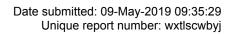
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	4	8	44	126
Permanent/ongoing part-time employees	0	0	218	268
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	23	36

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.

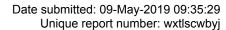
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, 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.					
	If your organisation's governing body organisation's name BUT the numeric	is the same as your parent entity's, yo al details of your parent entity's gover	ou will need to add your ning body.			
2.1a.1	Organisation name?					
	Millennium Services Group Ltd					
2.1b.1	How many Chairs on this governing be	ody?				
		Female	Male			
	Number	0	1			
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	\$)?			
		Female	Male			
	Number	1	3			
2.1g.1	☐ Currently under development,☑ Insufficient resources/expertise	nder balance (e.g. 40% women/40% men please enter date this is due to be compl e rning body/board appointments (provide	leted			
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for go	overning body members for ALL			
	☐ Insufficient resources/expertise	odies please enter date this is due to be compl	leted			
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or		our organisation is an			
	☐ Yes ⊠ No					







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	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Ye	s (select all applicable answers)
	□No	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?
		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):
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
		 □ To achieve gender pay equity □ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews) □ To be transparent about pay scales and/or salary bands □ To ensure managers are held accountable for pay equity outcomes □ To implement and/or maintain a transparent and rigorous performance assessment process □ 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)?
		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): (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





qualific IS roor	Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no or 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 in 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 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?
	Yes − 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) to all employees 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:

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 supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.





			or PRIMARY CARERS the scheme for primary care	at is available for women AN ers?
By pay time over which if As a lu No, we offer p indicate how emp By pay time over which if As a lu No, we offer p paid parental leav By pay time over which if By pay time over which if As a lu No, not availa Currer	ring the gap between the cring the employee's full sat is paid. For example, full imp sum payment (paid praid parental leave for primologyer funded paid parentaring the gap between the cring the employee's full sat is paid. For example, full imp sum payment (paid praid parental leave for primore is provided to men ONL ring the gap between the cring the	employee's salary a lary (in addition to to pay for 12 weeks of re- or post- parental nary carers that is a il leave is provided employee's salary a lary (in addition to to pay for 12 weeks of re- or post- parental nary carers that is a nary (in addition to to pay for 12 weeks of re- or post- parental this leave is not pro- tease enter date this	or half pay for 24 weeks I leave, or a combination) vailable to women ONLY (to women ONLY): and the government's paid the government's paid school half pay for 24 weeks I leave, or a combination) vailable to men ONLY. (Pland the government's paid the government's paid school half pay for 24 weeks I leave, or a combination) to half pay for 24 weeks I leave, or a combination) ovided)	parental leave scheme eme), regardless of the period e.g. maternity leave). (Please parental leave scheme eme), regardless of the period ease indicate how employer fu
⊠ Goveri □ Not a p	nment scheme is sufficien	t		
⊠ Goveri □ Not a p □ Other	nment scheme is sufficien priority (provide details):		ngle carer, REGARDLESS	S OF GENDER, who is not th
☐ Governing Not a primary carer. ☐ Other ☐ O	nment scheme is sufficien priority (provide details): CARER" is a member of the company of the	of a couple or a sir		S that is available for men a
	nment scheme is sufficien priority (provide details): CARER" is a member of the control of the	of a couple or a sir id parental leave f unded parental lea CONDARY CARER CONDARY CARER led paid parental le ease enter date this	For SECONDARY CARER ave scheme for secondar S that is available to men of the secondary carers is	S that is available for men any carers? ONLY (e.g. paternity leave) en ONLY
Govern Not a p Other A "SECONDARY primary carer. Do you provide women, in addit Yes No, we offer p No, we offer p Currer Insuffic Govern Other How many MAN	nment scheme is sufficient priority (provide details): CARER" is a member of the control of the	of a couple or a sir id parental leave f unded parental lea CONDARY CARER CONDARY CARER led paid parental le ease enter date this t	For SECONDARY CARER ave scheme for secondary S that is available to men of S that is available to wome ave for secondary carers is is due to be completed The reporting period (paid to menced.	S that is available for men any carers? ONLY (e.g. paternity leave) en ONLY
Govern Not a p Other A "SECONDARY primary carer. Do you provide women, in addit Yes No, we offer p No, we offer p Currer Insuffic Govern Other How many MAN	mment scheme is sufficient priority (provide details): CARER" is a member of the control of the	of a couple or a sir id parental leave f unded parental lea CONDARY CARER CONDARY CARER led paid parental le ease enter date this t	For SECONDARY CARER ave scheme for secondary S that is available to men of S that is available to wome ave for secondary carers is is due to be completed The reporting period (paid to menced.	S that is available for men any carers? ONLY (e.g. paternity leave) en ONLY s not paid)

	I
Drimary carer's leave	Secondary carer's leave

	Primary carer's leave		Secondary care	r's leave
	Female	Male	Female	Male
Non-managers	6	0	0	1





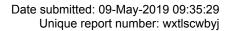
8.	How many MANAGERS, during the reporting period, ceased employment before returning to work from parental
	leave, regardless of when the leave commenced?

- 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
Managers	0	0

- 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?
 - 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.

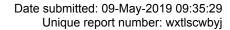
	Non-management	Female	Male
	Non-managers	1	0
Do y	ou have a formal policy and/or formal strategy on	flexible working arrangeme	ents?
⊠ Ye	es (select all applicable answers)		
_	Policy		
	⊠ Strategy	ota and table and a sex	
No	o (you may specify why no formal policy or formal stra ☐ Currently under development, please enter date	ategy is in place)	
	☐ Insufficient resources/expertise	tills is due to be completed	
	☐ Don't offer flexible arrangements		
	□ Not a priority		
	Other (provide details):		
• •	Manager to the state of the fall of the state of the stat	hadad ta aa aa fi aa talaa aa da'	
9.1	You may indicate which of the following are inc	luded in your flexible worki	ng arrangements strategy
	A business case for flexibility has been established		ership level
	Leaders are visible role models of flexible worki		
	☐ Flexible working is promoted throughout the org ☐ Targets have been set for engagement in flexib		
	☐ Targets have been set for men's engagement in		
	☐ Leaders are held accountable for improving wor	kplace flexibility	
	☐ Manager training on flexible working is provided		
	Employees are surveyed on whether they have		
	☐ The organisation's approach to flexibility is integer	grated into client conversations	
	☐ The impact of flexibility is evaluated (eg reduced		
	☐ Metrics on the use of, and/or the impact of, flexi ☐ Metrics on the use of, and/or the impact of, flexi		
	intented on the use of, and/or the impact of, flexi	bility measures are reported to	o the governing body
Do y	ou have a formal policy and/or formal strategy to	support employees with fan	nily or caring responsibilit
⊠ Ye	es (select all applicable answers)		
_ Y ' '	Policy		
_	Strategy		
∐ No	o (you may specify why no formal policy or formal stra	ategy is in place)	
	☐ Currently under development, please enter date ☐ Insufficient resources/expertise	tris is due to be completed	
	☐ Included in award/industrial or workplace agree	ment	
	☐ Not a priority		
	Other (provide details):		







11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	 Yes No (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):
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
	 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
	☐ Included in award/industrial or workplace agreements ☐ Not aware of the need ☐ Not a priority
	Other (please 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?
	 ∑ 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): ☐ The type of support provided is dependent on the circumstance and is assessed confidentially and individually ☐ 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 ayare of the need ☐ Not a priority ☐ Other (provide details):
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men? I flexible hours of work compressed working weeks time-in-lieu
	 time-in-lieu telecommuting part-time work job sharing







14.1	 Yes, the option/s in place are available to both women and men. No, some/all options are not available to both women AND men. 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	nagers	Non-m	anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work				\boxtimes
	Compressed working weeks				
	Time-in-lieu		\boxtimes		\boxtimes
	Telecommuting				\boxtimes
	Part-time work			\boxtimes	
	Job sharing				
	Carer's leave			\boxtimes	
	Purchased leave				
	Unpaid leave			\boxtimes	
14.3	You may specify why any of the above Currently under development, please or line in the interest of the inter	enter date this is due	to be completed		ing weeks is no

15.

☐ Yes
☐ No (you may specify why you have not consulted with employees on gender equality)
☐ Not needed (provide details why):
☐ Open and a postunity employer.

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

We are an equal opportunity employer.

Insufficient resources/expertise

Not a priority

Other (provide details):





15.3 If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.

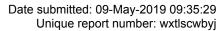
Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training 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?
	⊠ 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 ☐ 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	u provide training for all managers on sex-based harassment and discrimination prevention?
	⊠ Ye	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):
	□ No	(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 42.0% females and 58.0% males.

Promotions

- 2. 33.3% of employees awarded promotions were women and 66.7% were men
 - i. 33.3% of all manager promotions were awarded to women
 - ii. 0.0% of all non-manager promotions were awarded to women.
- 3. 71.0% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 39.8% of employees who resigned were women and 60.2% were men
 - i. 33.3% of all managers who resigned were women
 - ii. 39.9% of all non-managers who resigned were women.
- 71.0% of your workforce was part-time and 66.9% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 14.3% 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
- 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access List of employee organisations: LHMU/United Voice CEO sign off confirmation Name of CEO or equivalent: Darren Boyd CEO signature: Oate: 9th May 2019