



# Public report

2016-17

Submitted by

Legal Name: **Top End Group Training Pty. Ltd.** 





# Organisation and contact details

Submitting organisation details	Legal name	Top End Group Training Pty. Ltd.			
	ABN	50009648337			
	ANZSIC	N Administrative and Support Services 7211 Employment Placement and Recruitment Services			
	Business/trading name/s	GTNT			
	ASX code (if applicable)				
	Postal address	GPO Box 3245			
		DARWIN NT 0801			
		AUSTRALIA			
	Organisation phone number	0889800600			
Reporting structure	Number of employees covered by this report	221			



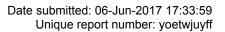


# Workplace profile

# Manager

Manager acquiretienal actorories	Departing level to CEO	Employment status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	1	0	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	0	0	0		
	-1	Full-time contract	2	0	2		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
Conjor Managoro		Casual	0	0	0		
Senior Managers	-2	Full-time permanent	3	1	4		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	2	0	2		
		Full-time contract	2	0	2		
Other managers	-3	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Grand total: all managers			10	1	11		

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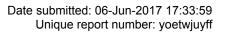


# Workplace profile

## Non-manager

Non manager accumptional estagerica	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ameniavasa
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	3	0	0	0	0	0	3
	Full-time contract	2	3	0	0	0	0	5
Professionals	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	9	14	0	0	4	93	120
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	1	0	0	0	0	1	2
	Casual	2	2	0	0	0	0	4
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	4	1	0	0	1	1	7
Community and personal service	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	3	1	0	0	0	0	4
	Casual	0	0	0	0	0	0	0
	Full-time permanent	8	0	0	0	0	0	8
	Full-time contract	37	7	0	0	0	0	44
Clerical and administrative	Part-time permanent	1	0	0	0	0	0	1
	Part-time contract	1	1	0	0	0	0	2
	Casual	2	0	0	0	0	0	2
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	1	0	0	0	0	1
Sales	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0

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Non manager equipational estageries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	M	F	М	Total employees
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	2	3	0	0	0	0	5
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		75	35	0	0	5	95	210

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# Reporting questionnaire

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

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

#### NB. IMPORTANT:

- References to the Act means 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 2016 to 31 March 2017. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment
	<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 new appointments were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	1	1
Number of appointments made to NON-MANAGER roles (including promotions)	61	51

1.11 How many employees were promoted during the reporting period against each category below? IMPORTANT: Because promotions are included in the number of appointments in Q1.10, the number of promotions should never exceed appointments.

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	7	0
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	2	1
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

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

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	2	0	0
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	1	0	56	55
Fixed-term contract part-time employees	0	0	6	3
Casual employees	0	0	8	3

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

All of GTNT's apprentices and trainees are employed under a fixed term contract.

# Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

- 2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.
  - 2.1 Please answer the following questions relating to each governing body covered in this report.
    Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.





If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1a.1	Organisation name?							
	Top End Group Training Pty Ltd							
2.1b.1	How many Chairs on this governing body?							
		Female	Male					
	Number	1	0					
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	s)?					
		Female	Male					
	Number	2	4					
	☐ Currently under development,☐ Insufficient resources/expertise	nder balance (e.g. 40% women/40% men please enter date this is due to be compl	eted					
2.1g.1	Are you reporting on any other organis ☐ Yes ☑ No	sations in this report?						
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for go	overning body members for AL					
	Insufficient resources/expertise	odies please enter date this is due to be compl	eted					
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or □  □ Yes □ No		our organisation is an					





2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

GTNT appoint directors for their previous knowledge and experience which may be beneficial to GTNT.

#### Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

3.	Do yo	ou have a formal policy and/or formal strategy on remuneration generally?
		es (select all applicable answers)  Policy Strategy O (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries set by awards/industrial or workplace agreements Non-award employees paid market rate Not a priority Other (provide details):
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
	⊠ No room qualif IS roo	es - the most recent gender remuneration gap analysis was undertaken:    Within last 12 months   Within last 1-2 years   More than 2 years ago but less than 4 years ago   Other (provide details):   O (you may specify why you have not analysed your payroll for gender remuneration gaps)   Currently under development, please enter date this is due to be completed   Insufficient resources/expertise   Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or iccations)   Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there om for discretion in pay changes (because pay increases can occur with some discretion such as performance essments)   Non-award employees paid market rate   Not a priority   Other (provide details):
	4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

# Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.





5.	A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.
	Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?
	<ul> <li>Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):</li> <li>□ By paying the gap between the employee's salary and the government's paid parental leave scheme</li> <li>□ 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</li> <li>□ As a lump sum payment (paid pre- or post- parental leave, or a combination)</li> <li>☑ No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY):</li> </ul>
	☐ 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
	<ul> <li>☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)</li> <li>☐ No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):</li> <li>☐ By paying the gap between the employee's salary and the government's paid parental leave scheme</li> </ul>
	<ul> <li>☐ 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</li> <li>☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)</li> <li>☐ No, not available (you may specify why this leave is not provided)</li> </ul>
	<ul> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Government scheme is sufficient</li> </ul>
	☐ Not a priority ☐ Other (provide details):
	5.1.1 How many weeks of EMPLOYER FUNDED paid parental leave is provided for PRIMARY CARERS that is available for WOMEN ONLY (e.g. maternity leave)? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided:
	14
5a.	If your organisation would like to provide additional information on your paid parental leave for primary carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other arrangements you may have in place, please do so below.
	GTNT is a GTO which employs Australian Apprentices whom are hosted to host business's to undertake their employment and training in accordance with their apprenticeship/traineeship. Responses provided for in indicator 4 is only taking into consideration all internally employed GTNT employees including managers.
	GTNT has a Certified Agreement which outlines all employees employment conditions (excluding managers that are on individual executive contracts).
	All GTNT Employees under the EBA are eligible for paid parental leave once they have completed 12 months continuous service with the company.
	<ul> <li>5.2.1 What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS that is available for WOMEN ONLY?</li> <li>In your calculation, you MUST INCLUDE CASUALS when working out the proportion.</li> </ul>
	☐ <10% ☐ 10-20% ☐ 21-30%
	☐ 31-40% ☐ 41-50% ☐ 51-60%
	☐ 61-70% ☐ 71-80% ☑ 81-90% ☐ 91-99%





100%
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		ory carer.  Ou provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for en, in addition to any government funded parental leave scheme for secondary carers?	men and
	☐ No	we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity lead), we offer paid parental leave for SECONDARY CARERS that is available to women ONLY (you may specify why employer funded paid parental leave for secondary carers is not paid)  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):	ave)
	6.1.1	How many days of EMPLOYER FUNDED paid parental leave is provided for SECONDARY CARER available for MEN ONLY? If different amounts of leave are provided (e.g. based on length of servithe MINIMUM number of days provided:	
		5	
a.	If you CARE	r organisation would like to provide additional information on your paid parental leave for SECONI ERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.	DARY
	emplo	is a GTO which employs Australian Apprentices whom are hosted to host business's to undertake their byment and training in accordance with their apprenticeship/traineeship. Responses provided for in tor 4 is only taking into consideration all internally employed GTNT employees including managers.	
		has a Certified Agreement which outlines all employees employment conditions (excluding managers re on individual executive contracts).	
		NT Employees under the EBA are eligible for paid parental leave once they have completed 12 months alous service with the company.	
	6.2.1	What proportion of your total workforce has access to employer funded paid parental leave for SCARERS that is available for men only? In your calculation, you MUST INCLUDE CASUALS when working out the proportion.	ECONDARY

7. 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	0	0	0	0

☐ 71-80% ☐ 71-80% ☐ 81-90% ☐ 91-99% ☐ 100%





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	3	0	0	0

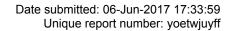
- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
  - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Females	Males
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	1	0

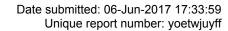
9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Don't offer flexible arrangements</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	<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>□ Included in award/industrial or workplace agreement</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	<ul> <li>☐ Yes</li> <li>☒ No (you may specify why non-leave based measures are not in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> </ul>







	<ul> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> <li>☑ Other (provide details):</li> <li>GTNT provides informal flexible options to support employees with family or caring responsibilities such as: cashing out of leave, flexible working arrangements, working from home and at times if needed bringing their children into the office.</li> </ul>
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	<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>□ Included in award/industrial or workplace agreements</li> <li>☒ Not aware of the need</li> <li>□ Not a priority</li> <li>☒ Other (please provide details):</li> <li>GTNT supports any employee whom may be affected by family or domestic violence through informal processes that would be beneficial for the individual.</li> </ul>
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	<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> <li>Workplace safety planning</li> <li>Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>Access to uppaid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>Access to unpaid deave</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>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 aware of the need</li> <li>Not are provide details):</li> </ul>
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men?  I flexible hours of work  Compressed working weeks  Itime-in-lieu  Itelecommuting  part-time work  job sharing  carer's leave  purchased leave  unpaid leave.  Options may be offered both formally and/or informally.







14.1	Which options from the list below are available? Please tick the related checkboxes.				
	Unticked checkboxes mean th				
		Man	agers	Non-m	anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work		$\boxtimes$	$\boxtimes$	
	Compressed working weeks				
	Time-in-lieu				
	Telecommuting				
	Part-time work				
	Job sharing				
	Carer's leave			$\boxtimes$	
	Purchased leave				
	Unpaid leave	$\boxtimes$			
14.4	If your organisation would like to proplease do so below:  As mentioned previously indicator 4 has managers (excludes of Australian Appro	s been answered for into	ernally employe		
oncerr is gender e	equality indicator 5: Coning gender equality in sequality indicator seeks information on whender equality in the workplace.	the workplace	9	-	
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is gender encerning gender.  Have	ning gender equality in equality in equality indicator seeks information on whender equality in the workplace.  you consulted with employees on issue	the workplace at consultation occurs to	e between employ r equality in yo	ers and employ ur workplace?	ees on issues





Managers that are employed by GTNT are assessed on their previous experience, knowledge and qualifications.

## Gender equality indicator 6: Sex-based harassment and discrimination

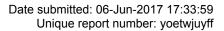
The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

16.	Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	<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>□ Included in award/industrial or workplace agreement</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
	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> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
17.	Do you provide training for all managers on sex-based harassment and discrimination prevention?
	<ul> <li>✓ Yes - please indicate how often this training is provided:         <ul> <li>✓ At induction</li> <li>✓ At least annually</li> <li>✓ Every one-to-two years</li> <li>○ Every three years or more</li> <li>○ Varies across business units</li> <li>○ Other (provide details):</li> </ul> </li> <li>○ No (you may specify why this training is not provided)</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> <li>○ Other (provide details):</li> </ul>
	17.1 If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:

#### Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, information you provide here will appear in your public report.)











#### Gender composition proportions in your workplace

#### Important notes:

- 1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
- Some proportion calculations will not display until you press **Submit** at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
- 3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

#### Based upon your workplace profile and reporting questionnaire responses:

#### Gender composition of workforce

1. the gender composition of your workforce overall is 40.7% females and 59.3% males.

#### **Promotions**

- 2. 90.0% of employees awarded promotions were women and 10.0% were men
  - i. 0.0% of all manager promotions were awarded to women
  - ii. 90.0% of all non-manager promotions were awarded to women.
- 3. 6.3% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

#### Resignations

- 4. 53.0% of employees who resigned were women and 47.0% were men
  - i. 33.3% of all managers who resigned were women
  - ii. 53.4% of all non-managers who resigned were women.
- 5. 6.3% of your workforce was part-time and 6.7% of resignations were part-time employees.

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

- i. 33.3% of all women who utilised parental leave ceased employment before returning to work
- ii. N/A 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. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

# Notification and access List of employee organisations: CEO sign off confirmation Name of CEO or equivalent: Kathryn Stenson CEO signature: Date: