

Workplace Profile Table

Industry: Medical and Other Health Care Services

Occupational category	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees*
		F	M	F	M	
Managers	Full-time permanent	4	5	0	0	9
	Full-time contract	1	0	0	0	1
	Part-time permanent	11	1	0	0	12
	Part-time contract	4	1	0	0	5
Professionals	Full-time permanent	18	7	0	0	25
	Full-time contract	13	2	0	0	15
	Part-time permanent	78	9	0	0	87
	Part-time contract	41	6	0	0	47
	Casual	115	120	0	0	235
Technicians And Trades Workers	Full-time permanent	0	4	0	0	4
Community And Personal Service Workers	Full-time permanent	10	9	0	0	19
	Full-time contract	6	3	0	0	9
	Part-time permanent	20	2	0	0	22
	Part-time contract	13	2	0	0	15
	Casual	3	0	0	0	3
Clerical And Administrative Workers	Full-time permanent	4	0	0	0	4
	Full-time contract	3	0	0	0	3
	Part-time permanent	16	1	0	0	17
	Part-time contract	14	0	0	0	14
	Casual	10	0	0	0	10

* Total employees includes Gender X

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Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total
CEO	0	Full-time contract	1	0	1
KMP	-1	Full-time permanent	0	2	2
		Part-time permanent	1	0	1
SM	-2	Full-time permanent	4	3	7
		Part-time permanent	3	2	5
		Part-time contract	1	0	1
OM	-3	Full-time permanent	6	1	7
		Part-time permanent	15	0	15
		Part-time contract	4	1	5
		Casual	1	0	1
	Null	Full-time permanent	26	19	45
		Full-time contract	22	5	27
		Part-time permanent	106	11	117
		Part-time contract	67	8	75
		Casual	127	120	247

Workforce Management Statistics Table

Industry: Medical and Other Health Care Services

Question	Contract Ty..	Employment..	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	2	2	4
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	8	0	8
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	1	2
			Non-managers	7	3	10
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	11	2	13
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1	0	1
			Managers	2	0	2
			Non-managers	10	5	15
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	17	2	19
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	3	0	3
			Non-managers	15	3	18
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	6	0	6
			Non-managers	35	5	40
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	11	2	13
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	5	6	11
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	9	4	13
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	9	1	10
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	14	2	16
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	8	2	10

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Medical and Other Health Care Services

Question	Contract Ty..	Employment..	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	10	2	12
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	0	3
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	1	3
			Non-managers	9	1	10
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	2	0	2
			Non-managers	11	6	17
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	15	8	23
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	3	0	3
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	1	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	1	1
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Medical and Other Health Care Services

Question	Contract Ty..	Employment..	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X

2020 - 21 Compliance Program

Submitted by:

**Hunter Primary Care Ltd
(ABN:27061783015)**



#Workplace overview

Policies and strategies

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

...Recruitment	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Retention	No(<i>Select all that apply</i>)
...No	Not a priority
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Promotions	No(<i>Select all that apply</i>)
...No	Not a priority
...Talent identification/identification of high potentials	No(<i>Select all that apply</i>)
...No	Not a priority
...Succession planning	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Key performance indicators for managers relating to gender equality	No(<i>Select all that apply</i>)
...No	Not aware of the need

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(Select all that apply)	
...Yes	Policy

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

Governing bodies

Hunter Primary Care Ltd

1: Does this organisation have a governing body?	Yes(<i>Provide further details on the governing body(ies) and its composition</i>)
1.1: What is the name of your governing body?	Hunter Primary Care Limited
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair	

position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	2
...Male (M)	5
...Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No(<i>Select all that apply</i>)
1.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	

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

#Action on gender equality

Gender pay gaps

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

Yes(*Select all that apply*)

...Yes

Policy

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

No(*Select all that apply*)

...No

Not aware of the need

2: Did your organisation receive JobKeeper payments?

Yes

2.1: Please indicate which months in the reporting period your organisation received JobKeeper payments:

No

.. April 2020

...May 2020

No

...June 2020

Yes

...July 2020

Yes

...August 2020

Yes

...September 2020

Yes

...October 2020

Yes

...November 2020

Yes

...December 2020

Yes

...January 2021

No

...February 2021

No

...March 2021

No

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

14-Mar-2021

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

Employer action on pay equity

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

No(*Select all that apply*)

...No

Other (provide details)

...Other (provide details)

Has not been completed

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

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?

No(*Select all that apply*)

...No

Not aware of the need

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

#Employee work/life balance

Flexible working

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

Yes(*Select all that apply*)

...Yes

Policy

...Flexible working is promoted throughout the organisation

Yes

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available
Informal options are available

...Compressed working weeks

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Time-in-lieu

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available
Informal options are available

...Telecommuting (e.g. working from home)

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Part-time work

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Job sharing

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Carer's leave

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Purchased leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available

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

Yes

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

Yes, ALL managers

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

Yes, for both women and men

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

#Employee support

Paid parental leave

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

Yes, we offer employer funded parental leave (using the primary/secondary carer definition)

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?

Yes(*Please indicate how employer funded paid parental leave is provided to the primary carers.*)

1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:

All, regardless of gender

1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:

Birth
Adoption
Stillbirth

1.1.c: How do you pay employer funded paid parental leave to primary carers?

Paying the employee's full salary

1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?

No

1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?

14

1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?

71-80%

1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?

Yes(*Please indicate how employer funded paid parental leave is provided to the secondary carers.*)

1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:

All, regardless of gender

1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:

Birth
Adoption
Stillbirth

1.2.c: How do you pay employer funded paid parental leave to secondary carers?

Paying the employee's full salary

1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	No
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	2
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	70-80%

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

Support for carers

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

Yes(Select all that apply)

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

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

...No	Not aware of the need
...Targeted communication mechanisms (e.g. intranet/forums)	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Support in securing school holiday care	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Coaching for employees on returning to work from parental leave	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not aware of the need
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Other (provide details)	No

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

Sex-based harassment and discrimination

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

Yes(*Select all that apply*)

...Yes	Policy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

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

...All managers	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction At least annually
...All employees	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction At least annually

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

Family or domestic violence

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

Yes(*Select all that apply*)

...Yes

Policy

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

...Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

...Training of key personnel

No(*Select all that apply*)

...No

Not a priority

...A domestic violence clause is in an enterprise agreement or workplace agreement

Yes

...Workplace safety planning

Yes

...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

No(*Select all that apply*)

...No

Not aware of the need

...Access to unpaid leave

Yes

...Confidentiality of matters disclosed

Yes

...Referral of employees to appropriate domestic violence support services for expert advice

Yes

...Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

...Flexible working arrangements

Yes

...Provision of financial support (e.g. advance bonus payment or advanced pay)

Yes

...Offer change of office location

Yes

...Emergency accommodation assistance

No(*Select all that apply*)

...No

Not a priority

...Access to medical services (e.g. doctor or nurse)

No(*Select all that apply*)

...No

Not a priority

...Other (provide details)

No(*Select all that apply*)

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