



Australian Government



Workplace  
Gender Equality  
Agency



# 2023 - 24 Public Sector Reporting

## Submitted By:

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## Public Reports

Public report documents contains data which will be published in full by WGEA on the Data Explorer. They should, with public report documents, be taken to your CEO or equivalent for review, approval and sign off and must be shared in accordance with the Notification and Access requirements under the *Workplace Gender Equality Act 2012*.

The following three documents make up your Public Report:

- Questionnaire – Public Report
- Workplace Profile – Public Report
- Workforce Statistics – Public Report

Public reports are used for:

- Review, approval and sign-off of the submission by your CEO or equivalent
- Complying with the Notification and Access requirements outlined below
- Keeping an internal record of what was submitted to WGEA for a particular year

### Review, approval and sign-off:

The following documents must be reviewed by the CEO or equivalent of each organisation covered in this submission. More information found [here](#).

- Questionnaire – Confidential Report
- Questionnaire – Public Report
- Workplace Profile - Confidential Report
- Workplace Profile – Public Report
- Workforce Statistics – Public Report

### Notification and Access requirements

To comply, an employer must do the following as soon as reasonably practicable:

- Inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the public data may be accessed
- Provide access to the public data to employees and members or shareholders
- Inform employee organisations with members in its workplace that the report has been lodged

More information found [here](#).

# #Workplace Overview

## Workplace Overview - Policies & Strategies

### **\* 1.1 Do you have formal policies and/or formal strategies in place that support gender equality in the workplace?**

This question asks whether your organisation has 'policies' and/or 'strategies' in place that support gender equality in the workplace and what the policies and/or strategies include. These areas are considered key to achieving gender diversity in the composition of your workforce. The existence of a public sector-wide policy and/or strategy does not equal an organisational policy or strategy. If you do not have a policy and/or strategy in place, you will have the opportunity to indicate why.

Yes

Policy; Strategy

#### **1.1a Do the formal policies and/or formal strategies include any of the following?**

Recruitment; Retention; Performance management processes; Promotions; Succession planning; Training and development; Talent identification/identification of high potentials; Gender and other aspects of diversity

### **\* 1.2 Does your organisation have any targets to address gender equality in your workplace?**

A target is an achievable, time-framed goal that an organisation can set to focus its efforts. A gender balance target is a goal for a specific group of people. The existence of public sector-wide targets does not equal an organisational target unless specifically adopted.

Yes

Reduce the organisation-wide gender pay gap; Increase the number of women in management positions; Increase the number of women in key management personnel (KMP) roles

## Workplace Overview - Governing Bodies

### **1.4 Identify your organisation/s' governing body**

**Date Created: 03-12-2024**

Governing bodies are the group of people who endorse policy and direct and oversee the conduct of an organisation, supported by the organisation's managers. The core role of a governing body is the governance of an organisation. Governing bodies:

- include boards or management committees of not-for-profit organisations (even if the position is voluntary)
- include boards or management committees of incorporated associations
- are not a sub-committee of a board. For example, are not a diversity council or committee or diversity and inclusion team.

Some organisations have common types of governing bodies.

- For corporate or non-corporate Commonwealth entities – this may be a management committee (also sometimes referred to by other names, including executive management board/committee or a leadership committee) or it may be the accountable authority.
- For Commonwealth companies – this may be a board of directors.

If you are a wholly owned subsidiary and share a governing body with your parent organisation, then your governing body is the same as your parent's.

You are required to provide details of each organisation's governing body. A governing body is defined as the one that has **primary** responsibility for the organisation's governance. As such, you must only report one governing body for each organisation covered in this report. Please note:

- You must tick the organisation/s this governing body relates to.
- If there are multiple organisations covered in this report you must tick all that relate to this particular governing body.
- If this governing body does not cover all organisations, you should add another governing body after saving this one.
- If you have already ticked an organisation in another governing body in this report, you must not tick it again below.

**Organisation:** Australian Postal Corporation

**\*A. Is this governing body reported primarily in a different submission group for 2023 Public Sector Gender Equality Reporting?**

No

Date Created: 03-12-2024

**\*B. What is the name of your governing body?**

Board of Directors

**\*C. What type of governing body does this organisation have?**

The type of governing body should be the one that has **primary** responsibility for the governance of each organisation ticked above.

Board of Directors

**\*D. How many members are on the governing body and who holds the predominant Chair position?**

A Chair is the person who leads and chairs meetings of the governing body. In the situation of rotating Chair position for the meetings, the predominant gender of the people acting as Chairs for the meeting during the reporting period should be used.

Please report your chair and members as at the end of 12 month reporting period (31 December 2023).

Note that WGEA's legislation does not currently authorise the collection of governing body member gender beyond male or female.

	Female (F)	Male (M)
Chair	1	0
Members (excluding chairs)	4	4

**\*E. Do you have control over appointments to your governing body?**

No

Appointments are made by government or relevant Ministers

**\*F. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

No

Selected value: NA

**\*F.1 Do the formal policies and/or formal strategies include any of the following?**

Date Created: 03-12-2024

Do not have control over governing body/appointments

**Other value:** NA

**\*G. Does this organisation's governing body have limits on the terms of its Chair and/or Members?**

No

Enter maximum length of term in years. If the term limit does not relate to a full year, record the part year as a decimal amount.

**For the Chair:** NA

**For the Members:** NA

**\*H. Has a target been set on the representation of women on this governing body?**

No

**\*H.1 What is the percentage (%) target?** NA

**\*H.2 What year is the target to be reached?** NA

**Selected value:** NA

**Selected value:**

**Other value:** NA

You are required to provide details of each organisation's governing body. A governing body is defined as the one that has **primary** responsibility for the organisation's governance. As such, you must only report one governing body for each organisation covered in this report. Please note:

- You must tick the organisation/s this governing body relates to.
- If there are multiple organisations covered in this report you must tick all that relate to this particular governing body.
- If this governing body does not cover all organisations, you should add another governing body after saving this one.
- If you have already ticked an organisation in another governing body in this report, you must not tick it again below.

**Organisation:** Decipha Pty Ltd

Date Created: 03-12-2024

**\*A. Is this governing body reported primarily in a different submission group for 2023 Public Sector Gender Equality Reporting?**

No

**\*B. What is the name of your governing body?**

Board of Directors

**\*C. What type of governing body does this organisation have?**

The type of governing body should be the one that has **primary** responsibility for the governance of each organisation ticked above.

Board of Directors

**\*D. How many members are on the governing body and who holds the predominant Chair position?**

A Chair is the person who leads and chairs meetings of the governing body. In the situation of rotating Chair position for the meetings, the predominant gender of the people acting as Chairs for the meeting during the reporting period should be used.

Please report your chair and members as at the end of 12 month reporting period (31 December 2023).

Note that WGEA's legislation does not currently authorise the collection of governing body member gender beyond male or female.

	Female (F)	Male (M)
Chair	0	1
Members (excluding chairs)	0	1

**\*E. Do you have control over appointments to your governing body?**

Yes

**\*F. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

No

Selected value: NA



Date Created: 03-12-2024

**\*F.1 Do the formal policies and/or formal strategies include any of the following?**

Other

**Other value:** Subsidiary board composition is aligned to the nature of the entity. The general approach for operating companies is that the board comprises the relevant EGM, along with executives who hold finance and legal qualifications.

**\*G. Does this organisation's governing body have limits on the terms of its Chair and/or Members?**

No

Enter maximum length of term in years. If the term limit does not relate to a full year, record the part year as a decimal amount.

For the Chair: NA

For the Members: NA

**\*H. Has a target been set on the representation of women on this governing body?**

No

**\*H.1 What is the percentage (%) target?** NA

**\*H.2 What year is the target to be reached?** NA

**Selected value:** Other

**Selected value:**

**Other value:** Not currently in place.

You are required to provide details of each organisation's governing body. A governing body is defined as the one that has **primary** responsibility for the organisation's governance. As such, you must only report one governing body for each organisation covered in this report. Please note:

- You must tick the organisation/s this governing body relates to.
- If there are multiple organisations covered in this report you must tick all that relate to this particular governing body.
- If this governing body does not cover all organisations, you should add another governing body after saving this one.
- If you have already ticked an organisation in another governing body in this report, you must not tick it again below.

**Organisation:** Startrack Retail Pty Ltd

**\*A. Is this governing body reported primarily in a different submission group for 2023 Public Sector Gender Equality Reporting?**

No

**\*B. What is the name of your governing body?**

Board of Directors

**\*C. What type of governing body does this organisation have?**

The type of governing body should be the one that has **primary** responsibility for the governance of each organisation ticked above.

Board of Directors

**\*D. How many members are on the governing body and who holds the predominant Chair position?**

A Chair is the person who leads and chairs meetings of the governing body. In the situation of rotating Chair position for the meetings, the predominant gender of the people acting as Chairs for the meeting during the reporting period should be used.

Please report your chair and members as at the end of 12 month reporting period (31 December 2023).

Note that WGEA's legislation does not currently authorise the collection of governing body member gender beyond male or female.

	Female (F)	Male (M)
Chair	0	1
Members (excluding chairs)	0	1

**\*E. Do you have control over appointments to your governing body?**

No

Appointments are made by government or relevant Ministers;Other

The general approach for operating companies is that the board comprises the relevant EGM, along with executives who hold finance and legal qualifications.

**\*F. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

No

**Selected value:** NA

**\*F.1 Do the formal policies and/or formal strategies include any of the following?**

Do not have control over governing body/appointments; Other

**Other value:** The general approach for operating companies is that the board comprises the relevant EGM, along with executives who hold finance and legal qualifications.

**\*G. Does this organisation's governing body have limits on the terms of its Chair and/or Members?**

No

**Enter maximum length of term in years. If the term limit does not relate to a full year, record the part year as a decimal amount.**

**For the Chair:** NA

**For the Members:** NA

**\*H. Has a target been set on the representation of women on this governing body?**

No

**\*H.1 What is the percentage (%) target?** NA

**\*H.2 What year is the target to be reached?** NA

**Selected value:** Other

**Selected value:**

**Other value:** Currently no targets have been set, this is something we will look at in the future.

You are required to provide details of each organisation's governing body. A governing body is defined as the one that has **primary** responsibility for the organisation's governance. As such, you must only report one governing body for each organisation covered in this report. Please note:

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- You must tick the organisation/s this governing body relates to.
- If there are multiple organisations covered in this report you must tick all that relate to this particular governing body.
- If this governing body does not cover all organisations, you should add another governing body after saving this one.
- If you have already ticked an organisation in another governing body in this report, you must not tick it again below.

**Organisation:** Star Track Express Pty Limited

**\*A. Is this governing body reported primarily in a different submission group for 2023 Public Sector Gender Equality Reporting?**

No

**\*B. What is the name of your governing body?**

Board of Directors

**\*C. What type of governing body does this organisation have?**

The type of governing body should be the one that has **primary** responsibility for the governance of each organisation ticked above.

Board of Directors

**\*D. How many members are on the governing body and who holds the predominant Chair position?**

A Chair is the person who leads and chairs meetings of the governing body. In the situation of rotating Chair position for the meetings, the predominant gender of the people acting as Chairs for the meeting during the reporting period should be used.

Please report your chair and members as at the end of 12 month reporting period (31 December 2023).

Note that WGEA's legislation does not currently authorise the collection of governing body member gender beyond male or female.

	Female (F)	Male (M)
Chair	0	1
Members (excluding chairs)	0	1

Date Created: 03-12-2024

**\*E. Do you have control over appointments to your governing body?**

Yes

**\*F. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

No

Selected value: NA

**\*F.1 Do the formal policies and/or formal strategies include any of the following?**

Other

**Other value:** The general approach for operating companies is that the board comprises the relevant EGM, along with executives who hold finance and legal qualifications.

**\*G. Does this organisation's governing body have limits on the terms of its Chair and/or Members?**

No

Enter maximum length of term in years. If the term limit does not relate to a full year, record the part year as a decimal amount.

For the Chair: NA

For the Members: NA

**\*H. Has a target been set on the representation of women on this governing body?**

No

**\*H.1 What is the percentage (%) target?** NA

**\*H.2 What year is the target to be reached?** NA

Selected value: Other

Selected value:

**Other value:** Currently no targets have been set.

# #Action on gender equality

## Action on Gender Equality - Pay Equity and Gender Pay Gap

Gender Pay Equity is when people receive equal pay for work of the same or similar value, however, it is not just about ensuring women and men performing the same role are paid the same but also about ensuring women and men performing different work of equal and comparable value are paid equitably. This is a legal requirement in Australia.

The gender pay gap is not to be confused with gender pay equity. The gender pay gap is the difference in average or median earnings between women and men and is usually a consequence of disadvantages employees face in the workplace. Gender pay gaps are also not a direct comparison of like roles.

Gender pay gaps are a useful way to monitor the different earning capacities of women and men across organisations, industries, and the workforce as a whole.

Employers need to be actively working to understand and address their pay equity and gender pay gaps. The first step in improving your organisation's pay equity and gender pay gap is to conduct your own pay gap analysis and understand what's driving any differentials.

### **\*2.1 Do you have formal policies and/or formal strategies on equal remuneration (pay equity and the gender pay gap) between women and men?**

This question focuses on the policies and/or strategies your organisation has in place related to equal remuneration (pay equity and the gender pay gap) between women and men. If you do not have policies and/or strategies in place, you will have the opportunity to indicate why. The policies or strategies may be stand alone and/or contained within another strategy/policy. The existence of a public sector-wide policy and/or strategy does not equal an organisational policy or strategy.

Yes

Policy

### **\*2.1a Do the formal policies and/or formal strategies include any of the following?**

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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 reviews)

**\*2.2 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)?**

This question focuses on the actions your organisation has taken in relation to gender remuneration. Specifically, it asks if and when you have conducted a remuneration gap analysis and if so, whether you took any actions as a result. If you have not taken any action, you will have the opportunity to indicate why.

Yes

**\*2.2a What type of gender remuneration gap analysis was undertaken?**

A like-for-like gap analysis which compares the same or similar roles of equal or comparable value; A by-level gap analysis which compares the difference between women's and men's average pay within the same employee category; An overall gender pay gap analysis which compares the difference between women's and men's average pay and composition across the whole organisation

**\*2.2b When was the most recent gender remuneration gap analysis undertaken?**

Within the last 12 months

**\*2.2c Did you take any actions as a result of your gender remuneration gap analysis?**

Yes

Identified cause/s of the gaps; Reported pay equity metrics (including gender pay gaps) externally; Corrected instances of unequal pay'

You may also provide more detail below on the gender remuneration gap analysis that was undertaken.

## Action on Gender Equality - Employee Consultation

### **\*2.4 Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?**

Employee consultation is a formalised way to collect information about your employees' views on the workplace, what is working well and what could be improved. This question asks if you have consulted your employees about gender equality issues in the workplace during the reporting period.

Examples of issues can include:

- parental leave entitlements and related processes, like keep-in-touch and return-to-work programs
- flexible working arrangements
- gender pay equity
- representation of women in management
- recruitment of women in non-traditional areas
- sexual harassment or discrimination.

Yes

Provide further details on the employee consultation process.

#### **\*2.4a How did you consult employees?**

Employee experience survey; Consultative committee or group; Focus groups; Exit interviews; Performance discussions

#### **\*2.4b Who did you consult?**

Employee representative group(s); Diversity committee or equivalent

### **\*2.5 Do you have formal policies and/or formal strategies in place to ensure employees are consulted and have input on issues concerning gender equality in the workplace?**

Yes

Strategy



**\*2.6 Did your organisation/s share last year's public report/s with employees and shareholders?**

It is requirement under section 16, 16A and 16B of the WGE Act for the relevant employer to:

- inform their employees and any shareholders and members, of the lodgement of the public report
- make public reports accessible to employees, shareholders and members (excluding certain information specified in section 16(3))
- take reasonable steps to inform employee organisations of the lodgement of the public report
- inform employees and organisations about the opportunity to comment on the public report (either to the employer or WGEA)

If this is your first year of reporting, and/or you do not have shareholders, please select not applicable.

	Yes	No	Not Applicable
2.6a Did you inform employees about the lodgement of the public report?	Yes	No	No
2.6b Did you inform shareholders or members about the lodgement of the public report?	Yes	No	No
2.6c Did you take reasonable steps to inform employee organisations about the lodgement of the public report?	Yes	No	No
2.6d Did you make public reports accessible to employees?	Yes	No	No
2.6e Did you make public reports accessible to shareholders or members?	Yes	No	No
2.6f Did you inform employees about the opportunity to comment on the public report?	Yes	No	No

Date Created: 03-12-2024

2.6g Did you inform employee organisations about the opportunity to comment on the public report?	Yes	No	No
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**\*2.7 Have you shared last year's Executive Summary and Industry Benchmark Report with the governing body?**

It is a requirement under section 16C of the WGE Act for the CEO to provide a copy of your Executive Summary and Industry Benchmark Report received from WGEA.

If this is your first year of reporting, please select Not applicable.

	Yes	No	Not Applicable
2.7a Executive Summary	Yes	No	No
2.7b Industry Benchmark Report	Yes	No	No

# #Flexible Work

## Flexible Work – Support for flexible working arrangements

**3.1 Do you have a formal policy and/or formal strategy on flexible working arrangements?**

This section focuses on the flexible work arrangements available in your organisation. If you have a formal policy and/or formal strategy on flexible work arrangements, it asks you to specify what this includes. It also asks whether specific flexible working options are available

**Date Created: 03-12-2024**

to managers and non-managers in your workplace, and whether these differ for women and men.

- A flexible work arrangement is an agreement between a workplace and an employee to change the standard working arrangement to better accommodate an employee's commitments out of work.
- Flexible working arrangements usually encompass changes to the hours, pattern and location of work.
- If flexible working arrangements are not available to your employees, you will have the opportunity to indicate why.

Yes

Policy

**\*3.1a Do the formal policies and/or formal strategies include any of the following?**

A business case for flexibility has been established and endorsed at the leadership level; Flexible working is promoted throughout the organisation; Manager training on flexible working and remote/hybrid teams is provided throughout the organisation; Employee training on flexible working and remote/hybrid teams is provided throughout the organisation; Employees are surveyed on whether they have sufficient flexibility; The organisation's approach to flexibility is integrated into client conversations; The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement); The ability to job-share is incorporated into job design and advertising of new roles

**\*3.2 Do you offer any of the following flexible working options to MANAGERS and/or NON MANAGERS in your workplace?**

Flexible working option	MANAGERS Formal options available	MANAGERS Informal options available	NON-MANAGERS Formal options available	NON-MANAGERS Informal options available	No
Flexible hours of work	Yes	Yes	Yes	Yes	No
Compressed working weeks	No	Yes	No	Yes	No

Time-in-lieu	Yes	Yes	Yes	Yes	No
Remote working/working from home	Yes	Yes	Yes	Yes	No
Part-time work	Yes	No	Yes	No	No
Job sharing	Yes	No	Yes	No	No
Purchased leave	Yes	No	Yes	No	No
Unpaid leave	Yes	No	Yes	No	No

# #Employee Support

## Employee support – Paid parental leave

Parental leave policies are designed to support and protect working parents around the time of childbirth or adoption of a child and when children are young. This section focuses on whether employer-funded paid parental leave is available to carers in your organisation (in addition to government-funded parental leave), and if it is, which employees have access to it and how much leave is available.

Some workplaces have developed parental leave policies that do not use the primary/secondary carer definition and provide equal entitlements to any eligible employee.

**Equally shared parental leave policies** offer the same type, length and conditions to employees of all genders, who require parental leave, with no distinction between primary and secondary carers.

- If your organisation offers this – you should answer this question with ‘yes, we offer employer-funded parental leave to all genders without using the primary/secondary carer definitions’.

**A primary carer** is the person who most meets the child’s need, including feeding, dressing, bathing and otherwise supervising the child.

**A secondary carer** is generally the current partner of the primary carer, the other legal parent of the child or the current partner of the other legal parent of the child.

- If your organisation provides parental leave based on this/these definition/s – you should answer this question with ‘yes, we offer employer-funded parental leave

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(using the primary/secondary carer definitions)'. If your organisation specifically provides maternity leave and/or paternity leave, you should also answer 'yes, we offer employer-funded parental leave (using the primary/secondary carer definitions)'.

In 2023, through the Australian **government's paid parental leave (PPL)** scheme, eligible employees receive up to 18 weeks' pay at the national minimum wage. Australian Government funded parental leave pay is different and may not be equivalent to employer-funded paid parental leave.

**Note for Commonwealth Public Sector organisations:** The Maternity Leave (Commonwealth Employees) Act 1973 sets out baseline parental leave entitlements for Commonwealth Employees. Many public sector organisations have additional parental leave provisions set out in Enterprise Bargaining Agreements. Please respond to the following questions based on the total provisions your organisation offers, as at 31 December 2023, inclusive of the conditions set out in the Maternity Leave Act.

**\*4.1 Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

If you do not offer any employer-funded parental leave (in addition to any government funded parental leave scheme) – you should answer 'no, we do not offer employer-funded parental leave'.

If your organisation specifically provides maternity leave and/or paternity leave, you should also answer 'yes, we offer employer-funded parental leave (using the primary/secondary carer definitions)'.

Yes, we offer employer funded parental leave using the primary/secondary carer definition

**4.1.2 Do you provide employer-funded paid primary carers leave in addition to any government funded parental leave scheme?**

Yes

A 'primary carer' is the member of a couple or single carer, regardless of gender, identified as having greater responsibility for the day-to-day care of a child.

**\*4.1.2.a. Please indicate whether your employer-funded paid primary leave for primary carers is available to:**

All, regardless of gender

**\*4.1.2b Please indicate whether your employer-funded paid primary carers leave covers:**

Birth; Adoption; Surrogacy; Stillbirth

**\*4.1.2c How do you pay employer-funded paid primary carers leave?**

Date Created: 03-12-2024

Paying the employee's full salary

**\*4.1.2d Do you pay superannuation contribution while they are on parental leave?**

Yes, on employer funded primary carers leave

**\*4.1.2e How many weeks (minimum) of employer-funded paid primary carers leave is provided?**

- Please answer this question with regard to the employees who are eligible for parental leave (e.g. employees that have met the minimum qualifying period, if there is one)
- If you offer employer-funded paid parental leave to all carers regardless of the primary/secondary definition, you must report the minimum number of weeks you provide. For example, a Commonwealth public sector organisation may offer Maternity Leave Act eligible employees 12 weeks of paid leave under this Act, and an additional 5 weeks of paid leave according to their enterprise agreement. This would mean the organisation offers a total of 17 weeks of employer-funded paid parental leave.
- If you offer different packages to certain groups of employees or based on service time, industry or worksite, your minimum would be across all options available to all carers. If you do use the primary/secondary definition, please go back and correct your answer for question 4.1 of this section.

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**\*4.1.2.f Who has access to this type of employer-funded paid primary carers leave?**

Permanent employees

**\*4.1.2.g Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer-funded primary carers leave?**

Yes

**How long is the qualifying period (in months)?**

12

**\*4.1.2.h Do you require primary carers to take employer-funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**

Yes

Within 12 months

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**\*4.1.3 Do you provide employer-funded paid secondary carers leave in addition to any government funded parental leave scheme?**

Yes

*Please indicate how employer-funded paid parental leave is provided to the secondary carers.*

**\*4.1.3a Please indicate whether your employer-funded paid secondary carers leave is available to:**

All, regardless of gender

**\*4.1.3b Please indicate whether your employer-funded paid secondary carers leave covers:**

Birth; Adoption; Surrogacy; Stillbirth

**\*4.1.3c How do you pay employer-funded paid secondary carers leave?**

Paying the employee's full salary

**\*4.1.3d Do you pay superannuation contribution to your secondary carers while they are on secondary carers leave?**

Yes, on employer funded parental leave

**\*4.1.3e How many weeks (minimum) of employer-funded secondary carers leave is provided?**

- Please answer this question with regard to the employees who are eligible for parental leave (e.g. have met the minimum qualifying period if there is one)
- If you offer employer-funded paid parental leave to all carers regardless of the primary/secondary definition, you must report the minimum number of weeks you provide.
- If you offer different packages to certain groups of employees or based on service time, industry or worksite, your minimum would be across all options available to all carers. If you do use the primary/secondary definition, please go back and correct your answer for question 4.1 of this section.

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**\*4.1.3.f Who has access to this type of employer-funded paid secondary-carers leave?**

Permanent employees; Contract/fixed term employees

**\*4.1.3.g Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer-funded secondary carers leave?**

Yes

Date Created: 03-12-2024

How long is the qualifying period (in months)? 12

**\*4.1.3.h Do you require secondary carers to take employer-funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**

Yes

Within 12 months

**\*4.2 Does your organisation have an opt out approach to parental leave?**

An opt-out approach to parental leave for all parents assumes any employee, who is eligible to take parental leave, will take their full entitlement to provide care for their child. If they do not want to take this entitlement (in either part or full) they will connect with their manager which can prompt further discussion on options and supports for parental leave and care. This approach enhances participation by default and sends a strong signal of expectation and an active endorsement to fathers to take on a primary carer role for their children thus breaking down the ideal worker/carer norms that often lock fathers out of a fully endorsed and culturally supported role in care alongside their careers.

Yes

## Employee support - Support for carers

**\*4.4 Do you have formal policies and/or formal strategies to support employees with family or caring responsibilities?**

This question asks if you have standalone formal policies or strategies on working arrangements to support employees with family or caring responsibilities, or if you include this item in another formal policy or strategy.

- You can answer No and give details on the free-text box if you only provide informal arrangements to support employees with family or caring responsibilities.

A carer refers to, but is not limited to, an employee's role as the parent (biological, step, adoptive or foster) or guardian of a child, or carer of a child, parent, spouse or domestic partner, close relative, other dependent or a friend. If measures to support carers are not available to your employees, you will have the opportunity to indicate why.

Yes

Policy



**\*4.4a Do the formal policies and/or formal strategies include any of the following?**

Gender inclusive language when referring to carers; Support for all carers (e.g. carers of children, elders, people with disability); Paid Parental leave; Flexible working arrangements and adjustments to work hours and/or location to support family or caring responsibilities; Job redesign to support family or caring responsibilities; Extended carers leave and/or compassionate leave; Other leave available to employees with family or caring responsibilities

**Provide details:**our Family & Domestic Violence policy extends to team members who are caring for someone who is experiencing FDV and enables them to access the 20 FDV leave paid days each 12 month period.

**\*4.5 Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**

Support mechanism	Yes, at some worksites	Yes, at all worksites	No
Breastfeeding facilities	Yes	No	No
Information packs for those with family and/or caring responsibilities	No	Yes	No
Referral services to support employees with family and/or caring responsibilities	No	No	Yes
Coaching for employees returning to work from parental leave and/or extended carers leave and/or career breaks	Yes	No	No
Internal support networks for parents and/or carers	No	No	Yes

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Targeted communication mechanisms (e.g. intranet/forums)	No	Yes	No
Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No	No	Yes
Support for employees with securing care (including school holiday care) by securing priority places at local care centres (could include for childcare, eldercare and/or adult day centres)	No	No	Yes
Referral services for care facilities (could include for childcare, eldercare and/or adult day centres)	No	No	Yes
On-site childcare	Yes	No	No
Employer subsidised childcare	No	No	Yes
Support in securing school holiday care	No	No	Yes
Parenting workshop targeting mothers	No	No	Yes
Parenting workshops targeting fathers	No	No	Yes
Keep-in-touch programs for carers on extended leave and/or parental leave	No	Yes	No
Access to counselling and external support for carers (e.g. EAP)	No	Yes	No

# #Harm Prevention

# Harm Prevention - Sexual harassment, harassment on the grounds of sex or discrimination

## Key Definitions

**Sexual harassment** is when a person:

- makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or
- Engages in other unwelcome conduct of a sexual nature in relation to the person harassed;

in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

**Harassment on the ground of sex is when a person:**

- engages in unwelcome conduct of a demeaning nature against another person by reason of the other person's sex or a characteristic that generally relates to or is attributed to their sex; And
- Does so in circumstances in which a reasonable person, having regard to all the circumstance, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

For the purposes of the meanings of sexual harassment and harassment on the ground of sex, circumstances to be taken into account include (but are not limited to) an individual's sex, age, sexual orientation, gender identity, intersex status, marital or relationship status.

**Discrimination** happens when a person is treated less favourably, in circumstances that are the same or are not materially different, than a person of a different sex, sexual orientation, gender identity, or on the ground of the person's intersex status, marital or relationship status, pregnancy or potential pregnancy, breastfeeding, or family responsibilities.

## **Legal obligations**

The Sex Discrimination Act 1984:

- makes it unlawful to discriminate against a person on the basis of sex, gender identity, intersex status, sexual orientation, marital or relationship status, family responsibilities,

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pregnancy or potential pregnancy or breastfeeding. It also

- prohibits sexual harassment in many areas of public life including work-related activity;
- also makes it unlawful for a person to subject another person to a workplace environment that is hostile on the ground of sex; and
- imposes a positive duty requiring employers to implement measures to prevent sexual harassment, hostile work environments and victimisation.

The obligations under the Sex Discrimination Act are in addition to the duty of care employers have under work health and safety WHS legislation to provide a safe workplace and to eliminate and minimise identified risks to health and safety.

For more information about WHS obligations, refer to [Safework Australia](#) or your applicable Commonwealth, State or Territory WHS regulatory body. More information about harassment on the ground of sex or discrimination can be found at the [Australian Human Rights Commission website](#).

## Disclaimer

This section is not an exhaustive description of, and should not be relied upon as advice regarding, the legal obligations attaching to employers. Employers are responsible for understanding the scope of rights and obligations attaching to employees and the workplace.

### **\*5.1 Do you have formal policies and/or formal strategies on the prevention of and appropriate response to sexual harassment, harassment on the ground of sex or discrimination?**

The provisions in a 'policy' and/or 'strategy' for prevention and management of sexual harassment are important for setting workplace culture and achieving a safe, respectful and inclusive workplace. Policies/Strategies alone will not prevent harassment and discrimination; however, they can help to set clear expectations, particularly about behaviours at the workplace and during work-related activities. Note that the existence of a public sector-wide policy and/or strategy does not equal an organisational policy or strategy.

Yes

Policy; Strategy

#### **\*5.1a Do you provide a grievance process in your sexual harassment policy and/or strategy?**

A grievance process is a means of dispute resolution that can be used by a company to address complaints by employees, suppliers, customers, and/or competitors.

Yes

**\*5.2 Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?**

**\*5.2a All Managers**

Note: This covers the Senior Executive Service (SES) and Executive Level managers in the APS

Yes

At induction;Other

Bi-annually through our learning management system

## Harm Prevention - Family or domestic violence

**\*5.10 Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?**

This question asks if you have a formal policy or strategy to support employees experiencing this kind of violence. If you answer yes, you will either have a standalone formal policy or strategy, or include this item in another formal policy or strategy.

Family or domestic violence generally refers to violent, abusive or intimidating behaviour from a partner, carer or family member to coerce, control, dominate or instil fear. It can be physical, emotional, psychological, financial, sexual or another type of abuse. If measures to support employees experiencing family or domestic violence are not available in your organisation, you will have the opportunity to indicate why.

Yes

Policy

**\*5.11 Do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?**

Type of support ( <i>select all that apply</i> )	
Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
Confidentiality of matters disclosed	Yes
Training of key personnel	Yes
Flexible working arrangements	Yes

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Workplace safety planning	Yes
Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
Referral of employees to appropriate domestic violence support services for expert advice	Yes
Provision of financial support (e.g. advance bonus payment or advanced pay)	No
A domestic violence clause is in an enterprise agreement or workplace agreement	No
Access to medical services (e.g. doctor or nurse)	No
Offer change of office location	Yes
Emergency accommodation assistance	No

**\*5.12 Do you have the following types of leave in place to support employees who are experiencing family or domestic violence?**

**Access to paid domestic violence leave**

Yes

**Is it unlimited?**

No

**How many days of paid domestic violence leave?**

20

**Access to unpaid domestic violence leave**

No