

# Workplace Profile Table

Industry: All Industries

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	13	5	0	0	18
	Full-time contract	4	0	0	0	4
	Part-time permanent	11	2	0	0	13
	Part-time contract	4	1	0	0	5
Professionals	Full-time permanent	13	7	0	0	20
	Full-time contract	6	5	0	0	11
	Part-time permanent	50	6	0	0	56
	Part-time contract	31	3	0	0	34
	Casual	87	107	0	0	194
Community And Personal Service Workers	Full-time permanent	11	5	0	0	16
	Full-time contract	5	3	0	0	8
	Part-time permanent	10	2	0	0	12
	Part-time contract	8	2	0	0	10
Clerical And Administrative Workers	Full-time permanent	5	0	0	0	5
	Full-time contract	4	0	0	0	4
	Part-time permanent	23	0	0	0	23
	Part-time contract	21	0	0	0	21
	Casual	16	0	0	0	16

\* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

\*\* Total employees includes Gender X

# Workplace Profile Table

Industry: All Industries

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	3	3	6
		Full-time contract	1	0	1
		Part-time permanent	3	1	4
OM	-1	Full-time permanent	2	0	2
	-2	Part-time contract	1	0	1
	-3	Full-time permanent	7	0	7
		Full-time contract	2	0	2
		Part-time permanent	2	1	3
		Part-time contract	2	0	2

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Medical and Other Health Care Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Non-managers	1		1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Non-managers	8		8
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1		1
			Non-managers	4	2	6
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	3		3
			Non-managers	4	2	6
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	1	3
			Non-managers	11	8	19
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Non-managers	27	2	29
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2		2
			Non-managers	26	7	33
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	8		8
			Non-managers	43	8	51
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Non-managers	16	2	18
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	9	6	15
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	12	2	14
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	15	3	18
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	2	0	2
			Non-managers	21	5	26
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	14	2	16

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Medical and Other Health Care Services

Question	Contract Type	Employment Type	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	2	2	4
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	4	0	4
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	4	1	5
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	0	3
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	13	6	19
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	2	0	2
			Non-managers	4	0	4
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	1	2
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	5	1	6
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
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	1	0	1
		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	0	0	0
			Non-managers	0	1	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
	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 Type	Employment Type	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	1	0	1
		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	0	0	0
			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



## 2021 - 22 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	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Succession planning	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Training and development	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...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
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4: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

4: 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 Board of Directors

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	
...Male	1
...Non-binary	0
...Members	
...Female	2
...Male	5
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes( <i>Select all that apply</i> )
	Policy
1.5: Has a target been set to increase the representation of women on this governing body?	No( <i>Select all that apply</i> )
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	No
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

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

Salaries set by awards/industrial or workplace agreements  
Not aware of the need

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

1-Mar-2022

3: Does your organisation publish its organisation-wide gender pay gap?

4: Do you give WGEA permission to publicly publish your organisation-wide gender pay gap?

No

5: 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

Insufficient resources/expertise  
Salaries set by awards/industrial or workplace agreements  
Non-award employees paid market rate  
Not a priority

2: For organisations with partnership structures: Have you undertaken a gender remuneration gap analysis ('gender pay gap analysis') in the current reporting period to determine if there are any remuneration gaps between women partners and men partners in your organisation?

3: 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 during the reporting period?

No(*Select all that apply*)

...No

Not aware of the need  
Not needed (provide details why)

...Not needed (provide details why)	All employees afforded the same opportunities in relation to selection, promotion, leave (incl. paid parental leave) irrespective of gender identity
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2: Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No
...No
Not a priority

3: On what date did your organisation share your previous year's public reports with employees?

15-Jul-2021
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4: Does your organisation have shareholders?

No
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5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

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

# #Flexible work

## Flexible working

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

Yes(*Select all that apply*)

...Yes	Policy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Targets have been set for men's engagement in flexible work	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Leaders are held accountable for improving workplace flexibility	No( <i>Select all that apply</i> )
...No	Not a priority
...Manager training on flexible working is provided throughout the organisation	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Information and explanation rather than training is provided together with support from HR Team
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	Yes
...Employees are surveyed on whether they have sufficient flexibility	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Information obtained via culture survey, staff consultative group and manager feedback
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No( <i>Select all that apply</i> )
...No	Other (provide details)

...Other (provide details)	Somewhat monitored via exit interviews, stay interviews and 2-yearly culture survey.
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No( <i>Select all that apply</i> )
...No	Not aware of the need

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

...Flexible hours of work	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 Informal options are available
...Compressed working weeks	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 Informal options are available
...Time-in-lieu	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 Informal options are available
...Telecommuting (e.g. working from home)	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 Informal options are available
...Part-time work	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
...Job sharing	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
...Carer's 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
...Purchased leave	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Not a priority
...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: Has your organisation implemented an 'all roles flex' approach to flexible work?

No

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Yes, for both women and men

6: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?

Employee performance is measured by performance and not presenteeism  
Other(*Provide details*)

...Other	Some meetings all online, and some hybrid with some participants present while others dial in remotely
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7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on your workplace, please do so below.

In the process of shifting mindset to all roles flex approach.

# #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( <i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i> )
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
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?	Yes, on employer funded parental leave
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?	61-70%
1.1.g: Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.1.g.1: How long is the qualifying period?	12
1.1.h: Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Yes
1.1.h: Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Within 12 months
.. Yes	

1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes( <i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i> )
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
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?	Yes, on employer funded parental leave
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?	60-70%
1.2.g: Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.2.g.1: How long is the qualifying period?	12
1.2.h: Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Yes
1.2.h: Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Within 6 months
.. Yes	

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.

Our secondary carer's can become the primary carer to access paid primary carer's leave during the first 12 months, i.e. can take 2 weeks as secondary carer and then later, take another 12 weeks as primary carer with a maximum of 14 weeks paid.

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

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( You may specify why the above support mechanism is not available to your employees.)

...No

Not aware of the need

...Support in securing school holiday care

No( You may specify why the above support mechanism is not available to your employees.)

...No

Not aware of the need

...Coaching for employees on returning to work from paid parental leave

No( You may specify why the above support mechanism is not available to your employees.)

...No

Not a priority

...Parenting workshops targeting mothers

No( You may specify why the above support mechanism is not available to your employees.)

...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( <i>Select all that apply</i> )	
...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( <i>Select all that apply</i> )	
...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	Yes
...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( <i>Is the leave period unlimited?</i> )
...Yes	No
: How many days of paid domestic violence leave (contained in an enterprise/workplace agreement) are provided?	5
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes( <i>Is the leave period unlimited?</i> )
...Yes	Yes
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...Access to unpaid leave	Yes( <i>Is the leave period unlimited?</i> )
...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( <i>Select all that apply</i> )
...No	Not aware of the need
...Access to medical services (e.g. doctor or nurse)	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Other (provide details)	No

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

Employees have access to 5 days paid DV leave per anniversary year.

# #Diversity and inclusion

## Voluntary section

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

Yes(Select all that is covered.)

...Yes

Aboriginal and/or Torres Strait Islander identity  
Cultural and/or language and/or race/ethnicity  
background  
Disability and/or accessibility  
Sexual orientation  
Gender identity  
Age

2: Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?

Yes

...If this data can be shared and is not confidential, please complete the below table:

...Aboriginal and/or Torres Strait Islander  
Managers .. Female

0

...Aboriginal and/or Torres Strait Islander  
Managers .. Male

0

...Aboriginal and/or Torres Strait Islander  
Managers .. Non-binary

0

...Aboriginal and/or Torres Strait Islander  
Non-managers .. Female

6

...Aboriginal and/or Torres Strait Islander  
Non-managers .. Male

7

...Aboriginal and/or Torres Strait Islander  
Non-managers .. Non-binary

0

3: Do you currently collect data on any of the following dimensions of employees' identities?