



# 2020 - 21 Compliance Program

Submitted by:

Total Tools (Importing) Pty Ltd (ABN:18084220342)

**Total Tools Moorabbin Store Pty Ltd** (ABN:88623395228)

**Total Tools Holdings Pty Ltd** (ABN:57138595525)

Total Tools Stores Pty Ltd (ABN:94617752806)

# **#Workplace overview**

#### **Policies and strategies**

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

equality in the following areas:	
Recruitment	No(Select all that apply)
Retention	No(Select all that apply)
No	Currently under development(Select the estimated completion date.)
Currently under development	1-Jan-2022
Performance management processes	No(Select all that apply)
Promotions	No(Select all that apply)
Talent identification/identification of high potentials	Yes(Select all that apply)
Yes	Strategy
Succession planning	Yes(Select all that apply)
Yes	Strategy
Training and development	Yes(Select all that apply)
Yes	Strategy
Key performance indicators for managers relating to gender equality	No(Select all that apply)

- 2: Do you have formal policy and/or formal strategy in place that support gender equality overall? No(Select all that apply)
- 3: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

#### **Governing bodies**

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation( The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
Total Tools Moorabbin Store Pty Ltd	

Yes, same as local ultimate parent organisation(

1: Does this organisation have a governing body?	The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)
11.1: Confirm how the ultimate parent's governing body/ies are being reported:  Total Tools Holdings Pty Ltd	It is reported as part of this submission group.
<u> </u>	Variable to the first of the second s
1: Does this organisation have a governing body?	Yes(Provide further details on the governing body(ies) and its composition)
1.1: What is the name of your governing body?	Metcash Pty Ltd
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
Chairs	
Female (F)	0
Male (M)	1
Gender X	0
Members	
Female (F)	4
Male (M)	3
Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(Select all that apply)
	Strategy
1.5: Has a target been set to increase the representation of women on this governing body?	No(Select all that apply)
	Governing body has gender balance (i.e. 40% women / 40% men / 20% either)
Total Tools Stores Pty Ltd	
1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation( The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.)
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.

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

# #Action on gender equality

#### **Gender pay gaps**

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

Yes(Select all that apply)

( 113)	
Yes	Strategy Policy
1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?	Yes(Select all that apply)
Yes	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) To implement and/or maintain a transparent and rigorous performance assessment process

2: Did your organisation receive JobKeeper payments?

No

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

17-May-2021

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

#### **Employer action on pay equity**

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

Yes(Provide further details on the most recent gender remuneration gap analysis that was undertaken.)

and taken,	
1.1: When was the most recent gender remuneration gap analysis undertaken?	Within the last 12 months
1.2: Did you take any actions as a result of your gender remuneration gap analysis?	Yes(Select all that apply)
1.2: Did you take any actions as a result of your gender remuneration gap analysis?  Yes	Analysed performance pay to ensure there is no gender bias (including unconscious bias) Corrected like-for-like gaps Trained people-managers in addressing gender bias (including unconscious bias) Identified cause/s of the gaps Reviewed remuneration decision-making processes

Analysed commencement salaries by gender to ensure there are no pay gaps
Created a pay equity strategy or action plan

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

#### **Employee consultation**

- 1: Have you consulted with employees on issues concerning gender equality in your workplace? No(Select all that apply)
- 2: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

# #Employee work/life balance

#### Flexible working

Flexible working	
1: Do you have a formal policy and/or formal strategy on flexible working arrangements?  No(Select all that apply)	
No	Currently under development(Select the estimated completion date.)
Currently under development	1-Jan-2022
2: Do you offer any of the following flexible working	ng options to MANAGERS in your workplace?
Flexible hours of work	Yes(Select one option only)
Yes	SAME options for women and men(Select all that apply)
SAME options for women and men	Formal options are available Informal options are available
Compressed working weeks	No(You may specify why the above option is not available to your employees.)
Time-in-lieu	Yes(Select one option only)
Yes	SAME options for women and men(Select all that apply)
SAME options for women and men	Formal options are available
Telecommuting (e.g. working from home)	Yes(Select one option only)
Yes	SAME options for women and men(Select all that apply)
SAME options for women and men	Formal options are available Informal options are available
Part-time work	Yes(Select one option only)
Yes	SAME options for women and men(Select all that apply)
SAME options for women and men	Formal options are available
Job sharing	Yes(Select one option only)
Yes	SAME options for women and men(Select all that apply)
SAME options for women and men	Informal options are available Formal options are available
Carer's leave	Yes(Select one option only)
Yes	SAME options for women and men(Select all that apply)
SAME options for women and men	Formal options are available Informal options are available

Purchased leave	No(You may specify why the above option is not available to your employees.)
Unpaid leave	Yes(Select one option only)
Yes	SAME options for women and men(Select all that apply)
SAME options for women and men	Formal options are available

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

Yes

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

Yes, SOME managers

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

Don't know / Not applicable

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

Total Tools Importing - Flexible work arrangements exist outside of COVID restrictions, allowing for 3 days in the office and 2 days working from home for non retail store based roles.

# #Employee support

#### Paid parental leave

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

No, we do not offer employer funded parental leave

...No, we do not offer employer funded parental leave

Currently under development(Select the estimated completion date.)

...Currently under development 1-Jan-2022

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

Once a paid parental leave policy has been implemented, employees who have taken parental leave in the last financial year will be back paid in line with the new policy entitlements.

#### Support for carers

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

No(Select all that apply)

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

Employer subsidised childcare	No(You may specify why the above support mechanism is not available to your employees.)
On-site childcare	No(You may specify why the above support mechanism is not available to your employees.)
Breastfeeding facilities	No(You may specify why the above support mechanism is not available to your employees.)
Childcare referral services	No(You may specify why the above support mechanism is not available to your employees.)
Internal support networks for parents	No(You may specify why the above support mechanism is not available to your employees.)
Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No(You may specify why the above support mechanism is not available to your employees.)
Information packs for new parents and/or those with elder care responsibilities	No(You may specify why the above support mechanism is not available to your employees.)
Referral services to support employees with family and/or caring responsibilities	Yes(Please indicate the availability of this support mechanism.)
Yes	Available at ALL worksites

Targeted communication mechanisms (e.g. intranet/forums)	Yes(Please indicate the availability of this support mechanism.)
Yes	Available at ALL worksites
Support in securing school holiday care	No(You may specify why the above support mechanism is not available to your employees.)
Coaching for employees on returning to work from parental leave	Yes(Please indicate the availability of this support mechanism.)
Yes	Available at ALL worksites
Parenting workshops targeting mothers	No(You may specify why the above support mechanism is not available to your employees.)
Parenting workshops targeting fathers	No(You may specify why the above support mechanism is not available to your employees.)
Other (provide details)	No

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

Work is underway to scope current and future needs of the workforce. Additional support will then be reviewed and implemented accordingly.

#### Sex-based harassment and discrimination

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

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

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

All managers	Yes(Please indicate how often is this training provided (select all that apply):)
Yes	At induction Every one-to-two years
All employees	Yes(Please indicate how often is this training provided (select all that apply):)
Yes	At induction Every one-to-two years
Other (provide details)	

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

#### Family or domestic violence

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

No(Select all that apply)	
No	Included in award/industrial or workplace agreement

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

mechanisms in place to support employees who	are experiencing family or domestic violence?
Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
Training of key personnel	Yes
A domestic violence clause is in an enterprise agreement or workplace agreement	No(Select all that apply)
No	Other (provide details)
Other (provide details)	Clause as per modern award
Workplace safety planning	Yes
Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No(Select all that apply)
Access to unpaid leave	Yes
Confidentiality of matters disclosed	Yes
Referral of employees to appropriate domestic violence support services for expert advice	Yes
Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
Flexible working arrangements	Yes
Provision of financial support (e.g. advance bonus payment or advanced pay)	No(Select all that apply)
Offer change of office location	No(Select all that apply)
	No/Coloct all that apply
Emergency accommodation assistance	No(Select all that apply)
<ul><li>Emergency accommodation assistance</li><li>Access to medical services (e.g. doctor or nurse)</li></ul>	

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

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	2	2
			Non-managers	1	4	5
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
including partners with an employment contract) were			Managers	0	0	0
nternally appointed?			Non-managers	2	1	3
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1
including partners with an			Managers	1	9	10
employment contract) were externally appointed?			Non-managers	19	39	58
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	2	2
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	4	0	4
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	1	1
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
		3.000.	Managers	0	0	0
			Non-managers	6	8	14

<sup>\*</sup> Total employees includes Gender X

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
How many employees     (including partners with an employment contract)	Full-time	Permanent	CEO, KMPs, and HOBs	0	2	2
			Managers	1	6	7
voluntarily resigned?			Non-managers	8	18	26
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	1	2
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
5. How many employees	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
nave taken primary carer's parental leave (paid and/or			Managers	0	0	0
unpaid)?			Non-managers	3	0	3
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	0	3
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
have taken secondary carer's parental leave (paid			Managers	0	1	1
and/or unpaid)?			Non-managers	0	1	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

<sup>\*</sup> Total employees includes Gender X

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

<sup>\*</sup> Total employees includes Gender X

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	1	1
			Non-managers	1	4	5
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
including partners with an employment contract) were			Managers	0	0	0
nternally appointed?			Non-managers	2	1	3
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1
including partners with an			Managers	1	6	7
employment contract) were externally appointed?			Non-managers	11	15	26
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	2	2
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	1	1
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
				v	<u> </u>	<u> </u>

<sup>\*</sup> Total employees includes Gender X

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees	Full-time	Permanent	CEO, KMPs, and HOBs	0	2	2
(including partners with an employment contract)			Managers	1	6	7
voluntarily resigned?			Non-managers	5	7	12
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
5. How many employees	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
nave taken primary carer's parental leave (paid and/or			Managers	0	0	0
unpaid)?			Non-managers	3	0	3
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	0	3
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
nave taken secondary carer's parental leave (paid			Managers	0	1	1
and/or unpaid)?			Non-managers	0	1	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

<sup>\*</sup> Total employees includes Gender X

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

<sup>\*</sup> Total employees includes Gender X

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	1	1
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
including partners with an			Managers	0	0	0
employment contract) were nternally appointed?			Non-managers	0	0	0
mornany appointed.		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
		Tixed Term Contract	Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
	rant-unie	remanent	Managers	0	0	0
			Non-managers	0	0	0
		Fixed Torm Contract	CEO, KMPs, and HOBs	0	0	0
		Fixed-Term Contract	Managers	0	0	0
			Non-managers	0	0	0
	NI/A	Casual	-			
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
	F " "	Б	Non-managers	0	0	0
3. How many employees including partners with an	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
employment contract) were			Managers	0	3	3
externally appointed?		F	Non-managers	8	24	32
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
	<b>D</b> 11		Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	0	3
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	6	8	14

<sup>\*</sup> Total employees includes Gender X

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
(including partners with an employment contract)			Managers	0	0	0
voluntarily resigned?			Non-managers	3	11	14
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	1	2
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
5. How many employees	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
nave taken primary carer's parental leave (paid and/or			Managers	0	0	0
unpaid)?			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
nave taken secondary carer's parental leave (paid			Managers	0	0	0
and/or unpaid)?			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

<sup>\*</sup> Total employees includes Gender X

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

<sup>\*</sup> Total employees includes Gender X

		No. of employees		Number of apprentices and graduates (combined)		Total employees**	
Occupational category*	Employment status	F	М	F	М	employees	
Managers	Full-time permanent	10	45	0	0	55	
	Full-time contract	0	1	0	0	1	
Professionals	Full-time permanent	16	22	0	0	38	
	Full-time contract	3	1	0	0	4	
	Part-time permanent	2	0	0	0	2	
Clerical And Administrative Workers	Full-time permanent	10	9	0	0	19	
	Part-time permanent	3	0	0	0	3	
	Part-time contract	1	0	0	0	1	
	Casual	1	0	0	0	1	
Sales Workers	Full-time permanent	9	23	0	0	32	
	Part-time permanent	1	0	0	0	1	
	Casual	6	12	0	0	18	

<sup>\*</sup> Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)
\*\* Total employees includes Gender X

			No. of employees		
Manager category	Level to CEO	Employment status	F	М	Total*
CEO	0	Full-time permanent	0	1	1
КМР	-1	Full-time permanent	0	1	1
GM	-1	Full-time permanent	1	4	5
		Full-time contract	0	ī	1
	-2	Full-time permanent	0	3	3
ОМ	-2	Full-time permanent	3	11	14
	-3	Full-time permanent	6	19	25
	-4	Full-time permanent	0	4	4
	-5	Full-time permanent	0	5	5

<sup>\*</sup> Total employees includes Gender X

		No. of employees		Number of apprentices and graduates (combined)		Total
Occupational category*	Employment status	F	М	F	М	employees**
Managers	Full-time permanent	10	39	0	0	49
	Full-time contract	0	1	0	0	1
Professionals	Full-time permanent	16	22	0	0	38
	Full-time contract	3	1	0	0	4
	Part-time permanent	2	0	0	0	2
Clerical And Administrative Workers	Full-time permanent	10	9	0	0	19
	Part-time permanent	3	0	0	0	3
	Part-time contract	1	0	0	0	1
	Casual	1	0	0	0	1
Sales Workers	Full-time permanent	1	1	0	0	2

<sup>\*</sup> Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

<sup>\*\*</sup> Total employees includes Gender X

			No. of employees		
Manager category	Level to CEO	Employment status	F	М	Total*
CEO	0	Full-time permanent	0	1	1
КМР	-1	Full-time permanent	0	1	1
GM	-1	Full-time permanent	1	4	5
		Full-time contract	0	1	1
	-2	Full-time permanent	0	3	3
ОМ	-2	Full-time permanent	3	11	14
	-3	Full-time permanent	6	19	25

<sup>\*</sup> Total employees includes Gender X



		No. of employees		Number of ap graduates	Total	
Occupational category*	Employment status	F	М	F	М	employees**
Managers	Full-time permanent	0	6	0	0	6
Sales Workers	Full-time permanent	8	22	0	0	30
	Part-time permanent	1	0	0	0	1
	Casual	6	12	0	0	18

<sup>\*</sup> Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

<sup>\*\*</sup> Total employees includes Gender X

			No. of employees		
Manager category	Level to CEO	Employment status	F	М	Total*
ОМ	-4	Full-time permanent	0	4	4
	-5	Full-time permanent	0	5	5

<sup>\*</sup> Total employees includes Gender X