

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	5	4	0	0	9
	Full-time contract	2	0	0	0	2
	Part-time permanent	12	2	0	0	14
	Part-time contract	2	0	0	0	2
Professionals	Full-time permanent	17	10	0	0	27
	Full-time contract	6	6	0	0	12
	Part-time permanent	85	8	0	0	93
	Part-time contract	36	6	0	0	42
	Casual	89	98	0	0	187
Technicians And Trades Workers	Full-time permanent	0	5	0	0	5
Clerical And Administrative Workers	Full-time permanent	9	0	0	0	9
	Full-time contract	3	0	0	0	3
	Part-time permanent	24	0	0	0	24
	Part-time contract	18	1	0	0	19
	Casual	13	0	0	0	13

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

** Total employees includes Non-binary

Workplace Profile Table

Industry: Medical and Other Health Care Services

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time contract	1	0	1
KMP	Full-time permanent	0	2	2
GM	Full-time permanent	2	0	2
	Full-time contract	1	0	1
SM	Full-time permanent	1	2	3
	Part-time permanent	3	1	4
OM	Full-time permanent	2	0	2
	Part-time permanent	9	1	10
	Part-time contract	2	0	2

* Total employees includes Non-binary



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	Managers	3	0	3
			Non-managers	4	2	6
		Fixed-Term Contract	Managers	0	0	0
			Non-managers	1	2	3
	Part-time	Permanent	Managers	3	0	3
			Non-managers	10	2	12
		Fixed-Term Contract	Managers	4	1	5
			Non-managers	10	0	10
	N/A	Casual	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	Non-managers	5		5
		Fixed-Term Contract	Non-managers	8	3	11
	Part-time	Permanent	Managers	3		3
			Non-managers	15	4	19
		Fixed-Term Contract	Managers	4		4
			Non-managers	57	8	65
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	2		2
			Non-managers	10	6	16
		Fixed-Term Contract	Non-managers	4	2	6
	Part-time	Permanent	Managers	1		1
			Non-managers	21	0	21
		Fixed-Term Contract	CEO, KMPs, and HOBs	1		1
			Non-managers	16	0	16
	N/A	Casual	Non-managers	20	1	21

* Total employees includes Non-binary

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	Managers	4	1	5
			Non-managers	10	4	14
		Fixed-Term Contract	Non-managers	3	3	6
	Part-time	Permanent	Managers	3	1	4
			Non-managers	19	3	22
		Fixed-Term Contract	Non-managers	15	2	17
	N/A	Casual	CEO, KMPs, and HOBs		1	1
			Non-managers	15	10	25
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	2		2
			Non-managers	5	2	7
		Fixed-Term Contract	Non-managers	1		1
	Part-time	Permanent	Managers	3	1	4
			Non-managers	3		3
		Fixed-Term Contract	Non-managers	3		3
	N/A	Casual	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	Managers	0		0
			Non-managers	0	1	1
		Fixed-Term Contract	Managers	0		0
			Non-managers	0	1	1
	Part-time	Permanent	Managers	0		0
			Non-managers	0		0
		Fixed-Term Contract	Managers	0		0
			Non-managers	0		0
	N/A	Casual	Managers	0		0
			Non-managers	0		0

* Total employees includes Non-binary

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	Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	Managers	0	0	0
			Non-managers	1	0	1

* Total employees includes Non-binary



Australian Government



**Workplace
Gender Equality
Agency**



Submitted By:

Hunter Primary Care Ltd 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

Policy

Retention: No

Other

Other: Strategies are in place that address retention but it is not a formal retention strategy

Performance management processes: Yes

Policy

Promotions: No.

Not a priority

Talent identification/identification of high potentials: YesPolicy

Succession planning: Yes

Policy; Strategy

Training and development: Yes

Policy; Strategy

Key performance indicators for managers relating to gender equality: NoNot aware of the need

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

YesPolicy

3. Does your organisation have any of the following targets to address gender equality in your workplace?

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

Governing Bodies

Organisation: Hunter Primary Care Ltd

1.Name of the governing body: Board of Directors

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary

3	4	0
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4. Formal section policy and/or strategy: No

Selected value: Do not have control over governing body/appointments

Details why there is no control over governing body/appointments: Directors elected by membership

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

Enter maximum length of term [in years]:

For the Chair: 12

For the Members: 12

6. Target set to increase the representation of women: No

Selected value:

Do not have control over governing body/appointments

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value: Not a priority

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

Yes

Aboriginal and/or Torres Strait Islander identity

9. Do you collect data on any of the following dimensions of the identities of members of this organisation's governing body?

Yes, Aboriginal and/or Torres Strait Islander identity

This data can be shared publicly or internally by the employer

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

#Action on gender equality

Gender Pay Gaps

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

No

Salaries set by awards/industrial or workplace agreements

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

07/03/2023

3. *Voluntary question:* Does your organisation publish its organisation-wide gender pay gap?

No

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 equality

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

Salaries for SOME employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)Not aware of the need

2. For organisations with partnership structures: Have you undertaken a gender remuneration gap analysis ('gender pay gap analysis') in the current reporting

Date Created: 20-06-2023

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 Not aware of the need; Other

Other Details: Company paid parental leave entitlements were a subject of consultation and negotiation during the development of the current enterprise agreement in 2021.

2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

Not aware of the need

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Yes

Date: 19/05/2022

Shareholder:

Yes

Date: 19/05/2022

4. Have you shared previous Executive Summary and Industry Benchmark reports with the governing body?

Yes

5. 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

Date Created: 20-06-2023

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

Yes

Policy

1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

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

Yes

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

No

Not aware of the need

Employees are surveyed on whether they have sufficient flexibility

No

Other: Wellbeing and culture surveys touch on flexibility - specific flexibility survey not required

Employee training is provided throughout the organisation

Yes

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

Estimated Completion Date:

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Not aware of the need

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

No

Not aware of the need; Other

Other: Flexibility requests reported to the CEO

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

No

Not aware of the need

Leaders are held accountable for improving workplace flexibility

No

Not a priority

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

No

Other: Training is addressed by the People & Culture Team via one on one and team meetings as required

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

No

Team-based training is provided throughout the organisation

No

Other: Discussed at team meetings as required

Other: No

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

Carer's leave: Yes

SAME options for women and men Formal options are available; Informal options are available

Compressed working weeks: Yes

SAME options for women and men Formal options are available; Informal options are available

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Flexible hours of work: Yes

SAME options for women and men Formal options are available; Informal options are available

Job sharing: Yes

SAME options for women and men

Formal options are available

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: No

Not a priority

Remote working/working from home: Yes

SAME options for women and men

Time-in-lieu: Yes

SAME options for women and men

Formal options are available; Informal options are available

Unpaid leave: Yes

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. **Voluntary question: Has your organisation implemented an 'all roles flex' approach to flexible work?**

Yes

5. **Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**

Yes, women and men

6. **Voluntary question: 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

Other: In person attendance at some meetings is required but where appropriate, hybrid options are available.

7. **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 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

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?

51-60%

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

How long is the qualifying period (in months)?

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

Within 12 months

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

Yes

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

Date Created: 20-06-2023

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?

51-60%

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

How long is the qualifying period (in months)?

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

Within 12 months

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.

<p>Our FT and PT staff may request primary carer leave subsequent to availing of the secondary carer leave, i.e. they may become the primary carer and access another 12 weeks of paid parental leave - maximum combined primary and secondary carer leave is 14 weeks.</p>

Support for carers

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

Yes

Policy

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

2.1. Employer subsidised childcare

No

2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No

Not aware of the need

2.3. Breastfeeding facilities

No

Not aware of the need

2.4. Childcare referral services

No

Not aware of the need

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

No

2.6. Targeted communication mechanisms (e.g. intranet/forums)

No

2.7. Internal support networks for parents

No

2.8. Information packs for new parents and/or those with elder care responsibilities

No

2.9. Parenting workshops targeting fathers

No

2.10. Parenting workshops targeting mothers

No

2.11. Referral services to support employees with family and/or caring responsibilities

No

2.12. Support in securing school holiday care

No

Not aware of the need

2.13. On-site childcare

No

Not aware of the need

2.14. Other details: No

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

Other leave measures

1. Voluntary question: Do you provide employees paid leave for any of the following (in addition to personal/sick leave)?

Sexual harassment, harassment on the grounds of sex and discrimination

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex and discrimination?

Yes

Policy

- 1.1 Voluntary question: Is this a standalone policy or strategy?

No

- 1.2 Voluntary question: How frequently is the policy and/or strategy reviewed and approved by the governing body or the CEO or equivalent?

Reviewed by the governing body

Every one-to-two years

Reviewed by the CEO

Every one-to-two years

- 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

- 1.4 Voluntary question: Does your policy and/or strategy include any of the following?

Date Created: 20-06-2023

A statement on the positive duty of the employer to provide a safe workplace, free of sexual harassment; Leadership accountabilities and responsibilities for prevention and response to sexual harassment; Expectations of manager and non-manager training on respectful workplace conduct and sexual harassment; Process to disclose, investigate and manage any sexual harassment; Expectations of safety, respect and inclusive conduct in recruitment materials, contracts and performance management; Guidelines for human resources or other designated responding staff on confidentiality and privacy; Inclusive and respectful behaviour is part of regular performance evaluation; How risks will be identified and assessed, 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

Provide Details:

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

All Managers:

Yes

At induction

Annually

Voluntary question: All Non-Managers

Yes

At induction

Annually

Voluntary question: Governing Body

No

Not aware of the need

Voluntary question: Other people in the workplace(e.g. contractors, consultants, volunteers, interns)

Yes

At induction

2.1 Voluntary question: Does the training delivered to the above groups include any of the following?

Respectful workplace conduct; What sexual harassment, harassment on the grounds of sex and discrimination means; The drivers and contributing factors of sexual harassment, harassment on the grounds of sex and discrimination; The impacts of sexual harassment, harassment on the grounds of sex and discrimination; Roles and responsibilities of everyone in the workplace for prevention and response, including for bystanders; Internal processes and 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; How to manage and respond to disclosures

3. Voluntary question: Does the governing body and CEO or equivalent explicitly communicate their expectations on safety, respectful and inclusive workplace conduct? If yes, when?

Members of the governing body

No

Chief Executive Officer or equivalent

Yes

The CEO or equivalent has made explicit the expectation of line managers in communicating on respectful workplace behaviour; Explicit communications occur ahead of big events (e.g. the Christmas party, conferences) or at internal launches (e.g. at the launch of a new strategy)

4. Voluntary question: Does your workplace health and safety risk management process include any of the following?

Other (please specify)

Provide Details: Our risk assessment and reporting process identifies and covers all forms of inappropriate behaviour more generally, e.g. bullying/harassment.

4.1 Voluntary question: What actions/responses have been put in place as part of your risk management process?

Undertake a culture audit of the relevant business or division; Train people managers in prevention of sexual harassment

5. Voluntary question: From the following list, what do you provide to support workers involved in and affected by sexual harassment?

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Internal support from human resources or other designated staff trained on sexual harassment management; Confidential external professional counselling available without referral from the organisation (E.g. EAP); Information provided to workers on external support services available; Union/worker representative support throughout the disclosure process and response; Other (Please specify)

Provide Details: There have never been any reports of sexual harassment.

Inappropriate behaviour is minimal but, when it occurs, is usually perceived as bullying or harassment.

6. Voluntary question: From the following list, what options does your organisation have for workers who wish to disclose or raise concerns about incidents relating to sexual harassment or similar misconduct?

Process for disclosure to human resources or other designated responding staff; Special procedures for disclosures about organisational leaders and board members; Option to provide the outcomes of an investigation, including any actions taken in response, to the affected worker/s; Process for workers to identify and disclose potential risks of sexual harassment, without a specific incident occurring

Provide Details:

7. Voluntary question: Does your organisation collect data on sexual harassment in your workplace, if yes, what do you collect?

No

7.1 Voluntary question: Has your organisation reported prevalence data publicly during the reporting period?

8. Voluntary question: Does your organisation report on sexual harassment to the governing body and management (CEO, KMP, HOB) and how frequently?

Governing Body: Yes

At every governing body meeting; Other

Provide details: Reports are related to all forms of inappropriate behaviour through our hazard/incident reporting process but not specifically about sexual harassment.

Management: Yes

Multiple times a year; Other

Provide details: CEO receives the same reports as Board of Directors

8.1 Voluntary question: Do your reports on sexual harassment to governing body and management include any of the following?

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

<p>There have never been any claims of sexual harassment. Any claims of inappropriate behaviour are rare but tend to be related to perceived bullying/harassment.</p>

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

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?

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

Yes

Confidentiality of matters disclosed

Yes

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

Yes

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

Yes

Emergency accommodation assistance

No

Not aware of the need

Date Created: 20-06-2023

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

No

Not aware of the need

Flexible working arrangements

Yes

Offer change of office location

Yes

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

No

Not aware of the need

Training of key personnel

Yes

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

Yes

Workplace safety planning

Yes

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

Yes

Is the leave period unlimited?

No

How many days are provided?

10

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

Yes

Is the leave period unlimited?

Yes

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

Yes

Is the leave period unlimited?

Yes

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Other: No

Provide Details:

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

<p>With the introduction of paid family and domestic violence leave in the National Employment Standards the paid leave was increased from 5 days for FT and PT employees to match the NES requirement.</p>

#Diversity and Inclusion

Voluntary Section

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

Yes

Aboriginal and/or Torres Strait Islander identity; Other

Provide Details:: Aboriginal & Torres Strait Islander Cultural Awareness and LGBTIQ Inclusive Practice Training provided twice yearly for staff

2. Voluntary question : Does your organisation collect data on any of the following dimensions of employees' identities?

Yes, Aboriginal and/or Torres Strait Islander identity

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This data not anonymous and is identifiable (i.e., the employer can determine which employees identify in this way)

3. Voluntary question: Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?

Yes

	Female	Male	Non-binary
Aboriginal and/or Torres Strait Islander Managers	0	0	0
Aboriginal and/or Torres Strait Islander Non-managers	8	6	0

