



2015-16 public report form submitted by South Burnett CTC Inc to the Workplace Gender Equality Agency

Organisation and contact details

Organisation registration	Legal name ABN ANZSIC	South Burnett CTC Inc 85399349965 9559 Other Interest Group Services n.e.c.
Organisation details	Trading name/s ASX code (if relevant)	·
	Postal address	PO Box 490 KINGAROY DC QLD 4610 Australia
	Organisation phone number	(07) 4162 9000
Reporting structure	Number of employees covered in this report submission Other organisations reported on in this	160

Workplace profile Manager

		Cranician despite		Z	No. of employees
Manager occupational categories	Reporting level to CEO	Cilipioyilleni status	Ŧ	M	Total employees
		Full-time permanent	1	0	
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-lime contract	0	0	0
		Casual	0	0	0
		Full-time permanent	2	0	9
		Full-time contract	0	0	0
Senior Managers	7	Part-lime permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			9	0	9









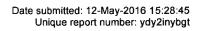
Non-manager

Total employees No. of apprentices (if applicable) No. of graduates (if applicable) No. of employees (excluding graduates and apprentices) œ Full-time contract Part-time permanent Full-time contract Full-time contract Full-time contract Full-time contract Employment status Full-time permanent permanent Part-time contract Part-time permanent permanent permanent permanent permanent permanent permanent Part-time contract Part-time Part-time Part-time Part-time Part-time Full-time Full-time Full-time contract Full-time contract Casual Casual Casual Casual Non-manager occupational categories Clerical and administrative Community and personal service Technicians and trade Professionals Sales

Workplace Gender Equality Agency

Non-manager occupational	Employment	No. of employees (example)	No. of employees (excluding graduates and apprentices)	No. of gra	No. of graduates (if applicable)	No. of app	No. of apprentices (if applicable)	Total
categories	status		M	Ę	Μ	F	M	employees
	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
	Full-time permanent	0	1	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	ľ	1	0	0	0	0	2
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	9	14	0	0	0	0	20
	Part-time contract	0	0	0	0	0	0	0
	Casual		0	0	0	0	0	
Grand total: all non-managers		86	56	0	0	0	0	154





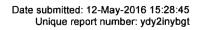




Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

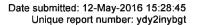
1 Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:
1.1 Recruitment? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.2 Retention? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development
 No, insufficient human resources staff No, don't have expertise No, not a priority
1.3 Performance management processes? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.4 Promotions? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.5 Talent identification/identification of high potentials? ⊠ Yes (you can select policy and/or strategy options)







	☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy
∏No	Strategy is contained within another strategy
No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.6 ⊠ Yes	Succession planning? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
	currently under development
☐ No,	insufficient human resources staff don't have expertise not a priority
1.7 ⊠ Yes	Training and development? (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.8 ∐ Yes	Resignations? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.9 ∐ Yes	Key performance indicators for managers relating to gender equality? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.10 ☐ Yes	Gender equality overall? s (you can select policy and/or strategy options)







☐ Standalone policy
☐ Policy is contained within another policy
Standalone strategy
☐ Strategy is contained within another strategy
□ No
☑ No, currently under development
No, insufficient human resources staff
☐ No, don't have expertise
☐ No, not a priority

- You may provide details of other formal policies or formal strategies that specifically 1.11 support gender equality that may be in place:
- In the table below, please provide the NUMBER of new appointments made during the reporting period (by gender and manager/non-manager categories). This should include appointments from both external and internal sources such that if an existing employee is appointed to another role within the organisation (promotion or not), they would need to be included.

All appointments need to be included regardless of how they were made, for example through

recruitment exercises, cold canvassing, previously-submitted resumes.

	Manag	Managers		nagers
	Female Male		Female	Male
NUMBER of appointments made	0	0	30	25

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

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

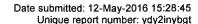
rank.)

	Manag	jers	Non-mar	agers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	1	2
Permanent/ongoing part-time employees	0	0	1	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	0	0

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

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

	Manag	gers	Non-mar	nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	0	7	3
Permanent/ongoing part-time employees	0	0	9	6







	Manag	gers	Non-mar	nagers
	Female	Male	Female	Male
Fixed-term contract full-time employees	0	0	0	1
Fixed-term contract part-time employees	0	0	1	0
Casual employees	0	0	16	4

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

Gender equality indicator 2: Gender composition of governing bodies

- Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the Workplace Gender Equality Act 2012 (Act). (In the Act, a governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer".) For the purposes of reporting under the Act, this question relates to the ultimate or 'highest' governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.
- o For private or publicly listed companies, you will have one or more directors or a board of directors.
- o For trusts, the trustee is the governing body/board.
- o For partnerships, the governing body/board is likely to comprise all or some (if elected) partners.
- o For organisations whose governing body/board is the same as their parent entity's governing body/board, it is still deemed to have a governing body/board.
- o For religious structures, you may have a canonical advisor, bishop or archbishop.
- o For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.
- 2.1 Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.

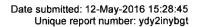
If your organisation's governing body/board is the same as your parent entity's governing body/board, you will need to enter your organisation's name but the details of your parent entity's governing body/board in the table below.

Organisation name	Gender and NUMBER of chairperson/s (NOT	Gender and NUMBER of other governing body/board	% target for representation of women on each	Year to be reached
	percentage)	members (NOT percentage)	governing body/board	





		F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1- 100)	(in YYYY format; if no target has been set, leave blank)
01	South Burnett CTC Inc	0	1	4	6	50	
02							
03							
04							
05							
06							
07							
08							
09							
10					ě.		
11							
12							
13							
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15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							







No, other (provide details):

27								
28								
29								
30								
	If a target rerning bodies lies overning body Currently under nsufficient hum Don't have cor	sted abov /board ha developn an resour ertise	e, you ma is gender nent ces staff	ay specify balance (why below: e.g. 40% wo	omen/40% n		r)
	Not a priority Other (provide o	letails):						
	ly/board membe Yes (you can se ⊠ Standal □ Policy is □ Standal	ers for AL elect policione policione s containe one strate y is conta some govi der devel human re	L organisa y and/or s y ed within a egy ined within verning bo opment sources s	ations covortrategy open another poon another pool another pool another pool at aff	ered in this otions) olicy strategy ds	report?	rategy for gov	
	No, don't have e No, not a priorit							

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

Please enter the total number of female and male equity partners (excluding the managing partner) in the following table against the relevant WGEA standardised manager definitions. Non-equity (salaried) partners need to be included in your workplace profile.

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

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

	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)				
Equity partners who are "Other				





	Full- time females	Part- time females	Full- time males	Part- time males
executives/General managers"				
Equity partners who are "Senior managers"				
Equity partners who are "Other managers"				

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

Gender equality indicator 3: Equal remuneration between women and men
Do you have a formal policy and/or formal strategy on remuneration generally? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No
No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, not a priority No, other (provide details):
Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.) Yes. When was the most recent gender remuneration gap analysis undertaken? Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details):
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications) No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments) No, non-award employees are paid market rate No, not a priority No, other (provide details):

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





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

Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers? Yes. (Please indicate how employer funded paid parental leave is provided to the primary
carer):
By paying the gap between the employee's salary and the government's paid parental leave scheme
By paying the employee's full salary (in addition to the government's paid
scheme), regardless of the period of time over which it is paid. For example, full pay for 12
weeks or half pay for 24 weeks
As a lump sum payment (paid pre- or post- parental leave, or a combination)
⊠ No
No, currently being considered
No, insufficient human resources staff
No, government scheme is sufficient
No, don't know how to implement
No, not a priority
No, other (provide details):
Government scheme is sufficient
6 Do you provide employer funded paid parental leave for SECONDARY CARERS, in
addition to any government funded parental leave scheme for secondary carers?
Yes, one week or greater (please go to 6.1)
☐ Yes, less than one week (please go to 6.2) ☐ No
☐ No, currently being considered
No, insufficient human resources staff
No, government scheme is sufficient
☐ No, don't know how to implement
No, not a priority
No, other (provide details):

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

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

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

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

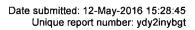
'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.





	Female	Male
Managers	0	0
Non-managers	2	0

Do you have a formal policy and/or formal strategy on flexible working arrangements Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy	
Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, don't offer flexible arrangements No, not a priority No, other (provide details): we follow Industrial Relations requirements	
Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy	
 No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, not a priority No, other (provide details): we follow Industrial Relations requirements and National Employment Standards 	
Do you have any non-leave based measures to support employees with family or caring responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, referral services)? Yes No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):	
11.1 Please indicate what measures are in place and if they are available at all worksites (where only one worksite exists, for example a head-office, please select "Available at all worksites"): Employer subsidised childcare Available at some worksites only Available at all worksites On-site childcare Available at some worksites only Available at all worksites Breastfeeding facilities	

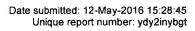






Available at some worksites only
☐ Childcare referral services
Available at some worksites only
Internal support networks for parents
Available at some worksites only
Available at all worksites
Return to work bonus (only select this option if the return to work bonus is NOT the
balance of paid parental leave when an employee returns from leave).
Available at some worksites only
Available at all worksites
☐ Information packs to support new parents and/or those with elder care responsibilities
Available at some worksites only
Available at all worksites
Referral services to support employees with family and/or caring responsibilities
Available at some worksites only
Available at all worksites
Available at some worksites only
Available at all worksites
☐ Support in securing school holiday care
Available at some worksites only
Available at all worksites
☐ Coaching for employees on returning to work from parental leave
Available at some worksites only
Available at all worksites
☐ Parenting workshops targeting mothers
Available at some worksites only
Available at all worksites
☐ Parenting workshops targeting fathers
Available at some worksites only
Available at all worksites
None of the above, please complete question 11.2 below
11.2 Please provide details of any other non-leave based measures that are in place and
whether they are available at all worksites.
As a community based organisation we have access to a wide range of referral services for
staff
× × × × × × × × × × × × × × × × × × ×
Do you have a formal policy and/or formal strategy to support employees who are
experiencing family or domestic violence?
Yes (you can select policy and/or strategy options)
Policy is contained within another policy
☐ Standalone strategy
☐ Strategy is contained within another strategy
□ No
No, currently under development
☐ No, insufficient human resources staff
No, included in workplace agreement
No, not aware of the need
No, don't have expertise
No, not a priority
□ No, other (please provide details):

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

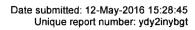






☑ Yes - please indicate the type of measures in place (more than one option can be selected):
Employee assistance program (including access to a psychologist, chaplain or
counsellor)
☐ Training of key personnel
 A domestic violence clause is in an enterprise agreement or workplace agreement Workplace safety planning
Access to paid domestic violence leave (contained in an enterprise/workplace
agreement)
Access to unpaid domestic violence leave (contained in an enterprise/workplace
agreement)
Access to paid domestic violence leave (not contained in an enterprise/workplace
agreement)
 ☐ Access to unpaid leave ☒ Confidentiality of matters disclosed
⊠ Referral of employees to appropriate domestic violence support services for
expert advice
Protection from any adverse action or discrimination based on the disclosure of
domestic violence
☐ Flexible working arrangements
Provide financial support (e.g. advance bonus payment or advanced pay)
Offer change of office location
Emergency accommodation assistance
Access to medical services (e.g. doctor or nurse)
Other (provide details):
□ No
No, currently under development
No, insufficient human resources staff
No, not aware of the need
No, don't have expertise
No, not a priority
No, other (provide details):
14 Please tick the checkboxes in the table below to indicate which employment terms,
conditions or practices are available to your employees (please note that not ticking a box
indicates that a particular employment term, condition or practice is not in place):
Managers Non-managers

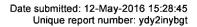
maicates that a p	Partox is		agers		Non-managers			
	Fer	nale	M	ale	Fer	nale	Male	
	Formal	Informal	Formal	informal	Formal	Informal	Formal	Informal
Flexible hours of work		\boxtimes				\boxtimes		\boxtimes
Compressed working weeks						\boxtimes		\boxtimes
Time-in-lieu							\boxtimes	
Telecommuting								
Part-time work								
Job sharing								
Carer's leave					\boxtimes			\boxtimes
Purchased leave								
Unpaid leave								







14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below: n/a
 14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below: Currently under development Insufficient human resources staff Don't have expertise Not a priority Other (provide details): unpaid leave is not encouraged but facilitated where applicable; purchased leave is not contained in our applicable awards and would not work with our services 14.3 Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below:
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace
Have you consulted with employees on issues concerning gender equality in your workplace? Yes No No, not needed (provide details why):
 No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
15.3 Should you wish to provide additional information on any of your responses under gender equality indicator 5, please do so below:
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy and/ or formal strategy on sex-based harassment and discrimination prevention? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy
☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, included in workplace agreement ☐ No, don't have expertise ☐ No, not a priority
☐ No, other (provide details):



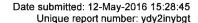




16.1 Do you include a grievance process in any sex-based harassment and discrimination
prevention policy and/or strategy?
⊠ Yes
□ No
No, currently under development
No, insufficient human resources staff
No, don't have expertise
No, not a priority
No, other (provide details):
17 Does your workplace provide training for all managers on sex-based harassment and
discrimination prevention?
☑ Yes - please indicate how often this training is provided ('At induction' AND one of the
other options can be selected):
⊠ At induction
At least annually
⊠ Every one-to-two years
Every three years or more
☐ Varies across business units
Other (provide details):
□ No
No, currently under development
No, insufficient human resources staff
No, don't have expertise
No, not a priority
No, other (provide details):
17.1 Should you wish to provide additional information on any of your responses under
gender equality indicator 6, please do so below:

Other

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







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.
- 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 65.0% females and 35.0% males.

Promotions

- 2. 50.0% of employees awarded promotions were women and 50.0% were men
 - i. 0.0% of all manager promotions were awarded to women
 - 50.0% of all non-manager promotions were awarded to women.
- 3. 26.2% of your workforce was part-time and 25.0% of promotions were awarded to part-time employees.

Resignations

- 4. 70.2% of employees who resigned were women and 29.8% were men
 - 0.0% of all managers who resigned were women
 - 70.2% of all non-managers who resigned were women.
- . 26.2% of your workforce was part-time and 34.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- . N/\lambda women who utilised parental leave and seased employment before returning to work
- ii. N/A men who utilised parental leave and ceased employment before returning to work
- 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

CEO sign off confirmation

Name of CEO or equivalent

Christine Temperton

Confirmation CEO has signed the report

Yes

CEO Signature: Competon

Date:

12.5.2016

