

This document relates to the 2015-16 reporting period.

Internal working document

Reporting questionnaire indicative format for reporting under the *Workplace Gender Equality Act 2012* in the 2015-16 reporting period

Version 3.0

The reporting questions set out on the following pages can be used by organisations for internal data collection only.

THIS IS NOT THE FORM TO BE SUBMITTED TO THE AGENCY.

Summary of changes to the reporting requirements

Table 1 summarises the changes to the reporting requirements from 2015-16.

Table 1: Changes to the reporting requirements

GEI	2015-16 reporting period	Explanations
	NEW: The number of appointments made to positions, by gender and by manager/non-manager.	Employers are required to report on the number of appointments made to positions during the reporting period, by gender and by manager/non-manager categories. This should include all appointments regardless of how they were made, for example through recruitment exercises, cold canvassing or previously-submitted resumes. Employers should include appointments from both internal and external sources. That is, if an existing employee is appointed to another role within the organisation (promotion or not), they would be included.
GEI 1	NEW: The number of employees awarded promotions by gender, employment status and manager/non-manager.	Employers are required to report on the number of employees who were promoted within the organisation during the reporting period, by gender, employment status and manager/non-manager categories. 'Promotion' means where a person has advanced or been raised to a higher office or rank. (This includes employees promoted from one manager position to another manager position.) Promotions do not typically include movement within a salary band or when an employee gains a salary increment within a band or level due to satisfactory service, unless there is a move to a higher office or rank. Promotions do not include transfers to a position of equal ranking even if the transfer resulted in the person taking on increased responsibilities and/or more complex matters.
	NEW: The number of employees who have resigned by gender, employment status and manager/non-manager.	Employers are required to report on the number of employees who have resigned during the reporting period, by gender, employment status and manager/non-manager categories. 'Resignations' refers to employees who have given up their employment voluntarily. You would not include employees who are the subject of employer-initiated terminations or redundancies. For contract staff (fixed-term contract), this refers to where the employee has ended their contract earlier than the contracted end-date.
GEI 4	NEW: The number of employees who ceased employment during, or at the end of, a period of parental leave, by gender and manager/non-manager.	Employers are required to report on the number of employees who, during the reporting period, ceased employment either during, or at the end of parental leave, by gender and manager/non-manager categories. This needs to include employees who are on parental leave that had commenced in another reporting period. Also, include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised

GEI	2015-16 reporting period	Explanations
		paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'. 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

GEI 1: Gender composition of the workforce



Question 1 is one of four options to meet the minimum standard. Refer to the minimum standards section on the Agency's website for more details.

1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:



Refer EOCGE question 1

1.1 Recruitment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.2 Retention?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.3 Performance management processes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.4 Promotions?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.5 Talent identification/identification of high potentials?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.6 Succession planning?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.7 Training and development?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1.8 Resignations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.9 Key performance indicators for managers relating to gender equality?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1.10 Gender equality overall?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

In completing options 1.1 to 1.10:

For those who select **yes**, you can select policy and/or strategy options. Below are the check box options:

- Standalone policy
- Policy is contained within another policy
- Standalone strategy
- Strategy is contained within another strategy

For those that select **no**, employers will be provided with the option of selecting the applicable reasons which include:

- No
- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority

1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:

Free-text box

1.12 **NEW QUESTION:**

In the table below, please provide the number of new appointments made during the reporting period (by gender and manager/non-manager categories). This should include all appointments regardless of how they were made, for example through recruitment exercises, cold canvassing or previously-submitted resumés.

	Managers		Non-managers	
	Female	Male	Female	Male
Number of appointments made	3	2		

1.13 **NEW QUESTION:**

In the table below, please provide the number of employees who were awarded promotions during the reporting period (by gender, employment status and manager/non-manager categories).

(‘Promotion’ means where a person has advanced or been raised to a higher office or rank on an ongoing basis. Temporary higher duties are not considered a promotion. This does not typically include movement within a salary band unless it involves a move to higher office or rank.)

(NB: based on these numbers the system will automatically generate the related proportions and these will be included in your public and confidential reports.)

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees				
Permanent/ongoing part-time employees				
Fixed-term contract full-time employees				
Fixed-term contract part-time employees				
Casual employees				

1.14 NEW QUESTION:

In the table below, please provide the number of employees who have resigned during the reporting period (by gender, employment status, and manager/non-manager categories).

(‘Resigned’ refers to employees who have given up their employment voluntarily, not those who are subject to employer-initiated terminations or redundancies.)

(NB: based on these numbers the system will automatically generate the related proportions and these will be included in your public and confidential reports.)

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0		
Permanent/ongoing part-time employees				
Fixed-term contract full-time employees				
Fixed-term contract part-time employees			0	1
Casual employees				

1.15 Should you wish to provide additional information on any of your responses under gender equality indicator 1, please do so below :

Free-text box

This question is optional.

GEI 2: Gender composition of governing bodies

2. Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the *Workplace Gender Equality Act 2012 (Act)*. (In the Act, a governing body is defined as “the board of directors, trustees, committee of management, council or other governing authority of the employer”.) For the purposes of reporting under the Act, this question relates to the ultimate or ‘highest’ governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.

- for private or publicly listed companies, you will have one or more directors or a board of directors
- for trusts, the trustee is the governing body/board
- for partnerships, the governing body/board is likely to comprise all or some (if elected) partners
- for organisations whose governing body/board is the same as their parent entity’s governing body/board, it is still deemed to have a governing body/board
- for religious structures, you may have a canonical advisor, bishop or archbishop
- for other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.

2.1 Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.



Refer EOCGE question 57

If your organisation’s governing body/board is the same as your parent entity’s governing body/board, you will need to enter your organisation’s name but the details of your parent entity’s governing body/board in the table below.

	Organisation name	Gender and number of CHAIRPERSONS (NOT percentage)		Gender & NUMBER of other governing body/board members (NOT percentage)		% target for representation of women on each governing body/board (enter 0 if no target has been set, or enter a % between 1-100)	Year to be reached (in YYYY format; if no target has been set, leave blank)
		F Chair	M Chair	F	M		
1		0	2	0	5		
2							

ⓘ Unless you are the parent entity, you only need to report on the governing bodies/boards of those organisations in your corporate structure that have 80 or more employees.

2.2 **If a target relating to the representation of women has not been set for any of the governing bodies listed above, you may specify why below:**

- Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
- Currently under development
- Insufficient human resources staff
- Don't have expertise
- Do not have control over governing body/board appointments (provide details why):____
- Not a priority
- Other (provide details):____

2.3 **Do you have a formal selection policy and/or formal selection strategy for governing body/board members for ALL organisations covered in this report?**



Refer EOCGE question 7

- Yes (you can select policy and/or strategy options)
 - Standalone policy
 - Policy is contained within another policy
 - Standalone strategy
 - Strategy is contained within another strategy
- No
 - No, in place for some governing bodies/boards
 - No, currently under development
 - No, insufficient human resources staff
 - No, do not have control over governing body/board appointments (provide details why):____
 - No, don't have expertise
 - No, not a priority
 - No, other (provide details):____

2.4 **Partnership structures only: (only answer this question if your organisation operates under a partnership structure, i.e. is NOT an incorporated entity (ie Pty. Ltd., Ltd. or Inc.), or an unincorporated entity).**

For partnerships, please enter the total number of female and male equity partners (excluding the managing partner) in the following table. Non-equity (salaried) partners need to be included in your workplace profile.

Details of your managing partner should be included separately in the CEO row of your workplace profile.

NB: Please ensure that the composition of your governing body/board (which may include all or some of your equity partners below) is also entered in question 2.1.

	Full-time females	Part-time females	Full-time males	Part-time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)				
Equity partners who are NOT key management personnel (KMPs)				

2.5 **Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below.**

Free-text box

This question is optional.

GEI 3: Equal remuneration between women and men



This question is one of four options to meet the minimum standard, refer to the minimum standards section on the website.

3. Do you have a formal policy and/or formal strategy on remuneration generally?



Refer EOCGE question 21

Yes (you can select policy and/or strategy options)

Standalone policy

Policy is contained within another policy

Standalone strategy

Strategy is contained within another strategy

No

No, currently under development

No, insufficient human resources staff

No, included in workplace agreement

No, don't have expertise

No, salaries set by awards or industrial agreements

No, non-award employees paid market rate

No, not a priority

No, other (provide details): _____

3.1 Are specific gender pay equity objectives included in your formal policy or formal strategy?



Refer EOCGE question 21

Yes (provide details in questions 3.2 and/or 3.3 below)

No

No, currently under development

No, insufficient human resources staff

No, don't have expertise

No, salaries set by awards or industrial agreements

No, non-award employees are paid market rate

No, not a priority

No, other (provide details): _____

3.2 You have answered yes to question 3.1. Please indicate whether your formal policy or formal strategy includes the following gender pay equity objectives (more than one option can be selected):



Refer EOCGE question 21

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)
 - 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 (details provided in question 3.3 below)
-

3.3 **Provide details of other gender pay equity objectives that are included in your formal policy or formal strategy including timeframes for achieving these objectives.**

Pay is no gender biased – it

☺ *This question is optional*

4. **Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.)**



Refer EOCGE question 22

- Yes. When was the most recent gender remuneration gap analysis undertaken?
 - Within last 12 months
 - Within last 1-2 years
 - More than 2 years ago but less than 4 years ago
 - Other (provide details):_____
 - No**
 - No, currently under development
 - No, insufficient human resources staff
 - No, don't have expertise
 - No**, salaries for **ALL** employees (including managers) are set by awards or industrial agreements, **AND** there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)
 - No, salaries for **SOME** or **ALL** employees (including managers) are set by awards or industrial agreements and there **IS** room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)
 - No, non-award employees are paid market rate
 - No, not a priority
 - No, other (provide details):_____
-

4.01 **Should you wish to provide details on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like, organisation-wide), please do so below:**



Refer EOCGE question 22

Free-text box

ⓘ *This question is optional*

ⓘ *A like-for-like gap compares the same or similar roles; an organisation-wide gap is the difference between the average remuneration of all women and the average remuneration of all men in your organisation.*

4.1 **Were any actions taken as a result of your gender remuneration gap analysis?**



Refer EOCGE question 24

- Yes - please indicate what actions were taken (more than one option can be selected):
 - 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/board
 - Reported pay equity metrics (including gender pay gaps) to the executive
 - Reported pay equity metrics (including gender pay gaps) to all employees
 - Reported pay equity metrics (including gender pay gaps) externally
 - Corrected like-for-like gaps
 - Conducted a gender-based job evaluation process
 - Implemented other changes (provide details): ____
- No
- No unexplainable or unjustifiable gaps identified
- No, currently under development
- No, insufficient human resources staff
- No, don't have expertise
- No, salaries set by awards or industrial agreements
- No, non-award employees are paid market rate
- No, unable to address cause/s of gaps (provide details why): ____
- No, not a priority
- No, other (provide details): ____

4.2 **Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:**

Free-text box

☺ *This question is optional.*

GEI 4: 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

5. Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?



Refer EOCGE question 30

- Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):
 - By paying the gap between the employee's salary and the government's paid parental leave scheme
 - By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
 - As a lump sum payment (paid pre- or post- parental leave, or a combination)
- No
- No, currently being considered
- No, insufficient human resources staff
- No, government scheme is sufficient
- No, don't know how to implement
- No, not a priority
- No, other (provide details): _____

5.1 Please indicate the minimum number of weeks of employer funded paid parental leave that is provided for primary carers:



Refer EOCGE question 30

Free-text box

ⓘ Only enter whole numbers.

ⓘ If there are different amounts of leave provided, enter the minimum number of weeks.

Optional: If you wish to provide additional details on your employer funded paid parental leave for primary carers, (e.g. maximum number of weeks, eligibility period) please do so below:

5.1a What is the eligibility period for employees to access the minimum amount of employer funded paid parental leave (ie how long do employees need to be employed to access this minimum amount – in months)?

Free-text box

ⓘ Only enter whole numbers.

5.1b If you offer different amounts of employer funded paid parental leave, what is the maximum number of weeks of employer funded paid parental leave that is provided for primary carers (in weeks)?

Free-text box

ⓘ Only enter whole numbers.

- 5.1c **What is the eligibility period for employees to access the maximum amount of employer funded paid parental leave (ie how long do employees need to be employed to access this maximum amount – in months)?**

Free-text box

ⓘ Only enter whole numbers.

What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?

In your calculation, you must include casuals when working out the proportion. For example, if ALL employees have access to employer funded paid parental leave for PRIMARY CARERS including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

5.2

Please enter a whole number that represents the percentage of employees to the nearest 10th percentile, e.g. if 23.4% enter 20; if 45.7% enter 50.

Primary carer's leave

All full time staff

6. **Do you provide employer funded paid parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?**

- Yes, one week or greater (Please go to 6.1)
 - Yes, less than one week (Please go to 6.2)
 - No
 - No, currently being considered
 - No, insufficient human resources staff
 - No, government scheme is sufficient
 - No, don't know how to implement
 - No, not a priority
 - No, other (provide details): _____
-

- 6.1 **Please indicate the number of weeks of employer funded paid parental leave that is provided for secondary carers.**

Free-text box

ⓘ Only enter whole numbers.

- 6.2 **Please indicate the number of days of employer funded parental leave that is provided for secondary carers.**

Free-text box

ⓘ Only enter whole numbers.

- 6.3 **What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS?**

In your calculation, you must include casuals when working out the proportion. For example, if ALL employees have access to employer funded paid parental leave for SECONDARY CARERS,

including casuals, you would enter 100%. If casuals do not have access to this leave, your figure would always be less than 100%.

Please enter a whole number that represents the percentage of employees to the nearest 10th percentile, e.g. if 23.4% enter 20; if 45.7% enter 50.

Secondary carer's leave

7. **How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period? (This number reflects the total number of employees in these categories that have taken this leave for ALL the organisations included in your report.)**



Refer EOCGE question 35

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	0	0	0	0
Non-managers	0	0	0	0

8. NEW QUESTION:

Provide the number of employees who, during the reporting period, ceased employment during, or at the end of, parental leave (by gender and manager/non-manager categories).

This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'.

'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

(NB: based on these numbers the system will automatically generate the related proportions and these will be included in your public and confidential reports.)

	Female	Male
Managers	0	0
Non-managers	0	0

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



Refer EOCGE question 44

Yes (you can select policy and/or strategy options)

Standalone policy

Policy is contained within another policy

Standalone strategy

Strategy is contained within another strategy

No

No, currently under development

No, insufficient human resources staff

No, included in workplace agreement

No, don't have expertise

No, don't offer flexible arrangements

No, not a priority

No, other (provide details):____

☺ If you have informal arrangements in place, you may provide those details using the 'No, other' text box option.

9.1 You may indicate which of the following are included in your flexible working arrangements strategy:

A business case for flexibility has been established and endorsed at the leadership level

Leaders are visible role models of flexible working

Flexible working is promoted throughout the organisation

Targets have been set for engagement in flexible work

Targets have been set for men's engagement in flexible work

Leaders are held accountable for improving workplace flexibility

Manager training on flexible working is provided throughout the organisation

Employee training is provided throughout the organisation

Team-based training 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 (eg reduced absenteeism, increased employee engagement)

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body/board



Question 10 is one of four options to meet the minimum standard, refer to the minimum standards section on the Agency's website for more details.

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



Refer EOCGE question 29

- Yes (you can select policy and/or strategy options)
 - Standalone policy
 - Policy is contained within another policy
 - Standalone strategy
 - Strategy is contained within another strategy
- No
 - No, currently under development
 - No, insufficient human resources staff
 - No, included in workplace agreement
 - No, don't have expertise
 - No, not a priority
 - No, other (provide details):____

11. Do you have any non-leave based measures to support employees with family or caring responsibilities? (e.g. employer-subsidised childcare, breastfeeding facilities, referral services)?



Refer EOCGE question 36

- Yes
- No
 - No, currently under development
 - No, insufficient human resources staff
 - No, don't have expertise
 - No, not a priority
 - No, other (provide details):____

11.1 Please indicate what measures are in place and if they are available at all worksites (where only one worksite exists, for example a head-office, please select "Available at all worksites"):



Refer EOCGE question 36

- Employer subsidised childcare
 - Available at some worksites only
 - Available at all worksites
- On-site childcare
 - Available at some worksites only
 - Available at all worksites

-
- Breastfeeding facilities
 - Available at some worksites only
 - Available at all worksites
 - Childcare referral services
 - Available at some worksites only
 - Available at all worksites
 - Internal support networks for parents
 - Available at some worksites only
 - Available at all worksites
 - Return to work bonus
 - Available at some worksites only
 - Available at all worksites
 - Information packs to support new parents and/or those with elder care responsibilities
 - Available at some worksites only
 - Available at all worksites
 - Referral services to support employees with family and/or caring-responsibilities
 - Available at some worksites only
 - Available at all worksites
 - Targeted communication mechanisms, for example intranet/ forums
 - Available at some worksites only
 - Available at all worksites
 - Support in securing school holiday care
 - Available at some worksites only
 - Available at all worksites
 - Coaching for employees on returning to work from parental leave
 - Available at some worksites only
 - Available at all worksites
 - Parenting workshops targeting mothers
 - Available at some worksites only
 - Available at all worksites
 - Parenting workshops targeting fathers
 - Available at some worksites only
 - Available at all worksites

11.2 Please provide details of any other non-leave based measures that are in place and whether they are available at all worksites:

Free-text box

 This question is optional.



Refer EOCGE question 48

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

- Yes (you can select policy and/or strategy options)
 - Standalone policy
 - Policy is contained within another policy
 - Standalone strategy
 - Strategy is contained within another strategy
- No
 - No, currently under development
 - No, insufficient human resources staff
 - No, included in workplace agreement
 - No, not aware of the need
 - No, don't have expertise
 - No, not a priority
 - No, other (please provide details): _____

13. Other than a policy and/or strategy, do you have any measures to support employees who are experiencing family or domestic violence?

- Yes - please indicate the type of measures in place (more than one option can be selected):
 - 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 paid domestic violence leave (not contained in an enterprise/workplace agreement)
 - Access to unpaid leave
 - Confidentiality of matters disclosed
 - Referral of employees to appropriate domestic violence support services for expert advice
 - Protection from any adverse action or discrimination based on the disclosure of domestic violence
 - Flexible working arrangements
 - Provide financial support (e.g. advance bonus payment or advanced pay)
 - Offer change of office location
 - Emergency accommodation assistance

- Access to medical services (e.g. doctor or nurse)
- Other (provide details): ____
- No
- No, currently under development
- No, insufficient human resources staff
- No, not aware of the need
- No, don't have expertise
- No, not a priority
- No, other (provide details): ____

14. Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):



Refer EOCGE question 45

	Managers				Non-managers			
	Female		Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Compressed working weeks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time-in-lieu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Telecommuting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part-time work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job sharing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carer's leave	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Purchased leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid leave	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:

Free-text box

ⓘ This question is optional.

14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below:

- Currently under development
- Insufficient human resources staff
- Don't have expertise
- Not a priority

Other (provide details): ____

ⓘ This question is optional.

14.3 Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below:

Free-text box

ⓘ This question is optional.

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

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



Refer EOCGE question 49

- Yes
- No
- No, not needed (provide details why):____
- No, insufficient human resources staff
- No, don't have expertise
- No, not a priority
- No, other (provide details):____

15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)?



Refer EOCGE question 49

- Survey
- Consultative committee or group
- Focus groups
- Exit interviews
- Performance discussions
- Other (provide details):____

15.2 Please indicate what categories of employees you consulted?



Refer EOCGE question 49

- All staff
- Women only
- Men only
- Human resources managers
- Management
- Employee representative group(s)
- Diversity committee or equivalent
- Women and men who have resigned while on parental leave
- Other (provide details):____

15.3 Should you wish to provide additional information on any of your responses under gender equality indicator 5, please do so below:

Free-text box

© This question is optional.

GEI 6: Sex-based harassment and discrimination



Question 16 is one of four options to meet the minimum standard, refer to the minimum standards section on the Agency's website for more details.

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



Refer EOCGE question 52

- Yes (you can select policy and/or strategy options)
 - Standalone policy
 - Policy is contained within another policy
 - Standalone strategy
 - Strategy is contained within another strategy
- No
 - No, currently under development
 - No, insufficient human resources staff
 - No, included in workplace agreement
 - No, don't have expertise
 - No, not a priority
 - No, other (provide details):____

16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy and/or strategy?



Refer EOCGE question 53

- Yes
- No
 - No, currently under development
 - No, insufficient human resources staff
 - No, don't have expertise
 - No, not a priority
 - No, other (provide details):____

 *This grievance process can be included in any policy or strategy that relates to sex-based harassment and discrimination prevention.*

17. Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?



Refer EOCGE question 54

- Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected):
 - At induction
 - At least annually
 - Every one-to-two years
 - Every three years or more
 - Varies across business units
 - Other (provide details):_____
- No
 - No, currently under development
 - No, insufficient human resources staff
 - No, don't have expertise
 - No, not a priority
 - No, other (provide details):_____

17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:

Free-text box

This question is optional.

Other

18. Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any information you provide here will appear in your public report.)

Free-text box

This question is optional.