Australian Government

Workplace Gender Equality Agency

Reporting Questionnaire

Word version 2024-25

Please note:

- This word document is for viewing and compiling responses prior to completing the Questionnaire in WGEA's Employer Portal. This word document **cannot** be uploaded into the WGEA Employer Portal.
- If you are reporting in the same submission group as 2024-25, some of your answers will pre-populate when completing the module in WGEA's Employer Portal. Review your prior responses in the Portal from 1 Apil to ensure all pre-populated answers are still accurate. Provide a response, where applicable, to those questions that do not have pre-populated answers.
- You must not include any personal information in the free text boxes within the questionnaire (unless the particular individual has consented in writing to the publication or use of their personal information). We treat responses in 'free text' boxes at the end of each section of the questionnaire as public data and include these in your organisation's public report. For further information, refer to Privacy considerations | WGEA.

Workplace overview

Policies and strategies

- ***Policies*** *are the guidelines, rules and procedures developed by an organisation to govern its actions (often in recurring situations). They define the limits (dos and don'ts) within which decisions must be made. They are widely communicated and available to all staff.*
- *A* ***strategy*** *is a plan of action designed to achieve one or more of an organisation's objectives. Strategies fill the gap between "where we are" and "where we want to be", that is, "how are we going to get there?" They relate to how an organisation allocates and uses materials and human resources and require an executive decision.*

A formal policy/strategy is a written document approved by human resources or management. A strategy can exist without a policy and a policy without a strategy. However, both can coexist and support each other.

1.1 Do you have formal policies and/or formal strategies in place that support gender equality in the workplace?

All employers must answer this question, but for employers with 500 or more employees, your response is used to determine whether you meet the Gender Equality Standards and comply with the Workplace Gender Equality Act 2012 by having a policy or strategy for GEI 1, with the objective to support gender equality in your workplace.

☒ Yes *(Select all that apply, then move on to question 1.1a)*

☒ Policy

☒ Strategy

☐ No *(You may indicate it is under development, then move on to question 1.2)*

☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

1.1a Do the formal policies and/or formal strategies include any of the following?

(Select all that apply)

☒ Recruitment

☒ Retention

☒ Performance management processes

☒ Promotions

☒ Talent identification/identification of high potentials

☒ Succession planning

☒ Training and development

☒ Key performance indicators for managers relating to gender equality

☐ Other, please specify:

1.2 Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?

Gender inequality is not experienced in the same way by people. Different dimensions of identity, such as gender, cultural background, and disability, can intersect and influence individual experiences and outcomes at work.

☒ Yes (*Select all that apply, then move on to question 1.2a*)

- ☒ Policy
- ☒ Strategy

☐ No (*You may indicate it is under development*)

- ☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

1.2a Do the formal policies and/or formal strategies cover any of the following?

(Select all that apply)

- ☒ Gender identity
- ☒ Aboriginal and/or Torres Strait Islander background
- ☒ Cultural and/or language background
- ☒ Disability and/or accessibility
- ☒ Age

☒ Other, please specify: LGBTQIA+ Inclusion

1.3 Does your organisation have any targets to address gender equality in your workplace?

A target is an achievable, time-framed goal that an organisation can set to focus its efforts. A gender balance target is a goal for a specific group of people.

☒ Yes *(Select all that apply)*

- ☒ Reduce the organisation-wide gender pay gap
- ☒ Increase the number of women in management positions
- ☒ Increase the number of women in key management personnel (KMP) roles
- ☐ Increase the number of women in male-dominated roles
- ☐ Increase the number of men in female-dominated roles
- ☐ Increase the number of men taking parental leave
- ☒ To have a gender balanced governing body (at least 40% men and 40% women)
- ☐ Other, please specify:

☐ No

1.4 If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

While we do not have specific targets in place on some of the above listed areas we do focus on achieving gender balanced teams across the business (aiming for 40:40:20). We also have a parental support policy that provides opportunity for all new parents (regardless of gender or caring role) to take meaningful period of parental leave and track both the usage of this and return to work rates of men and women.

Governing bodies

Governing bodies are the group of people who endorse policy and direct and oversee the conduct of an organisation supported by the organisation's managers. The core role of a governing body is the governance of an organisation. Governing bodies:

- *include boards or management committees of not-for-profit organisations (even if the position is voluntary)*
- *include boards or management committees of incorporated associations*
- *are not a sub-committee of a board, for example, are not a diversity council or committee or diversity and inclusion team.*

Some organisations have common types of governing bodies. For the following types of entities, the following types of governing bodies are commonly used:

- *private or public companies – the directors together or a board of directors*
- *trusts – board or management committee of the corporate trustee*
- *incorporated associations – the board or management committee*
- *partnerships – if there is a partnership board, partnership management committee or similar, the persons appointed to that board, committee or similar which may include some or all partners. Otherwise, all partners.*
- *religious structures – a council, board, management committee or a canonical advisor, bishop or archbishop*
- *any other structure –the management committee.*

Some wholly owned subsidiaries have the same governing body as the parent organisation.

1.5 Identify your organisation/s' governing body or bodies

You are required to provide details of each organisation's governing body. You must only report one governing body for each ABN covered in this report. Please note:

- *A list of organisation/s that were confirmed for this submission will display within the Questionnaire module of the WGEA Employer Portal.*
- *You must check the organisation/s this governing body relates to.*
- *If there are multiple organisations covered in this report you must tick all that relate to this particular governing body.*
- *If this governing body does not cover all organisations, you should add another governing body after saving this one.*
- *You can only provide one governing body response for each ABN reported in this submission, copy questions A-H below for each governing body being reported.*

Organisation name(s), please specify: GPT Management Holdings Limited

A. To your knowledge, is this governing body also reported in a different submission group for 2023-24 Gender Equality Reporting?

☐ Yes

☒ No

B. What is the name of your governing body?

Please specify the full name of your governing body as it is known internally and/or externally: Board of Directors

C. What type of governing body does this organisation have?

The type of governing body should be the one that has primary responsibility for the governance of each organisation. (Select one option)

☒ Board of directors

☐ Board/committee of partners

☐ Board of Trustees

☐ Council

☐ Management committee

☐ Other governing body/authority, please specify:

D. How many members are in the governing body and who holds the predominant Chair position?

A Chair is the person who leads and chairs meetings of the governing body. In the situation of rotating Chair position for the meetings, the predominant gender of the people acting as Chairs for the meeting during the reporting period should be used.

'Note that WGEA's legislation does not currently authorise collection of governing body member gender beyond women or men.

	Women	Men
Chairs	*1*	*e.g. 0*
Members (excluding chairs)	*3*	*3*

E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

All employers must answer this question, but for employers with 500 or more employees, your response is used to determine whether you meet the Gender Equality Standards and comply with the Workplace Gender Equality Act 2012 by having a policy or strategy for GEI 2, with the objective of supporting and achieving gender equality in your governing body.

☐ Yes *(Select all that apply, then move to question E.1)*

☒ Policy

☐ Strategy

☐ No *(You may indicate why from options below, then move to question F)*

☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

☐ Do not have control over governing body/appointments

E.1 Do the formal policies and/or formal strategies include any of the following?

(Select all that apply)

☒ Selection process for governing body members

☐ Advertisement of governing body positions

☒ Gender diversity on candidate shortlists

☒ Succession planning for the governing body

☒ Gender, diversity and inclusion

F. Does this organisation's governing body have limits on the terms of its Chair and/or Members?

For the responses below, if the term limit does not relate to a full year, record the part year as a decimal amount.

☒ Yes *(Please provide details)*

For the Chair (Specify maximum length of term [in years]) 3 years

For the Members (Specify maximum length of term [in years]) 3 years

☐ No *(You may explain why not)*

☐ Do not have control over governing body/appointments

☐ Other, please specify:

G. Has a target been set to increase the representation of women on this governing body?

A target is an achievable, time-framed goal that an organisation can set to focus its efforts. A gender balance target is a goal for a specific group of people in, in this case, the governing body or board. Targets are different from quotas in that they are set by an organisation to suit their own context, results and timeframes.

☐ Yes, a target has been set to increase the representation of women on this governing body *(Move to Questions G.1 & G.2)*

☐ Yes, a target has been set to maintain the existing representation of women on this governing body *(Move to Question 1.5)*

☒ No *(You may explain why not, then move to Question 1.5)*

- ☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)
- ☐ Do not have control over governing body/appointments
- ☒ Governing body is already gender balanced (at least 40% women and 40% men)
- ☐ Other (provide details):

G.1 What is the percentage (%) target?

Please specify the percentage: N/A

G.2 What year is the target to be reached (select the target year)? N/A

Click or tap to enter a date.

H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?

Gender inequality is not experienced in the same way by people. Different dimensions of identity, such as gender, cultural background, and disability, can intersect and influence individual experiences and outcomes at work. A formal policy and/or formal strategy on diversity and inclusion for the organisation's governing body does not have to be a separate policy/strategy but could be a part of another policy/strategy, such as an overall gender equality policy and/or strategy or overall diversity and inclusion policy and/or strategy.

☒ Yes (Select all that apply)

- ☒ Gender identity
- ☒ Aboriginal and/or Torres Strait Islander background
- ☒ Cultural and/or language background
- ☒ Disability and/or accessibility
- ☒ Age
- ☐ Other, please specify:

☐ No (*You may indicate it is under development*)

☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

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

(Free text response, 500 character limit)

Action on gender equality

Gender pay gaps

Gender Pay Equity is when people receive equal pay for work of the same or similar value, however, it is not just about ensuring people performing the same role are paid the same but also about ensuring people performing different work of equal and comparable value are paid equitably. This is a legal requirement in Australia.

The gender pay gap is not to be confused with the legal requirement for gender pay equity. The gender pay gap is the difference in average or median earnings between women and men and is usually a consequence of disadvantages employees face in the workplace. Gender pay gaps are also not a direct comparison of pay for like roles.

Gender pay gaps are a useful way to monitor the different earning capacities of women and men across organisations, industries, and the workforce as a whole.

2.1 Do you have formal policies and/or formal strategies on equal remuneration (pay equity and the gender pay gap) between women and men?

All employers must answer this question, but for employers with 500 or more employees, your response is used to determine whether you meet the Gender Equality Standards and comply with the Workplace Gender Equality Act 2012 by having a policy or strategy for GEI 3, with the objective of ensuring equal remuneration between women and men.

☒ Yes *(Select all that apply and move to question 2.1a)*

☒ Policy

☒ Strategy

☐ No *(You may indicate it is under development, then move to question 2.2)*

☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

2.1a Do the formal policies and/or formal strategies include any of the following?

(Select all that apply)

☒ To achieve gender pay equity

☒ To close the gender pay gap

☒ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews)

☐ To be transparent about pay scales and/or salary bands

☒ To ensure managers are held accountable for pay equity outcomes

☒ To implement and/or maintain a transparent and rigorous performance assessment process

☐ Other, please specify:

2.2 Have you conducted an analysis to determine if there are remuneration gaps between women and men?

Employers need to be actively working to understand and address their pay equity and gender pay gaps. The first step in improving your organisation's pay equity and gender pay gap is to conduct your own gender pay gap analysis and understand what's driving any differentials. This could include examining pay and workforce composition by gender.

☒ Yes *(Move to questions 2.2a to 2.2c)*

☐ No *(You may explain why not, then move to question 2.3)*

- ☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)
- ☐ We don't have sufficient resources (e.g. staffing, time, costs)
- ☐ We don't know how to conduct a remuneration gap analysis
- ☐ We think this isn't relevant because salaries for employees are set by awards or industrial agreements
- ☐ We think this isn't relevant because non-award employees paid market rate
- ☐ Other, please specify:

2.2a What type of gender remuneration gap analysis has been undertaken?

(Select all that apply)

☒ Like-for-like pay gaps analysis which compares the same or similar roles of equal or comparable value to identify unequal pay

☒ A by-level gap analysis which compares the difference between women's and men's average pay within the same employee category

☒ Overall gender pay gap analysis to identify the difference between women's and men's average pay and gender composition across the whole organisation

☒ A comprehensive gender pay gap analysis, looking at base salary and total remuneration, workforce composition, talent acquisition and employee movements.

2.2b When was the most recent gender remuneration gap analysis undertaken?

(Select one option)

☒ Within the last 12 months

☐ Within the last 1–2 years

☐ More than 2 years ago but less than 4 years ago

☐ Other (provide details)

2.2c Did you take any actions as a result of your gender remuneration gap analysis?

☒ Yes *(Select all that apply)*

- ☒ Created a pay equity strategy or gender equality action plan
- ☒ Corrected instances of unequal pay
- ☒ Identified cause/s of the gaps
- ☒ Reviewed remuneration decision-making processes
- ☒ Reported results of pay gap analysis to the governing body
- ☒ Reported results of pay gap analysis to the executive
- ☒ Reported results of pay gap analysis to all employees
- ☒ Reviewed talent acquisition processes
- ☒ Reviewed and implemented performance evaluation processes to ensure no gender bias
- ☐ Developed a strategy to address workforce composition issues – e.g. attracting more underrepresented gender into specific roles
- ☐ Implemented other changes, please specify:

☐ No *(You may explain why not)*

- ☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)
- ☐ We don't have sufficient resources (e.g. staffing, time, costs)
- ☐ No unexplained or unjustified gaps identified
- ☐ We don't know how to take action on our gender pay gap
- ☐ Other, please specify:

2.3. If your organisation would like to provide additional information relating to employer action on pay equity and/or gender remuneration gaps in your workplace, please do so below.

We completed a thorough gender gap analysis as part of a mid-year remuneration review, and used this to provide targeted adjustments to address any areas of concern with regards to gender pay. This ensured we awarded appropriate increases to incrementally reduce the overall gender pay gap across the organisation. Further, during the annual remuneration review process, we conducted pay equity checks to ensure fairness and equity with decisions on salary and incentive payments (controlling for performance rating). We are aware of what is driving our absolute pay gap (higher male representation in senior P&L roles) and continue to focus on opportunities to address this theme.

Employee consultation

2.4. Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

Employee consultation is a formalised way to collect information about your employees' views on the workplace, what is working well and what could be improved. This question asks if you have consulted your employees about gender equality issues in the workplace during the reporting period.

Examples of issues can include:

- *parental leave entitlements and related processes, like keep-in-touch and return-to-work programs*
- *flexible working arrangements*
- *gender pay equity*
- *representation of women in management*
- *recruitment of women in non-traditional areas*
- *sexual harassment or discrimination.*

☒ Yes *(Move questions 2.4a and 2.4b)*

☐ No *(You may explain why not, then move to question 2.5)*

☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

☐ Other, please specify:

2.4a How did you consult employees about gender equality in the workplace?

(Select all that apply)

☒ Employee experience survey

☐ Consultative committee or group

☐ Focus groups

☒ Exit interviews

☐ Performance discussions

☐ Other, please specify:

2.4b Who did you consult?

(Select all that apply)

☒ ALL staff

☐ Women only

☐ Men only

☐ Human resources managers

☐ Management

☐ Employee representative group(s)

☐ Diversity committee or equivalent

☐ Women and men who have resigned while on parental leave

☐ Other, please specify:

2.5 Do you have formal policies and/or formal strategies in place to ensure employees are consulted and have input on issues concerning gender equality in the workplace?

All employers must answer this question, but for employers with 500 or more employees, your response is used to determine whether you meet the Gender Equality Standards and comply with the Workplace Gender Equality Act 2012 by having a policy or strategy for GEI 5, with the objective of ensuring employees are consulted and have input on issues concerning gender equality in the workplace.

☒ Yes *(Select all that apply)*

- ☐ Policy
- ☒ Strategy

☐ No *(You may indicate it is under development)*

- ☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

2.6. Did your organisation/s share last year's public report/s with employees, shareholders, members and employee organisations?

It is a requirement under sections 16, 16A and 16 B of the WGE Act for the relevant employer to:

- *inform their employees, and any shareholders and members of the employer, of the lodgement of the public report*
- *make public reports accessible to employees, shareholders and members of the employer (excluding certain information specified in section 16(3))*
- *take reasonable steps to inform employee organisations of the lodgement of the public report*
- *inform employees and employee organisations about the opportunity to comment on the report (either to the employer or WGEA)*

Only select 'Not applicable' if your organisation/s did not submit a report in the previous reporting period and/or you do not have shareholders (where relevant).

Employees	**Yes**	**No**	**Not applicable**
2.6a Did you inform employees about the lodgement of the public report?	☒	☐	☐
2.6b Did you make the public report accessible to employees?	☒	☐	☐
2.6c Did you inform employees about the opportunity to comment on the public report?	☒	☐	☐
Shareholders or members	**Yes**	**No**	**Not applicable**
2.6d Did you inform shareholders or members about the lodgement of the public report?	☒	☐	☐

2.6e Did you make the public report accessible to shareholders or members?	☒	☐	☐
Employee organisations	**Yes**	**No**	**Not applicable**
2.6f Did you take reasonable steps to inform employee organisations about the lodgement of the public report?	☐	☐	☒
2.6g Did you inform employee organisations about the opportunity to comment on the public report?	☐	☐	☒

2.7. Did the CEO or equivalent provide a copy of last year's Executive Summary and Industry Benchmark Report to the governing body?

Section 16C of the WGE Act requires the CEO of a relevant employer to provide a copy of the Executive Summary and Industry Benchmark Report to the governing body. For submission groups, this obligation attaches to each CEO or equivalent of the relevant employers included in the group.

Only select 'Not applicable' if you did not receive an Executive Summary and Industry Benchmark Report from WGEA last year.

	Yes	No	Not applicable
2.7a Executive Summary	☒	☐	☐
2.7b Industry Benchmark Report	☒	☐	☐

2.8. If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

(Free text response, 500 character limit)

Flexible Working Arrangements

Flexible working

- *A flexible work arrangement is an agreement between a workplace and an employee to change the standard working arrangement to better accommodate an employee's commitments out of work.*
- *Flexible working arrangements usually encompass changes to the hours, pattern and location of work.*
- *If flexible working arrangements are not available to your employees, you will have the opportunity to indicate why.*

3.1 Do you have a formal policy and/or formal strategy on flexible working arrangements?

All employers must answer this question, but for employers with 500 or more employees, your response is used to determine whether you meet the Gender Equality Standards and comply with the Workplace Gender Equality Act 2012 by having a policy or strategy for GEI 4, with the objective of providing effective flexible working arrangements for employees.

☒ Yes *(Select from the options below then move to question 3.1a)*

☒ Policy

☒ Strategy

☐ No *(You may indicate it is under development, then move to question 3.2)*

☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

3.1a Do the formal policies and/or formal strategies include any of the following?

(Select all that apply)

☒ A business case for flexibility has been established and endorsed at the leadership level

☒ Leaders are visible role models of flexible working

☒ Flexible working is promoted throughout the organisation

☐ Targets have been set for engagement in flexible work

☐ Targets have been set for men's engagement in flexible work

☒ Leaders are held accountable for improving take up and approval of workplace flexibility

☒ Training on flexible working and remote/hybrid teams is provided to managers

☒ Training on flexible working and remote/hybrid teams is available to all employees

☒ All employees are surveyed on whether they have sufficient flexibility

☒ The organisation's approach to flexibility is integrated into client conversations

☐ The impact of flexibility is measured and evaluated (e.g. reduced absenteeism, increased employee engagement)

☒ Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

☒ Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

☒ Flexible work offerings are available to all employees, with a default approval bias (all roles flex approach)

☐ 4-day work week/ 9-day fortnight (reduced hours with full-time pay)

☒ Management positions are designed to be able to be done part-time

☒ All team meetings are offered online

☐ The ability to job-share is incorporated into job design and advertising of new roles

☐ Other, please specify:

3.2 Do you offer any of the following flexible working options to MANAGERS and/or NON-MANAGERS in your workplace?

Flexible working option	MANAGERS	NON-MANAGERS	No
Flexible hours of work (start and finish times)	☒	☒	☐
Compressed working weeks	☒	☒	☐
Time-in-lieu	☒	☒	☐
Hybrid working (regular days worked from home and in office)	☒	☒	☐

Working fully remote (no regular days worked in office)	☒	☒	☐
Reduced hours or part-time work	☒	☒	☐
Job sharing arrangements	☒	☒	☐
Purchased leave	☒	☒	☐
Unpaid leave	☒	☒	☐
Flexible scheduling, rostering or switching of shifts	☒	☒	☐

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

Flexibility and hybrid working are firmly ingrained in GPT work practices with a wide variety of both formal and informal arrangements in place across the organisation depending on the role and circumstances. We do not set targets around the uptake of flexible and hybrid working as it is widely available and utilised. General guidance given asks that employees aim to be onsite (in offices or asset locations) for the majority of the working week but this is not policed and there are no mandated days. Employees are afforded a high degree of trust and autonomy to determine how they structure their working week to best suit their role, needs, team and stakeholders. We have not set targets for engagement in flexible working as it is widely embraced and utilised.

Employee support for parents and carers

Paid parental leave

Parental leave policies are designed to support and protect working parents around the time of childbirth or adoption of a child and when children are young. This section focuses on whether employer-funded paid parental leave is available to carers in your organisation (in addition to government-funded parental leave), and if it is, which employees have access to it and how much leave is available.

Employer-funded parental leave is typically outlined in an applicable employment award, agreement, contract or workplace policy. Entitlements may be the same for all eligible employees or may be different for some parents than others, depending on a categorisation of 'primary' and 'secondary' carer, with secondary carer's typically receiving a shorter duration of paid leave from the employer than the primary carer. Exact definitions of these terms may vary between employers or across workplace awards, agreements or contracts.

Broadly speaking, and for the purpose of answering the following questions:

Equally shared parental leave policies *offer the same type, length and conditions to employees of all genders, who require parental leave, with no distinction between primary and secondary carers.*

- *If your organisation offers this - you should answer this question with 'yes, we offer employer- funded parental leave to all genders without using the primary/secondary carer definitions.*

A ***primary carer*** *is often described as the person who most meets the child's physical care and needs, including feeding, dressing bathing and otherwise supervising the child on a daily basis.*

A ***secondary carer*** *may be the current partner of the primary carer, the other legal parent of the child or the current partner of the other legal parent of the child.*

- *If your organisation provides parental leave based on this/these definition/s – you should answer this question with 'yes, we offer employer funded parental leave (using the primary/secondary carer definitions)'. If your organisation specifically provides maternity leave and/or paternity leave, you should also answer 'yes, we offer employer funded parental leave (using the primary/secondary carer definitions)'.*

Through the ***Australian Government's paid parental leave*** *(PPL) scheme, eligible employees receive up to 22 weeks' pay at the national minimum wage. Australian Government funded parental leave pay is different and may* ***not*** *be the equivalent to employer-funded paid parental leave.*

4.1 Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?

If you do not offer any employer-funded parental leave (in addition to any government funded parental leave scheme) – you should answer 'no, we do not offer employer funded parental leave'.

☒ Yes, we offer employer-funded parental leave to all genders without using the primary/secondary carer distinction

(Answer Column A for Questions 4.1a-g. Leave Column's B & C blank)

☐ Yes, we offer employer-funded parental leave using the primary/secondary carer distinction

If selected, do you provide paid parental leave for:

☐ Primary carers

(Please answer Colum B for Questions 4.1a-g. Leave Column A blank)

☐ Secondary carers

(Please answer Column C for Questions 4.1a-6. Leave Column A blank)

If you select both primary carers and secondary carers, please answer both Column B and Column C for Questions 4.1a-g, leave Column A blank*.*

☐ No, we do not offer employer-funded parental leave (*You may explain why not, then move to question 4.2*)

☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

☐ Government scheme is sufficient

☐ Insufficient resources/expertise

Please note *that in the WGEA Employer Portal, the questions will only show for the relevant option(s) you choose in question 4.1. In the WGEA Employer Portal, questions will not be presented in tables. Please note the Question Numbers in each column reflect the question number you will see in the reporting portal.*

4.1a Please indicate whether your employer-funded paid parental leave is available to:

Please respond to the column(s) instructed in question 4.1. Select one option per column(s) you are responding to.

	Column A: Parental leave without primary/secondary carer distinction *Reporting Portal Question 4.1.1a*	**Columns B & C: Parental leave with a primary/secondary carer distinction**	
		Column B: Primary Carers *Reporting Portal Question 4.1.2a*	**Column C: Secondary Carers** *Reporting Portal Question 4.1.3a*
All, regardless of gender	☒	☐	☐
Women only	☐	☐	☐
Men only	☐	☐	☐

4.1b Please indicate whether your employer-funded paid parental leave covers:

Please respond to the column(s) instructed in question 4.1. Select all that apply per column(s) you are responding to.

	Column A: Parental leave without primary/secondary carer distinction *Reporting Portal Question 4.1.1b*	**Columns B & C: Parental leave with a primary/secondary carer distinction**	
		Column B: Primary Carers *Reporting Portal Question 4.1.2b*	**Column C: Secondary Carers** *Reporting Portal Question 4.1.3a*
Birth	☒	☐	☐
Adoption	☒	☐	☐
Surrogacy	☒	☐	☐

Stillbirth	☒	☐	☐
Fostering	☒	☐	☐

4.1c How do you pay employer-funded paid parental leave?

Please respond to the column(s) instructed in question 4.1. Select one option per column(s) you are responding to.

	Column A: Parental leave without primary/secondary carer distinction *Reporting Portal Question 4.1.1c*	**Columns B & C: Parental leave with a primary/secondary carer distinction**	
		Column B: Primary Carers *Reporting Portal Question 4.1.2c*	**Column C: Secondary Carers** *Reporting Portal Question 4.1.3c*
Paying the employee's full salary	☒	☐	☐
Paying the gap between the employee's salary and the government's paid parental leave scheme	☐	☐	☐
Other	☐ provide details:	☐ provide details:	☐ provide details:

4.1d How many weeks of employer-funded paid parental leave is available to eligible employees?

Please respond to the column(s) instructed in question 4.1.

Some employers offer different parental leave packages to certain groups of employees based on service time, occupation or worksite and/or what is stated in an applicable employment agreement or workplace policy. If this is the case, please report the lowest and highest numbers of weeks available to eligible employees. You will be asked to report on the package with the lowest number of weeks (the lowest) and the package with the highest number of weeks (highest) available to eligible employees in your workforce.

- *Please report the number of weeks of entitlements as though taken at the full-time equivalent rate.*

If there is no difference in the number of weeks in packages offered to employees, you can enter the number of weeks into the lowest row and leave the highest blank.

		Columns B & C: Parental leave with a primary/secondary carer distinction

	Column A: Parental leave without primary/secondary carer distinction *Reporting Portal Question 4.1.1d*	**Column B: Primary Carers** *Reporting Portal Question 4.1.2d*	**Column C: Secondary Carers** *Reporting Portal Question 4.1.3d*
Lowest entitlement:	*22 weeks*	*weeks*	*weeks*
Highest entitlement:	*22 weeks*	*weeks*	*weeks*

4.1e Who has access to this type of employer-funded paid parental leave?

Please respond to the column(s) instructed in question 4.1. Select all that apply per column(s) you are responding to.

	Column A: Parental leave without primary/secondary carer distinction *Reporting Portal Question 4.1.1e*	**Columns B & C: Parental leave with a primary/secondary carer distinction**	
		Column B: Primary Carers *Reporting Portal Question 4.1.2e*	**Column C: Secondary Carers** *Reporting Portal Question 4.1.3e*
Permanent Employees	☒	☐	☐
Contract/fixed term employees	☒	☐	☐
Casual employees	☐	☐	☐
Other	☐ provide details:	☐ provide details:	☐ provide details:

4.1f Do you require carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer-funded paid parental leave?

Please respond to the column(s) instructed in question 4.1. Select one option per column(s) you are responding to.

	Column A: Parental leave without primary/secondary carer distinction	**Columns B & C: Parental leave with a primary/secondary carer distinction**	
		Column B: Primary Carers	**Column C: Secondary Carers**

	Reporting Portal Question 4.1.1f	*Reporting Portal Question 4.1.2f*	*Reporting Portal Question 4.1.3f*
No qualifying period required	☒	☐	☐
Yes a qualifying period is required (please insert number of months) If yes, is the qualifying period the same as the probation period for new employees? ☐ Yes ☐ No	*months*	*months*	*months*

4.1g Do you require carers to take employer-funded paid parental leave within a certain time after the birth, adoption, surrogacy and/or stillbirth?

Please respond to the column(s) instructed in question 4.1. Select one option per column(s) you are responding to.

	Column A: Parental leave without primary/secondary carer distinction *Reporting Portal Question 4.1.1c*	**Columns B & C: Parental leave with a primary/secondary carer distinction**	
		Column B: Primary Carers *Reporting Portal Question 4.1.2g*	**Column C: Secondary Carers** *Reporting Portal Question 4.1.3g*
Anytime within 6 months	☐	☐	☐
Anytime within 12 months	☐	☐	☐
Anytime within 24 months	☒	☐	☐
Other (please specify time frame in months)	*Months*	*Month*	*Months*
No limit	☐	☐	☐

4.1h Does your organisation have an opt out approach to employer-funded paid parental leave?

An opt-out approach to parental leave for all parents assumes any employee, who is eligible to take parental leave, will take their full entitlement to provide care for their child. If they do not want to take this entitlement (in either part or full) they will connect with their manager which can prompt further discussion on options and supports for parental leave and care. This approach enhances participation by default and sends a strong signal of expectation and an active endorsement to fathers to take on a primary carer role for their children.

- *Answer **yes** if your parental leave policy and procedures do not require employee to indicate how much primary care entitlement they are taking (ie automatically defaults to maximum entitlement for either parent) with exception by application/ discussion with manager*
- *Answer **no** if your parental leave policy and procedures require employees to nominate how much of their entitlement they will take when applying for parental leave*

☐ Yes

☒ No

4.2 Do you pay superannuation contributions to your employees while they are on parental leave?

If you have employees on a defined benefits superannuation scheme, please answer yes if employees continue to accrue benefits while on the leave types suggested below.

(Select all that apply.)

☒ Yes, on employer funded primary carer's leave or equally shared parental leave (if applicable)

☐ Yes, on employer funded secondary carer's leave (if applicable)

☐ Yes, on government funded parental leave

☒ Yes, on unpaid parental leave

☐ No

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

Our Parental Support Policy includes a carer-neutral approach and 22 weeks paid leave to be taken in 1 or two periods across a 24 month period post arrival of the child. We also offer additional support such as a $10,000 Childcare Allowance and program of coaching. We also partner with leading providers in this space Parents@Work to ensure our practices continue to be contemporary and practical. In partnership with Parents@Work we offer a suite of resources through the Work + Family Hub and are also accredited as a Family Inclusive Employer.

Support for carers

4.4 Do you have formal policies and/or formal strategies to support employees with family or caring responsibilities?

All employers must answer this question, but for employers with 500 or more employees, your response is used to determine whether you meet the Gender Equality Standards and comply with the Workplace Gender Equality Act 2012 by having a policy or strategy for GEI 4, with the objective of providing support for employees with family or caring responsibilities.

A carer refers to, but is not limited to, an employee's role as the parent (biological, step, adoptive or foster) or guardian of a child, or carer of a child, parent, spouse or domestic partner, close relative, or other dependent or friend. If measures to support carers are not available to your employees, you will have the opportunity to indicate why.

☒ Yes *(Select all that apply and move to question 4.4a)*

- ☐ Policy
- ☒ Strategy

☐ No *(You may indicate it is under development, then move to question 4.5)*

- ☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

4.4a Do the formal policies and/or strategies include any of the following?

(Select all that apply)

☒ Gender inclusive language when referring to carers

☒ Support for all carers (e.g. carers of children, elders, people with disability)

☒ Paid Parental leave

☒ Flexible working arrangements and adjustments to work hours and/or location to support family or caring responsibilities

☒ Job redesign to support family or caring responsibilities

☒ Extended carers leave and/or compassionate leave

☐ Other leave available to employees with family or caring responsibilities, please specify:

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

If you offer the support mechanism at either some or all workplaces, you can select 'yes'.

Support Mechanism	Yes	No
Breastfeeding facilities	☒	☐
Information packs for those with family and/or caring responsibilities	☒	☐
Referral services to support employees with family and/or caring responsibilities	☒	☐
Coaching for employees returning to work from parental leave and/or extended carers leave and/or career breaks	☒	☐
Internal support networks for parents and/or carers	☐	☒
Targeted communication mechanisms (e.g. intranet/forums)	☒	☐
Return to work bonus (only select if this bonus is not the balance of paid parental leave)	☐	☒
Support for employees with securing care (including school holiday care) by securing priority places at local care centres (could include for childcare, eldercare and/or adult day centres)	☒	☐
Referral services for care facilities (could include for childcare, eldercare and/or adult day centres)	☒	☐
On-site childcare	☐	☒
Employer subsidised childcare	☒	☐
Parenting workshop	☒	☐
Keep-in-touch programs for carers on extended leave and/or parental leave	☒	☐
Access to counselling and external support for carers (e.g. EAP)	☒	☐

☐ Other, please specify:

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

Our employees have access to a Work + Family Hub resource in partnership with Parents@Work. This offers a range of curated resources to support family, wellbeing and career. In the family space this includes access to a Carer Marketplace tool to assist in sourcing a variety of care solutions along with access to educational materials and seminars to support all forms of caring.

Harm Prevention

Sexual harassment, harassment on the ground of sex or discrimination

For the purpose of this section, a reference to sexual harassment means sexual harassment, harassment on the ground of sex or discrimination. More information about these terms and relevant legislation can be found in the Reporting Guide.

Disclaimer

The information on the Reporting Guide is not an exhaustive description of, and should not be relied upon as advice regarding, the legal obligations attaching to employers. Employers are responsible for understanding the scope of rights and obligations attaching to employees and the workplace.

5.1 Do you have formal policies and/or formal strategies on the prevention and response to sexual harassment, harassment on the ground of sex or discrimination?

All employers must answer this question, but for employers with 500 or more employees, your response is used to determine whether you meet the Gender Equality Standards and comply with the Workplace Gender Equality Act 2012 by having a policy or strategy for GEI 6, with the objective of prevention of, and appropriate response to, sexual harassment, harassment on the ground of sex or discrimination in your workplace.

The provisions in a 'policy' and/or 'strategy' for prevention and management of sexual harassment is important for setting workplace culture and achieving a safe, respectful and inclusive workplace. Policies/Strategies alone will not prevent harassment and discrimination; however, they can help to set clear expectations, particularly about behaviours at the workplace and during work-related activities.

☒ Yes *(Select all that apply below and then move to question 5.1a)*

- ☒ Policy
- ☐ Strategy

☐ No *(You may indicate it is under development, then move to question 5.2)*

☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

5.1a Do the formal policies and/or formal strategies include any of the following?

(Select all that apply)

☒ A grievance process

☒ Definitions and examples of sexual harassment, harassment on the grounds of sex and discrimination and consequences of engaging in this behaviour

☒ The legal responsibilities of the employer to eliminate, so far as possible, sexual harassment and how it is demonstrated in the organisation

☒ Leadership accountabilities and responsibilities for prevention and response to sexual harassment

☒ Disclosure options (internal and external) and process to investigate and manage any sexual harassment

☒ Processes relating to the use of non-disclosure or confidentiality agreements

☒ Expected standard of behaviour is clearly outlined and included in recruitment and performance management processes

☒ Guidelines for human resources or other designated responding staff on confidentiality and privacy

☒ Sexual harassment risk management and how control measures will be monitored, implemented and reviewed

☒ Process for development and review of the policy, including consultation with employees, unions or industry groups

☒ Protection from adverse action based on disclosure of sexual harassment and discrimination

☒ A system for monitoring outcomes of sexual harassment and discrimination disclosure, including employment outcomes for those impacted by sexual harassment and the respondent

☒ The frequency and nature of reporting to the governing body and management on sexual harassment

☒ Manager and non-manager training on respectful workplace conduct and sexual harassment

☐ Other, please specify:

5.1b Have the policies and/or strategies been reviewed and approved in the reporting period by the Governing Body and CEO (or equivalent)?

	Yes	No
By the Governing Body	☐	☒
By the CEO (or equivalent)	☒	☐

5.2 Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

☐ Yes *(Select all that apply below and then move to question 5.2a)*

Cohort	At induction	At promotion	Annually	Multiple times a year
All managers	☒	☐	☒	☐
All non-managers	☒	☐	☒	☐
The governing body	☐	N/A	☒	☐

☐ No *(*☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

5.2a Does the training program delivered to the above groups include any of the following?

(Select all that apply)

☒ The respectful workplace conduct and behaviours expected of workers and leaders

☒ Different forms of inappropriate workplace behaviour (e.g. sexual harassment, harassment on the grounds of sex and discrimination) and its impact

☒ The drivers and contributing factors of sexual harassment

☒ Bystander training

☒ Options for reporting occurrences of sexual harassment as well as the risk of sexual harassment occurring

☒ Information on worker rights, external authorities and relevant legislation relating to workplace sexual harassment

☒ The diverse experiences of sexual harassment and the needs of different people, including women, LGBTIQ+ workers, culturally diverse workers and workers with a disability.

☒ Trauma-informed management and response to disclosures

☒ Self-care and vicarious trauma training for employees, witnesses and responding staff

☒ Responding to employees who engage in harassment or associated behaviours

☐ Other, please specify:

5.3 Does the governing body and/or CEO or equivalent explicitly communicate their expectations on safety, respectful and inclusive workplace conduct? If yes, when?

Culture is set and role modelled by leaders – leaders should promote an organisation that is respectful, safe and inclusive, and should be backed up by action.

Examples of communication could include:

- *regular agenda items at meetings between the governing body and CEO or equivalent*
- *Statements from the governing body or CEO in annual reports*
- *Statements at events or prior to large events (such as after-hours work functions or conferences)*
- *Regular email communication to staff*

Members of the governing body

☐ Yes *(When or how frequently are expectations communicated to your employees, select all that apply)*

☐ new staff at induction

☐ annual

☐ more often than annually

☐ Other, please specify:

☒ No

Chief Executive Officer or equivalent

☒ Yes *(When and/or how frequently are expectations communicated to your employees, select all that apply)*

☐ at staff inductions

☐ when staff are promoted

☒ ahead of big events (e.g. functions, conferences) or at internal launches (e.g. at the launch of a new strategy)

☐ annually

☒ more often than annually

☒ Other, please specify: Either our CEO or Chief People Officer will communicate about expectations of behaviour at different intervals during the year including in relation to culture and employee surveys and key organisational events. This is done verbally in All Staff meetings and through email communications.

☐ No

5.4 Does your risk management process include any of the following?

Sexual harassment is a workplace hazard that is known to cause psychological and physical harm. Managing the risks of sexual harassment should be part of your approach to work health and safety. For more information about sexual harassment as a work health and safety risk, please refer to Safe Work Australia's guidance on preventing workplace sexual harassment or your applicable Commonwealth, State or Territory WHS regulatory body.

☒ Yes *(Select all that apply, then move to question 5.4a)*

- ☒ Identification and assessment of the specific workplace and industry risks of sexual harassment
- ☒ Control measures to eliminate or minimise the identified drivers and risks for sexual harassment so far as reasonably practicable
- ☒ Regular review of the effectiveness of control measures to eliminate or minimise the risks of sexual harassment
- ☒ Consultation on sexual harassment risks and mitigation with staff and other relevant stakeholders (e.g. people you share premises with)
- ☒ Reporting to leadership on workplace sexual harassment risks, prevention and response, incident management effectiveness and outcomes, trend analysis and actions
- ☒ Identification, assessment and control measures in place to manage the risk of vicarious trauma to responding staff
- ☐ Other, please specify:

☐ No, none of the above are included in our risk management process *(Move to Question 5.5)*

5.4a What actions/responses have been put in place as part of your workplace sexual harassment risk management process?

(Select all that apply)

☒ Make workplace adjustments

☒ Change or develop new control measures

☒ Undertake and act on a culture audit of the relevant business or division

☒ Train people managers in prevention of sexual harassment

☒ Train identified contact officers

☒ Train staff on mitigation and control measures

☐ Implement other changes, please specify:

☐ None of the above responses have been put in place as part of our workplace sexual harassment risk management. You may specify why:

5.5 What supports are available to support employees involved in and affected by sexual harassment?

(Select all that apply)

☒ Trained, trauma-informed support staff/contact officers

☒ Confidential external counselling (E.g. EAP)

☒ Information provided to all employees on external support services available

☐ Union/worker representative support throughout the disclosure process and response

☒ Reasonable adjustments to work conditions

☐ Other, please describe:

☐ None of the above (You may specify why)

5.6 What options does your organisation have for employees who wish to disclose or raise concerns about incidents relating to sexual harassment or similar misconduct?

Disclosure refers to a formal or informal complaint of workplace sexual harassment. (Select all that apply)

☒ Process for disclosure to human resources or other designated responding staff

☒ Process for disclosure to confidential/ethics hotline or similar

☐ Process for disclosure to union/worker representative

☒ Process to disclose after their employment has concluded

☒ Process to disclose anonymously

☒ Special procedures for disclosures about organisational leaders and board members

☒ Process for workers to identify and disclose potential risks of sexual harassment, without a specific incident occurring

☐ Other, please specify:

☐ None of the above (You may specify why)

5.7 Does your organisation collect data on sexual harassment in your workplace, if yes, what do you collect?

☒ Yes *(Select all that apply)*

- ☒ Number of formal disclosures or complaints made in a year
- ☒ Number of informal disclosures or complaints made in a year
- ☒ Anonymous disclosures through a staff survey
- ☒ Gender of the complainant/aggrieved or victim
- ☒ Gender of the accused or perpetrator
- ☒ Outcomes of investigations
- ☐ Other, please specify:

☐ No

5.8 Does your organisation report on sexual harassment to the governing body and executive (CEO & KMP) and how frequently?

Sexual harassment should be monitored by governing bodies and management. Reports may include prevalence risks, and nature of workplace sexual harassment; organisational action taken to prevent and respond to sexual harassment; outcomes and effectiveness of responses, including consequences for respondents; and analysis of trends and data in the workplace and broader industry.

Governing Body

☒ Yes

(Select one option)

- ☐ At every meeting
- ☒ Multiple times per year
- ☐ Annually
- ☐ As required

☐ No

CEO or equivalent

☒ Yes

(Select one option)

☐ At every meeting

☒ Multiple times per year

☐ Annually

☐ As required

☐ No

Key Management Personnel

☒ Yes

(Select one option)

☐ At every meeting

☒ Multiple times per year

☐ Annually

☐ As required

☐ No

5.8a Do your reports on sexual harassment to governing body and CEO include any of the following?

(Select all that apply)

☒ Identified risks of workplace sexual harassment

☒ Prevalence of workplace sexual harassment

☒ Nature of workplace sexual harassment

☒ Analysis of sexual harassment trends

☒ Organisational action to prevent and respond to sexual harassment

☒ Outcome of reports of sexual harassment

☒ Consequences for perpetrators of sexual harassment

☒ Effectiveness of response to reports of sexual harassment

☒ Use of non-disclosure agreements or confidentiality clauses

☐ Performance against the seven standards outlined by the Human Rights Commission for complying with the positive duty

☐ Other, please specify:

5.9 If your organisation would like to provide additional information relating to measures to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination, please do so below.

Since 2023 GPT has had a Behavioural Conduct Committee in place. This is comprised of our Head of Office, General Counsel, Chief People Officer and Head of Governance. This body is tasked with ensuring GPT meets it's positive duty obligations with respect to the Respect@Work legislation, including in how we mitigate, identify and handle sexual harassment matters through robust policy and process and the appropriate trauma informed handling of any allegations and cases.

Family or domestic violence

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

This question asks if you have a formal policy or strategy to support employees experiencing this kind of violence. If you answer yes, you will either have a standalone formal policy or strategy, or include this item in another formal policy or strategy.

Family or domestic violence generally refers to violent, abusive or intimidating behaviour from a partner, carer or family member to coerce, control, dominate or instil fear. It can be physical, emotional, psychological, financial, sexual or another type of abuse. If measures to support employees experiencing family or domestic violence are not available in your organisation, you will have the opportunity to indicate why.

☒ Yes *(Select all that apply)*

- ☒ Policy
- ☐ Strategy

☐ No *(You may indicate if it is under development)*

- ☐ Currently under development (Enter estimated completion date: DD/MM/YYYY)

5.11 Do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

Type of support *(Select all that apply)*

Protection from any adverse action or discrimination based on the disclosure of domestic violence	☒
Confidentiality of matters disclosed	☒
Training of key personnel	☒
Flexible working arrangements	☒
Workplace safety planning	☒
Employee assistance program (including access to psychologist, chaplain or counsellor)	☒
Referral of employees to appropriate domestic violence support services for expert advice	☒
Provision of financial support (e.g. advance bonus payment or advanced pay)	☒
A domestic violence clause is in an enterprise agreement or workplace agreement	☐
Access to medical services (e.g. doctor or nurse)	☐
Offer change to office location	☒
Emergency accommodation assistance	☒

☐ Other, please specify:

5.12 Do you have the following types of leave in place to support employees who are experiencing family or domestic violence?

Access to paid domestic violence leave

There is an employee entitlement to 10-days paid family and domestic violence leave as a National Employment Standard under the Fair Work Act 2009. If you only offer 10 days of paid family and domestic violence leave as a National Employment Standard – you should answer 'yes'. If you offer both 10 days of paid family and domestic violence leave as a National Employment Standard and additional paid family or domestic violence leave – you should also answer 'yes'.

☒ Yes

Is it unlimited?

☒ Yes

☐ No

If it is not unlimited, how many days of paid family and domestic violence leave are provided?

(Enter number of days inclusive of the employee entitlement of 10 days of paid family and domestic violence leave in the National Employment Standards. If you only offer 10 days of paid family and domestic violence leave in the National Employment Standards, enter '10'.)

Please specify the number of days:

Do you offer paid family and domestic violence leave by negotiation or as needed?

☐ Yes

☐ No

☐ No, we do not offer paid family and domestic violence leave

Access to unpaid domestic violence leave

☒ Yes

Is it unlimited?

☒ Yes

☐ No

If it is not unlimited, how many days of unpaid family and domestic violence leave are provided? Please specify the number of days:

Do you offer unpaid family and domestic violence leave by negotiation or as needed?

☐ Yes

☐ No

☐ No, we do not offer unpaid family and domestic violence leave

5.13 If your organisation would like to provide additional information relating to family and domestic violence affecting your employees, please do so below.

(Free text response, 500 character limit)