



# Public report

2017-18

Submitted by

Legal Name:

Shop Distributive & Allied Employees Association





## Organisation and contact details

Submitting organisation details	Legal name	Shop Distributive & Allied Employees Association			
	ABN	99789302470			
	ANZOIC	S Other Services			
	ANZSIC	9552 Labour Association Services			
	Business/trading name/s				
	ASX code (if applicable)				
	Postal address	Level 6/53 Queen Street			
		MELBOURNE VIC 3000			
		AUSTRALIA			
	Organisation phone number	(03) 8611 7000			
Reporting structure	Ultimate parent	Shop Distributive & Allied Employees Association			
	Number of employees covered by this report	368			





## All organisations covered by this report

Legal name	Business/trading name/s
Shop Distributive & Allied Employees Association	
Shop Distributive & Allied Employees Association (NSW Branch)	
Shop Distributive & Allied Employees Association VIC Branch	
Shop Distributive & Allied Employees Association (Queensland Branch)	
Shop Distributive and Allied Employees Association SA Branch State	
Shop Distributive and Allied Employees Association (WA Branch)	
Shop Distributive & Allied Employees Assoc Newcastle & Northern Branch	
Shop Distributive and Allied Employees Association - Tasmania Branch	





## Workplace profile

#### Manager

		- 1		No	. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees
		Full-time permanent	2	6	8
	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	2	5	7
		Full-time contract	0	0	0
Key management personnel	-1	Part-time permanent	0	0	0
The state of the s	700.2	Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers	•		4	11	15





## Workplace profile

#### Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduat	es (if applicable)	No, of apprentic	ces (if applicable)	Large Section 1
Non-manager occupational categories	Limployment status	Bearing Free Name 1	М	F	M	F	M	Total employees
	Full-time permanent	90	94	0	0	0	0	184
	Full-time contract	1	3	0	0	0	0	4
Professionals	Part-time permanent	26	4	0	0	0	0	30
	Part-time contract	0	0	0	0	0	0	0
	Casual	22	26	0	0	0	0	48
	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	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	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	48	10	0	0	0	0	58
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	16	0	0	0	0	0	16
	Part-time contract	0	0	0	0	0	0	0
	Casual	10	3	0	0	0	0	13
	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	Ö	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





		No. of employees (excludi	ing graduates and apprentices)	No. of graduates (if applicable)		No. of apprenti	ces (if applicable)	Total employees
Non-manager occupational categories	Employment status	F	M	F	M	F	M	l otal employees
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
abourers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		213	140	0	0	0	0	353





## Reporting questionnaire

### Gender equality indicator 1: Gender composition of workforce

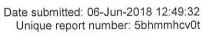
This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce,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

Recruitment

- · 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 2017 to 31 March 2018. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

	reordinent
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>☐ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.2	Retention
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.3	Performance management processes
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>







1.4	Promotions
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.5	Talent identification/identification of high potentials
	<ul> <li>Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☐ Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.6	Succession planning
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.7	Training and development
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>
1.8	Key performance indicators for managers relating to gender equality
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.9	Gender equality overall
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> <li>✓ No (you may specify why no formal policy or formal strategy is in place)</li> <li>✓ Currently under development, please enter date this is due to be completed</li> <li>✓ Insufficient resources/expertise</li> <li>✓ Not a priority</li> </ul>





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.

	Managers		Non-managers		
	Female	Male	Female	Male	
Permanent/ongoing full-time employees	0	1	9	9	
Permanent/ongoing part-time employees	1	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	3	4	

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)	1	1
Number of appointments made to NON-MANAGER roles (including promotions)	50	44

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

	Managers		Non-ma	nagers				
	Female	Male	Female	Male				
Permanent/ongoing full-time employees	0	0	15	13				
Permanent/ongoing part-time employees	0	0	0	1				
Fixed-term contract full-time employees	0	0	0	1				
Fixed-term contract part-time employees	0	0	0	1				
Casual employees	0	0	18	17				

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

This report covers the SDA National Office and seven Branches of the SDA. Each Branch operates autonomously therefore policies vary between branches. Some branches do have formal policies in areas where we have answered 'no' and some have broad EEO policies which support strategies in these areas. In relation to recruitment of employees, branches predominately recruit from delegates and members of the union who are predominately female. Some Branches also have an informal target of at least 40% female/40% male and 20% either for the purpose of recruitment.

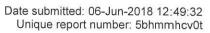
## Gender equality indicator 2: Gender composition of governing bodies

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.





questi	of directors, trustees, committee of ma ion relates to the highest governing boo	nagement, council or other governing	verning body is defined as authority of the employer is located overseas.
2.1	Please answer the following questions		
	Note: If this report covers more than o organisation before proceeding to que	estion 2.2.	
	If your organisation's governing body organisation's name BUT the numerical	is the same as your parent entity's, you al details of your parent entity's gover	ou will need to add your ning body.
2.1a.1	Organisation name?		
	SDAEA National		
2.1b.1	How many Chairs on this governing be	ody?	
		Female	Male
	Number	0	1
	Number	Female 3	Male 6
	Number		
2.1d.1	Number  Has a target been set to increase the r	3	6
2.1d.1	Has a target been set to increase the r  ☐ Yes ☐ No (you may specify why a target has ☐ Governing body/board has ge ☐ Currently under development, ☐ Insufficient resources/expertis ☐ Do not have control over gove ☐ Not a priority ☐ Other (provide details):	representation of women on this gover is not been set) inder balance (e.g. 40% women/40% mer please enter date this is due to be compl	6 ning body? n/20% either) leted details why):
	Has a target been set to increase the r  ☐ Yes ☐ No (you may specify why a target has ☐ Governing body/board has ge ☐ Currently under development, ☐ Insufficient resources/expertis ☐ Do not have control over gove ☐ Not a priority ☐ Other (provide details):	representation of women on this government been set) Inder balance (e.g. 40% women/40% mer please enter date this is due to be compled entring body/board appointments (provide overned by the rules of the organisation and	6 ning body? n/20% either) leted details why):
	Has a target been set to increase the r  ☐ Yes ☐ No (you may specify why a target has ☐ Governing body/board has ge ☐ Currently under development, ☐ Insufficient resources/expertis ☐ Do not have control over gove ☐ Not a priority ☐ Other (provide details): Appointment to the board is g	representation of women on this government been set) Inder balance (e.g. 40% women/40% mer please enter date this is due to be compled entring body/board appointments (provide overned by the rules of the organisation and	6 ning body? n/20% either) leted details why):
2.1g.1	Has a target been set to increase the r  ☐ Yes ☐ No (you may specify why a target has ☐ Governing body/board has ge. ☐ Currently under development, ☐ Insufficient resources/expertis ☐ Do not have control over gove. ☐ Not a priority ☐ Other (provide details): Appointment to the board is g  I Are you reporting on any other organi	representation of women on this government been set) Inder balance (e.g. 40% women/40% mer please enter date this is due to be compled entring body/board appointments (provide overned by the rules of the organisation and	6 ning body? n/20% either) leted details why):
2.1g.1	Has a target been set to increase the r  ☐ Yes ☐ No (you may specify why a target has ☐ Governing body/board has ge ☐ Currently under development, ☐ Insufficient resources/expertis ☐ Do not have control over gove ☐ Not a priority ☐ Other (provide details): ☐ Appointment to the board is g ☐ Are you reporting on any other organi ☐ Yes ☐ No	representation of women on this gover a not been set) inder balance (e.g. 40% women/40% mer please enter date this is due to be comple erning body/board appointments (provide overned by the rules of the organisation a	6 ning body? n/20% either) leted details why):
2.1g.1 2.1a.2	Has a target been set to increase the r  Yes  No (you may specify why a target has Governing body/board has ge Currently under development, Insufficient resources/expertis Do not have control over gove Not a priority Other (provide details): Appointment to the board is g  Are you reporting on any other organi  Yes No Organisation name?	representation of women on this gover a not been set) inder balance (e.g. 40% women/40% mer please enter date this is due to be comple erning body/board appointments (provide roverned by the rules of the organisation a	6 ning body? n/20% either) leted details why):



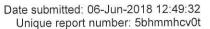




2.1c.2 How many	other members are	on this governing	body (excludir	ng the Chair/s)?
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		Female	Male
	Number	4	4
2.1d.2	Has a target been set to increase the representation of women on this governing body?  ☐ Yes		
	<ul><li>Currently under development,</li><li>Insufficient resources/expertise</li></ul>	nder balance (e.g. 40% women/40% men please enter date this is due to be compl	eted
2.1g.2	Are you reporting on any other organis	sations in this report?	
	⊠ Yes □ No		
2.1a.3	Organisation name?		
	SDAEA Queensland Branch		
2.1b.3	How many Chairs on this governing body?		
		Female	Male
	Number	1	1
2.1c.3	How many other members are on this	governing body (excluding the Chair/s	s)?
		Female	Male
	Number	5	2
2.1d.3	Has a target been set to increase the re	epresentation of women on this gover	ning body?
	☐ Yes ☐ No (you may specify why a target has ☐ Governing body/board has ger ☐ Currently under development, ☐ Insufficient resources/expertises	ider balance (e.g. 40% women/40% men please enter date this is due to be compl	/20% either) eted
		rning body/board appointments (provide	details why):
2.1g.3	Are you reporting on any other organis	sations in this report?	
	⊠ Yes □ No		
2.1a.4	Organisation name?		

SDAEA Tasmanian Branch







2.1b.4 How many Chai	rs on this governing body?
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	Female	Male
Number	1	0

### 2.1c.4 How many other members are on this governing body (excluding the Chair/s)?

	Female	Male
Number	7	2

2.1d.4	Has a target been set to increase the representation of women on this governing body?
	☐ Yes ☐ No (you may specify why a target has not been set) ☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Do not have control over governing body/board appointments (provide details why): ☐ Not a priority ☐ Other (provide details):

#### 2.1g.4 Are you reporting on any other organisations in this report?

$\boxtimes$	Yes
	No

#### 2.1a.5 Organisation name?

SDAEA Western Australia

#### 2.1b.5 How many Chairs on this governing body?

	Female	Male
Number	1	0

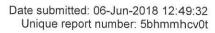
#### 2.1c.5 How many other members are on this governing body (excluding the Chair/s)?

	Female	Male
Number	6	4

#### 2.1d.5 Has a target been set to increase the representation of women on this governing body?

	Yes
1	No (you may specify why a target has not been set)
	Soverning body/board has gender balance (e.g. 40% women/40% men/20% either)
	Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	Do not have control over governing body/board appointments (provide details why):
	☐ Not a priority
	Other (provide details):

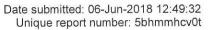
#### 2.1g.5 Are you reporting on any other organisations in this report?







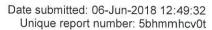
□No		
2.1a.6 Organisation name?		
SDAEA Victorian Branch		
OB/NEX VIOLONIAN BIANTAN		
2.1b.6 How many Chairs on this governing be	ody?	
W 3	Female	Male
Number	1	0
2.1c.6 How many other members are on this	governing body (excluding the Chair/s	\$)?
	Female	Male
Number	11	4
☐ Currently under development, ☐ Insufficient resources/expertise	nder balance (e.g. 40% women/40% mer please enter date this is due to be comple rning body/board appointments (provide sations in this report?	leted
2.1b.7 How many Chairs on this governing be	ody?	
V 200	Female	Male
Number	1	0
2.1c.7 How many other members are on this governing body (excluding the Chair/s)?		s)?
	Female	Male
Number	4	4
☐ Currently under development,☐ Insufficient resources/expertise	not been set) nder balance (e.g. 40% women/40% mer please enter date this is due to be comp	n/20% either) leted







	☐ Not a priority☐ Other (provide details):		
2.1g.7	Are you reporting on any other organi	sations in this report?	
	⊠ Yes □ No		
2.1a.8	Organisation name?		
	SDAEA New South Wales Branch		
2.1b.8	How many Chairs on this governing b	ody?	
		Female	Male
	Number	1	0
2.1c.8	How many other members are on this	governing body (excluding the Chair  Female	Male
	Number	13	4
	<ul><li>Currently under development,</li><li>Insufficient resources/expertis</li></ul>	nder balance (e.g. 40% women/40% me please enter date this is due to be com se erning body/board appointments (provide	pleted
2.1g.8	Are you reporting on any other organi	isations in this report?	
	☐ Yes ☑ No		
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for	governing body members for AL
	☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☑ No (you may specify why no formal s	election policy or formal selection strate	gv is in place)
	☐ In place for some governing b	oodies , please enter date this is due to be com	
	Do not have control over gove	erning body appointments (provide detail bject to the rules of each organisation ar	Is why) nd members of the boards are
2.3	Does your organisation operate as a pulling incorporated entity - Pty Ltd, Ltd or	partnership structure (i.e. select NO i Inc; or an "unincorporated" entity)?	f your organisation is an







☐ Yes 図 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.

gena	er equality.
3.	Do you have a formal policy and/or formal strategy on remuneration generally?
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Salaries set by awards/industrial or workplace agreements</li> <li>□ Non-award employees paid market rate</li> <li>□ Not a priority</li> <li>☑ Other (provide details):</li> <li>The SDA has seven Branches and a National office which combined, form the National Association. Each of these operate as separate and autonomous organisations in regard to their employees. Although some Branches have a formal policy or strategy regarding remuneration, because not all Branches have these we have been unable to answer 'yes' to this question. Remuneration in some Branches is also determined in workplace agreements and by market rates.</li> </ul>
4.	Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. conducted a gender pay gap analysis)?
	<ul> <li>Yes - the most recent gender remuneration gap analysis was undertaken:         <ul> <li>Within last 12 months</li> <li>Within last 1-2 years</li> <li>More than 2 years ago but less than 4 years ago</li> <li>Other (provide details):</li> </ul> </li> <li>No (you may specify why you have not analysed your payroll for gender remuneration gaps)         <ul> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> </ul> </li> </ul>
	☐ 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) ☐ 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)  Non-award employees paid market rate  Not a priority  Other (provide details):  The SDA has seven Branches and a National office which combined, form the National Association. Each of
	these operate as separate and autonomous organisations in regard to their employees. In some branches salaries for all employees are set by workplace agreements and there is no room for discretion in pay rates.  4.2 If your organisation would like to provide additional information relating to gender equality indicator 3,
	please do so below:

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.

5.	greate Do voi	IMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having r responsibility for the day-to-day care of a child. u provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND
	men, i	n addition to any government funded parental leave scheme for primary carers?
	time ov	S. (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 ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks  As a lump sum payment (paid pre- or post- parental leave, or a combination)  we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please e how employer funded paid parental leave is provided to women ONLY):  By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks  As a lump sum payment (paid pre- or post- parental leave, or a combination)  we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funder arental leave is provided to men ONLY):  By paying the gap between the employee's salary and the government's paid parental leave scheme  By paying the employee's full salary (in addition to the government's paid parental leave scheme  By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of ver which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks  As a lump sum payment (paid pre- or post- parental leave, or a combination)  not available (you may specify why this leave is not provided)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Government scheme is sufficient  Not a priority  Other (provide details):
	5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
		14
5a.	carers	r organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	minim	DA Branches provide a varied amount of paid parental leave for primary carers. This ranges from a um of 14 weeks paid at the employees full rate of pay in addition to the government payment to 26 consisting of top-up to full replacement for the 18 weeks of the government scheme plus an additional 8 pay.
	5.2	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?  In your calculation, you MUST INCLUDE CASUALS when working out the proportion.
		□ <10% □ 10-20%

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	21-30%
$\Box$	
	31-40%
	41-50%
	51-60%
	61-70%
	71-80%
$\boxtimes$	81-90%
	91-99%
	100%

A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.

Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?

, Salara and American
☐ Yes ☐ No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) ☐ No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY ☐ No (you may specify why employer funded paid parental leave for secondary carers is not paid) ☐ Currently under development allowed the first indicate the first indicat
Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Government scheme is sufficient
☐ Not a priority
Other (provide details):
The SDA National Office and all Branches except one provide 2-3 weeks paid parental leave for seconda
carers. Because not all Branches provide it we were unable to answer 'yes' to this question.

 How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	3	0	1	1

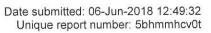
7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	7	0	0	3

- 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.

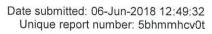






	Female	Male
Non-managers	0	0

9.	Do you have a forma	policy and/or formal strategy on flexible working arrangements?
		cable answers)
	☐ No (you may spec ☐ Currently u ☐ Insufficient	
	9.1 You may indi	ate which of the following are included in your flexible working arrangements strategy:
	Leaders ar  Flexible wo Targets ha Leaders ar Leaders ar Manager tr Employee Team-base Employees The organ Metrics on	case for flexibility has been established and endorsed at the leadership level visible role models of flexible working king is promoted throughout the organisation e been set for engagement in flexible work e been set for men's engagement in flexible work held accountable for improving workplace flexibility sining on flexible working is provided throughout the organisation raining is provided throughout the organisation are surveyed on whether they have sufficient flexibility ation's approach to flexibility is integrated into client conversations of flexibility is evaluated (eg reduced absenteeism, increased employee engagement) he use of, and/or the impact of, flexibility measures are reported to key management personnel he use of, and/or the impact of, flexibility measures are reported to the governing body
10.	Do you have a form	I policy and/or formal strategy to support employees with family or caring responsibilities?
	☐ Currently t☐ Insufficien☐ Included ir☐ Not a prior☐ Other (pro	fy why no formal policy or formal strategy is in place) inder development, please enter date this is due to be completed resources/expertise award/industrial or workplace agreement y ide details): thes of the SDA have a formal policy or strategy to support employees with family or caring tities. Those Branches without a formal policy support employees with family or caring responsibilities.
11.		er support mechanisms, other than leave, for employees with family or caring responsibilities lised childcare, breastfeeding facilities)?
	☐ Currently	
	11.1 Please selec	what support mechanisms are in place and if they are available at all worksites.







☐ Employer subsidised childcare ☐ Available at some worksites only ☐ Available at all worksites
☐ On-site childcare ☐ Available at some worksites only ☐ Available at all worksites
<ul> <li>☑ Breastfeeding facilities</li> <li>☐ Available at some worksites only</li> <li>☑ Available at all worksites</li> </ul>
<ul> <li>☐ Childcare referral services</li> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> </ul>
<ul> <li>✓ Internal support networks for parents</li> <li>✓ Available at some worksites only</li> <li>✓ Available at all worksites</li> </ul>
<ul> <li>□ Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave)</li> <li>□ Available at some worksites only</li> </ul>
<ul> <li>☐ Available at all worksites</li> <li>☒ Information packs to support new parents and/or those with elder care responsibilities</li> <li>☒ Available at some worksites only</li> </ul>
<ul> <li>☐ Available at all worksites</li> <li>☒ Referral services to support employees with family and/or caring responsibilities</li> <li>☒ Available at some worksites only</li> </ul>
<ul> <li>☐ Available at all worksites</li> <li>☐ Targeted communication mechanisms, for example intranet/ forums</li> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> </ul>
☐ 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
<ul> <li>☐ Parenting workshops targeting fathers</li> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> </ul>
☐ None of the above, please complete question 11.2 below
Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
<ul> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> </ul>
☐ Included in award/industrial or workplace agreements ☐ Not aware of the need ☐ Not a priority
Other (please provide details):
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?
<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Employee assistance program (including access to a psychologist, chaplain or counsellor)</li> <li>✓ Training of key personnel</li> <li>✓ A domestic violence clause is in an enterprise agreement or workplace agreement</li> </ul>

12.

13.



14.

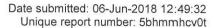


<ul> <li>Workplace safety planning</li> <li>□ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>□ Access to unpaid domestic violence leave (not contained in an enterprise/workplace agreement)</li> <li>☑ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)</li> <li>☑ Access to unpaid leave</li> <li>☑ Confidentiality of matters disclosed</li> <li>☑ Referral of employees to appropriate domestic violence support services for expert advice</li> <li>☑ Protection from any adverse action or discrimination based on the disclosure of domestic violence</li> <li>☑ Flexible working arrangements</li> <li>□ Provision of financial support (e.g. advance bonus payment or advanced pay)</li> <li>☑ Offer change of office location</li> <li>□ Emergency accommodation assistance</li> <li>□ Access to medical services (e.g. doctor or nurse)</li> <li>☑ Other (provide details):</li> <li>□ Trained Domestic Violence Contact person in each branch and in the national office</li> <li>□ No (you may specify why no other support mechanisms are in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not aware of the need</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>	
Where any of the following options are available in your workplace, are those option/s available to both wom AND men?	ıen
flexible hours of work	
compressed working weeks	
• time-in-lieu	
telecommuting	
part-time work	
job sharing	
carer's leave	
<ul> <li>purchased leave</li> <li>unpaid leave.</li> </ul>	
Options may be offered both formally and/or informally.	
For example, if time-in-lieu is available to women formally but to men informally, you would select NO.	
a stranges, it may be a strange as the strange as t	
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.	
14.1 Which options from the list below are available? Please tick the related checkboxes.	

Unticked checkboxes mean this option is NOT available to your employees.

	Managers		Non-managers			
	Formal	Informal	Formal	Informal		
Flexible hours of work		$\boxtimes$		$\boxtimes$		
Compressed working weeks		$\boxtimes$				
Time-in-lieu		$\boxtimes$		$\boxtimes$		
Telecommuting		$\boxtimes$		$\boxtimes$		
Part-time work		$\boxtimes$				
Job sharing		$\boxtimes$		$\boxtimes$		
Carer's leave	$\boxtimes$		$\boxtimes$			
Purchased leave		$\boxtimes$				
Unpaid leave	$\boxtimes$		$\boxtimes$			

	Time-in-lieu		$\boxtimes$		$\boxtimes$
	Telecommuting		$\boxtimes$		$\boxtimes$
	Part-time work		$\boxtimes$		$\boxtimes$
	Job sharing		$\boxtimes$		$\boxtimes$
	Carer's leave	$\boxtimes$		$\boxtimes$	
	Purchased leave		$\boxtimes$		$\boxtimes$
	Unpaid leave	$\boxtimes$		$\boxtimes$	
14.3	You may specify why any of the above op  Currently under development, please enter Insufficient resources/expertise Not a priority Other (provide details):			employees.	







Some Branches have formal policies in relation to some of the above terms which have been indicated as informal only.

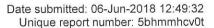
14.4 If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:

The National office and some Branches also provide other forms of flexibility such as paid study leave.

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

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

15.	Have you consulted with employees on issues concerning gender equality in your workplace?			
	☐ Yes ⊠ No	(you may specify why you have not consulted with employees on gender equality)  ☐ Not needed (provide details why): ☐ Insufficient resources/expertise ☐ Not a priority ☑ Other (provide details): Some Branches have conducted consultations with employees regarding gender equality as part of performance discussions or surveys.		
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.		
		equality indicator 6: Sex-based harassment and discrimination		
partici	pation. S	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.		
16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?		
	⊠ Yes	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?		
		<ul> <li>✓ Yes</li> <li>No (you may specify why a grievance process is not included)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> </ul>		







		☐ Not a priority ☐ Other (provide details):
17.	⊠ Yes	u provide training for all managers on sex-based harassment and discrimination prevention?  s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  Other (provide details):  (you may specify why this training is not provided)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Not a priority  Other (provide details):
	17.1	If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:
		The SDAEA provides training to all employees on sex-based harassment and discrimination, not just managers. All employees are provided with the relevant policies and grievance process.

### 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.)





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## 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 59.0% females and 41.0% males.

#### **Promotions**

- 2. 48.1% of employees awarded promotions were women and 51.9% were men
  - . 50.0% of all manager promotions were awarded to women
  - ii. 48.0% of all non-manager promotions were awarded to women.
- 3. 12.5% of your workforce was part-time and 3.7% of promotions were awarded to part-time employees.

#### Resignations

- 4. 50.0% of employees who resigned were women and 50.0% were men
  - . 0.0% of all managers who resigned were women
  - ii. 50.0% of all non-managers who resigned were women.
- 5. 12.5% of your workforce was part-time and 3.0% of resignations were part-time employees.

#### Employees who ceased employment before returning to work from parental leave

- i. 0.0% 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
- iv. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access	
List of employee organisations:	
Australian Services Union	
CEO sign off confirmation	
Name of CEO or equivalent:	Confirmation CEO has signed the report:
Gerard Dwyer	
CEO signature:	Pate: 7 - 06 - 2018

