



# Public report

2018-19

Submitted by

Legal Name: **BWA Group Services Pty Ltd** 





# Organisation and contact details

Submitting organisation details	Legal name	BWA Group Services Pty Ltd				
	ABN	88111209440				
	ANZSIC	K Financial and Insurance Services 6419 Other Auxiliary Finance and Investment Services				
	Business/trading name/s	Bankwest				
	ASX code (if applicable)					
	Postal address	300 Murray Street				
		Perth WA 6000				
		AUSTRALIA				
	Organisation phone number	0893695001				
Reporting structure	Ultimate parent	Commonwealth Bank of Australia				
	Number of employees covered by this report	4,098				





# Workplace profile

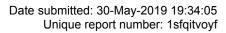
# Manager

Manager assumptional acts assiss	Deposition level to CEO	Franks was and about		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees		
		Full-time permanent	0	1	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	5	5	10		
		Full-time contract	0	0	0		
Key management personnel	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	0	4	4		
	-1	Full-time contract	0	0	0		
Other even times/Coneral managers		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Other executives/General managers		Full-time permanent	6	14	20		
		Full-time contract	0	0	0		
	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	19	22	41		
		Full-time contract	0	0	0		
	-2	Part-time permanent	2	1	3		
		Part-time contract	0	0	0		
Conjer Managero		Casual	0	0	0		
Senior Managers		Full-time permanent	25	54	79		
		Full-time contract	0	1	1		
	-3	Part-time permanent	3	0	3		
		Part-time contract	1	0	1		
		Casual	0	0	0		





Managan and in all acts and a	Departing level to CEO	Francis was and adaptive		No.	of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	7	33	40
		Full-time contract	0	0	0
	-4	Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	1	2
		Full-time contract	0	0	0
	-5	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	3	3	6
		Full-time contract	0	0	0
	-2	Part-time permanent	7	0	7
		Part-time contract	0	1	1
		Casual	0	0	0
	-3	Full-time permanent	67	71	138
		Full-time contract	2	0	2
		Part-time permanent	26	0	26
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	76	122	198
		Full-time contract	3	5	8
Other managers	-4	Part-time permanent	27	7	34
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	53	134	187
		Full-time contract	2	5	7
	-5	Part-time permanent	13	7	20
		Part-time contract	2	0	2
		Casual	0	0	0
		Full-time permanent	14	35	49
		Full-time contract	1	1	2
	-6	Part-time permanent	0	2	2
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			367	529	896



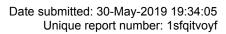




# Workplace profile

## Non-manager

Non manager accumational actogories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyage
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	603	639	8	15	0	0	1,265
	Full-time contract	29	49	0	1	0	0	79
Professionals	Part-time permanent	278	21	0	0	0	0	299
	Part-time contract	6	1	0	0	0	0	7
	Casual	6	0	0	0	0	0	6
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	680	335	2	5	0	0	1,022
	Full-time contract	7	5	0	0	0	0	12
Clerical and administrative	Part-time permanent	447	39	0	0	0	0	486
	Part-time contract	6	1	0	0	0	0	7
	Casual	19	0	0	0	0	0	19
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	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







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	l otal 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	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		2,081	1,090	10	21	0	0	3,202





# Reporting questionnaire

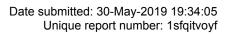
## Gender equality indicator 1: Gender composition of workforce

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 mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2018 to 31 March 2019. (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>





**Promotions** 



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





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	44	59	121	135
Permanent/ongoing part-time employees	3	0	18	2
Fixed-term contract full-time employees	1	0	2	5
Fixed-term contract part-time employees	0	0	1	0
Casual employees	0	0	0	0

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	164	197
Number of appointments made to NON-MANAGER roles (including promotions)	950	573

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

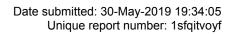
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	25	49	105	152
Permanent/ongoing part-time employees	6	1	51	7
Fixed-term contract full-time employees	4	5	11	20
Fixed-term contract part-time employees	1	0	5	0
Casual employees	0	0	18	0

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

Our Managing Director leads our Diversity and Inclusion Council which comprises of our Executive Leadership Team. The council monitors our diversity and inclusion progress against our strategy. Our Managing Director is a member of the CEOs for Gender Equity, who collectively, are committed to addressing gender inequity in Western Australia. In addition, we have partnered with WGEA through the Bankwest Curtin Economics Centre (BCEC) to produce a gender equality insights series, which publicly report gender equality insights.

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

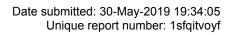
Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant 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.







	tion relates to the highest gov	verning body for your Australian entity, e	overning authority of the employer ven if it is located overseas.
2.1	Please answer the following	g questions relating to each governing bo	ody covered in this report.
	Note: If this report covers morganisation before proceed	nore than one organisation, the questions ding to question 2.2.	s below will be repeated for each
		rning body is the same as your parent en ne numerical details of your parent entity	
2.1a.1	Organisation name?		
	BWA Group Services Pty Ltd		
2.1b.1	I How many Chairs on this go	overning body?	
		Female	Male
	Number	0	1
2.1d.1	l Has a target been set to inc		
	☐ Yes ☐ No (you may specify why a ☐ Governing body/bo ☐ Currently under de ☐ Insufficient resource	pard has gender balance (e.g. 40% women/4 velopment, please enter date this is due to be ses/expertise of over governing body/board appointments (	10% men/20% either) be completed
2.1g.1	☐ Yes ☐ No (you may specify why a ☐ Governing body/bo ☐ Currently under de ☐ Insufficient resourc ☐ Do not have contro ☐ Not a priority ☐ Other (provide deta	a target has not been set) pard has gender balance (e.g. 40% women/4 velopment, please enter date this is due to be es/expertise of over governing body/board appointments (	10% men/20% either) be completed
	☐ Yes ☐ No (you may specify why a ☐ Governing body/bo ☐ Currently under de ☐ Insufficient resourc ☐ Do not have contro ☐ Not a priority ☐ Other (provide deta     Are you reporting on any of ☐ Yes ☐ No	a target has not been set) bard has gender balance (e.g. 40% women/4 velopment, please enter date this is due to bes/expertise of over governing body/board appointments (ails): ther organisations in this report?	10% men/20% either) pe completed (provide details why):
	☐ Yes ☐ No (you may specify why a ☐ Governing body/bo ☐ Currently under de ☐ Insufficient resourc ☐ Do not have contro ☐ Not a priority ☐ Other (provide deta  I Are you reporting on any of ☐ Yes ☐ No  Do you have a formal select organisations covered in th ☐ Yes ☐ Select all applicable a ☐ Policy	a target has not been set) bard has gender balance (e.g. 40% women/4 velopment, please enter date this is due to bees/expertise of over governing body/board appointments (ails): ther organisations in this report?  tion policy and/or formal selection strategis report?	10% men/20% either) De completed (provide details why):
2.1g.1 2.2	Yes  No (you may specify why a Governing body/bo Currently under de Insufficient resource Not a priority Other (provide detained organisations covered in the Yes (select all applicable a Policy Strategy  No (you may specify why resource or some of the Yes or s	a target has not been set) pard has gender balance (e.g. 40% women/4 velopment, please enter date this is due to bes/expertise of over governing body/board appointments ( pails):  ther organisations in this report?  tion policy and/or formal selection strategis report?  answers)  no formal selection policy or formal selection governing bodies velopment, please enter date this is due to be	40% men/20% either) be completed (provide details why):  gy for governing body members for a strategy is in place)

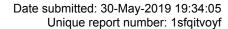






		"incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?
		☐ Yes ☑ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
Ge	nder	equality indicator 3: Equal remuneration between women and men
	l remune er equali	eration between women and men is a key component of improving women's economic security and progressing ty.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Ye	s (select all applicable answers)  ☑ Policy ☑ Strategy
	□ No	(you may specify why no formal policy or formal strategy is in place)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Salaries set by awards/industrial or workplace agreements
		<ul> <li>Non-award employees paid market rate</li> <li>Not a priority</li> <li>Other (provide details):</li> </ul>
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		<ul> <li>✓ Yes (provide details in question 3.2 below)</li> <li>☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Salaries set by awards/industrial or workplace agreements</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Non-award employees paid market rate</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
		<ul> <li>☐ To achieve gender pay equity</li> <li>☐ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews)</li> <li>☐ To be transparent about pay scales and/or salary bands</li> <li>☐ To ensure managers are held accountable for pay equity outcomes</li> <li>☐ To implement and/or maintain a transparent and rigorous performance assessment process</li> <li>☐ Other (provide details):</li> </ul>
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. acted a gender pay gap analysis)?
	⊠ Ye	s - 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

Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an







room for qualification	<ul> <li>□ Other (provide details):</li> <li>(you may specify why you have not analysed your payroll for gender remuneration gaps)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations)</li> <li>□ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there in for discretion in pay changes (because pay increases can occur with some discretion such as performance sments)</li> <li>□ Non-award employees paid market rate</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).
	We review pay equity throughout the year and as part of our annual remuneration review process. Our gender pay gap is reported annually in our CBA Group Annual Report and is based on a like-for-like methodology, which is different to the WGEA methodology. Our pay gap is audited by PwC and is defined as the weighted average base salary of males and females for Australian-based employees of the Group and reflects roles in similar functions, role size and responsibilities. Furthermore, the data in our Annual Report refers to permanent full-time and part-time employees and excludes external contractors, and employees who identify with a gender other than male or female.
4.1	Did you take any actions as a result of your gender remuneration gap analysis?
	<ul> <li>Yes – indicate what actions were taken (select all applicable answers)</li> <li>□ Created a pay equity strategy or action plan</li> <li>□ Identified cause/s of the gaps</li> <li>□ Reviewed remuneration decision-making processes</li> <li>□ Analysed commencement salaries by gender to ensure there are no pay gaps</li> <li>□ Analysed performance ratings to ensure there is no gender bias (including unconscious bias)</li> <li>□ Analysed performance pay to ensure there is no gender bias (including unconscious bias)</li> <li>□ Trained people-managers in addressing gender bias (including unconscious bias)</li> <li>□ Set targets to reduce any like-for-like gaps</li> <li>□ Set targets to reduce any organisation-wide gaps</li> <li>□ Reported pay equity metrics (including gender pay gaps) to the governing body</li> <li>□ Reported pay equity metrics (including gender pay gaps) to the executive</li> <li>□ Reported pay equity metrics (including gender pay gaps) to all employees</li> <li>□ Reported pay equity metrics (including gender pay gaps) externally</li> <li>□ Corrected like-for-like gaps</li> <li>□ Conducted a gender-based job evaluation process</li> <li>□ Implemented other changes (provide details):</li> <li>□ No (you may specify why no actions were taken resulting from your remuneration gap analysis)</li> <li>□ No unexplainable or unjustifiable gaps identified</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Salaries set by awards/industrial or workplace agreements</li> <li>□ Non-award employees are paid market rate</li> <li>□ Unable to address cause/s of gaps (provide details why):</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

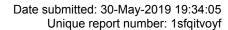
# Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities





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.		RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having er responsibility for the day-to-day care of a child.
		ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
	time of indications of time of paid p	By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks   By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of 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) on we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please the how employer funded paid parental leave is provided to women ONLY):  By paying the gap between the employee's salary and the government's paid parental leave scheme   By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of 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) on we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded parental leave is provided to men ONLY):  By paying the gap between the employee's salary and the government's paid parental leave scheme   By paying the 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 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) on the pay for 24 weeks   As a lump sum payment (paid pre- or post- parental leave, or a combination)   Currently under development, please enter date this is due to be completed   Insufficient resources/expertise   Government scheme is sufficient   Other (provide details):
	5.1	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:
		12
5a.	carer	ir organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
		ay up to 52 weeks superannuation for primary carers, along with a return to work payment to assist with ng caring expenses.
	5.2	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?  • In your calculation, you MUST INCLUDE CASUALS when working out the proportion.  □ <10% □ 10-20% □ 21-30% □ 31-40% □ 41-50% □ 51-60% □ 61-70% □ 71-80% □ 81-90%







	□ 100%
5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:
	<ul><li>☑ Adoption</li><li>☑ Surrogacy</li><li>☐ Stillbirth</li></ul>
	ECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not t
	ou provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for mention, in addition to any government funded parental leave scheme for secondary carers?
	les lo, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) lo, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY lo (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):
6.1	How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If diffe amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days proto eligible employees:
	20
	ur organisation would like to provide additional information on your paid parental leave for SECONDARY ERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.
6.2	What proportion of your total workforce has access to employer funded paid parental leave for SECON CARERS?
6.2	What proportion of your total workforce has access to employer funded paid parental leave for SECON CARERS?  In your calculation, you MUST INCLUDE CASUALS when working out the proportion.    <10%
6.2	CARERS?  • In your calculation, you MUST INCLUDE CASUALS when working out the proportion.  □ <10% □ 10-20% □ 21-30% □ 31-40% □ 41-50% □ 51-60% □ 61-70% □ 71-80% □ 81-90% □ 91-99%
	CARERS?  In your calculation, you MUST INCLUDE CASUALS when working out the proportion.    <10%





	Primary carer'	s leave	Secondary care	r's leave
	Female	Male	Female	Male
Managers	42	15	1	25

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 care	r's leave
	Female	Male	Female	Male
Non-managers	276	35	1	42

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

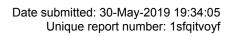
	Female	Male
Managers	7	1

- 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	15	2

Q	Do you have a	formal policy a	nd/or formal strate	eav on flexible workii	na arrangements?

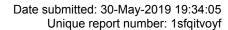
□ No	<ul> <li>☑ Policy</li> <li>☑ Strategy</li> <li>(you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Don't offer flexible arrangements</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
9.1	You may indicate which of the following are included in your flexible working arrangements strategy:  \[ \text{\tex{\tex







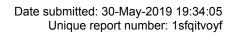
		<ul> <li>☑ The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement)</li> <li>☑ Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel</li> <li>☑ Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body</li> </ul>
10.	Do yo	ou have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	⊠ Ye	s (select all applicable answers)  ☐ Policy
		Strategy Strategy
	☐ No	you may specify why no formal policy or formal strategy is in place)
		Currently under development, please enter date this is due to be completed
		☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement
		☐ Not a priority
		Other (provide details):
11.		ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye	
	☐ No	(you may specify why non-leave based measures are not in place)
		☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
		☐ Not a priority
		Other (provide details):
	11.1	Please select what support mechanisms are in place and if they are available at all worksites.  • Where only one worksite exists, for example a head-office, 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
		☐ Available at all worksites
		☐ Childcare referral services
		<ul> <li>☐ Available at some worksites only</li> <li>☑ Available at all worksites</li> </ul>
		☐ Available at all worksites ☐ Internal support networks for parents
		☐ Available at some worksites only
		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 some worksites only  ☐ Available at all worksites
		□ Referral services to support employees with family and/or caring responsibilities
		☐ Available at some worksites only
		<ul> <li>☒ Available at all worksites</li> <li>☐ Targeted communication mechanisms, for example intranet/ forums</li> </ul>
		Available at some worksites only
		Available at all worksites
		Support in securing school holiday care
		<ul> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> </ul>
		☐ Coaching for employees on returning to work from parental leave
		Available at some worksites only
		Available at all worksites







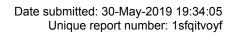
<ul> <li>☑ Parenting workshops targeting mothers</li> <li>☑ Available at some worksites only</li> <li>☑ Available at all worksites</li> <li>☑ Parenting workshops targeting fathers</li> <li>☑ Available at some worksites only</li> <li>☑ Available at all worksites</li> <li>☑ None of the above, please complete question 11.2 below</li> </ul>
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> </ul>
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 unpaid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>☐ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)</li> <li>☐ Access to unpaid leave</li> <li>☐ Confidentiality of matters disclosed</li> <li>☐ Referral of employees to appropriate domestic violence support services for expert advice</li> <li>☐ Protection from any adverse action or discrimination based on the disclosure of domestic violence</li> <li>☐ Flexible working arrangements</li> <li>☐ Provision of financial support (e.g. advance bonus payment or advanced pay)</li> <li>☐ Offer change of office location</li> <li>☐ Emergency accommodation assistance</li> <li>☐ Access to medical services (e.g. doctor or nurse)</li> <li>☐ Other (provide details):</li> <li>☐ 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 avare of the need</li> <li>☐ Not avare of the need</li> <li>☐ Other (provide details):</li> </ul>
Where any of the following options are available in your workplace, are those option/s available to both women AND men?  Identify the following options are available in your workplace, are those option/s available to both women and the following options available to both women available to women available t







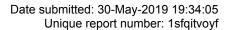
14.1	Which options from the list below are Unticked checkboxes mean th				
		Man	agers	Non-m	anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work	$\boxtimes$		$\boxtimes$	
	Compressed working weeks				
	Time-in-lieu				
	Telecommuting	$\boxtimes$	$\boxtimes$	$\boxtimes$	$\boxtimes$
	Part-time work	$\boxtimes$			
	Job sharing	$\boxtimes$		$\boxtimes$	
	Carer's leave	$\boxtimes$		$\boxtimes$	
	Purchased leave				
	Unpaid leave	$\boxtimes$			
					lity indicato
	please do so below:				•
nceri gender (	equality indicator 5: Coning gender equality in the workplace.	the workplace	9	-	issues
nceri gender e erning g	equality indicator 5: Coning gender equality in the	the workplace at consultation occurs to	e between employ	ers and employ	issues rees on issue
gender eerning g	equality indicator 5: Coning gender equality in the equality indicator seeks information on whender equality in the workplace.	the workplace at consultation occurs to the cons	e between employ r equality in yo	ers and employ ur workplace?	issues rees on issue
gender eerning g	equality indicator 5: Coning gender equality in the equality indicator seeks information on wheender equality in the workplace.  you consulted with employees on issues (you may specify why you have not consolid Not needed (provide details why): Insufficient resources/expertise Not a priority	the workplace at consultation occurs to the consultation occurs to the concerning gender and the concerning general ge	between employ r equality in you	ers and employ ur workplace? ty)	issues rees on issue







		☐ Performance discussions ☐ Other (provide details):	
	15.2 Who did you consult?		
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.	
Gen	der	equality indicator 6: Sex-based harassment and discrimination	
particip	oation. S	n of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.	
16.	Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?		
		s (select all applicable answers)  Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):	
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	
		<ul> <li>Yes</li> <li>No (you may specify why a grievance process is not included)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <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?		
	⊠ Yes	s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units	
	☐ No	☐ Other (provide details): (you may specify why this training is not provided)	







	<ul> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> </ul>	
	☐ Not a priority ☐ Other (provide details):	
17.1	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 60.0% females and 40.0% males.

### **Promotions**

- 2. 48.6% of employees awarded promotions were women and 51.4% were men
  - i. 44.9% of all manager promotions were awarded to women
  - ii. 50.0% of all non-manager promotions were awarded to women.
- 3. 22.0% of your workforce was part-time and 6.1% of promotions were awarded to part-time employees.

### Resignations

- 4. 49.1% of employees who resigned were women and 50.9% were men
  - i. 39.6% of all managers who resigned were women
  - ii. 51.5% of all non-managers who resigned were women.
- 5. 22.0% of your workforce was part-time and 15.4% of resignations were part-time employees.

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

- 6.9% of all women who utilised parental leave ceased employment before returning to work
- ii. 2.6% of all men who utilised parental leave ceased employment before returning to work
- 87.5% of all managers who utilised parental leave and ceased employment before returning to work were women
- iv. 88.2% of all non-managers who utilised parental leave and ceased employment before returning to work were

# Notification and access

List of employee organisations:	
Financial Services Union (FSU)	
CEO sign off confirmation	
Name of CEO or equivalent:	Confirmation CEO has signed the report:
Co-signatories: Matthew Comyn, CBA Group CEO and Rowen Munchenberg, Managing Director, BWA Group Services Pty Ltd	
CEO signature:	Date:
W. Cz	6-5-2019

ROWAN MUNCHENGING