



2013-14 public report form submitted by Plumbing & Painting Training Company Limited to the Workplace Gender Equality Agency

Organisation and contact details

Organisation registration	Legal name	Plumbing & Painting Training Company Limited
	ABN	25232471136
	ANZSIC	8101 Technical and Vocational Education and Training
Organisation details	Trading name/s ASX code (if relevant)	MPA Skills
	Postal address	PO Box 5216
		EAST VICTORIA PARK WA 6981
		AUSTRALIA
	Organisation phone number	(08) 9471 6600
Reporting	Number of	342
structure	employees covered	
	in this report	
	submission	
	Other	
	organisations	
	reported on in this report	





Workplace profile Manager

Manager occupational categories	Reporting level to CEO	Employment status		No. of employees		
			F	М	Total employees	
CEO/Head of Business in Australia	0	Full-time permanent	0	1	1	
		Full-time contract	0	0	0	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Key management personnel	-1	Full-time permanent	0	2	2	
		Full-time contract	0	0	0	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Senior Managers	-2	Full-time permanent	3	2	5	
		Full-time contract	0	0	0	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Other managers	-3	Full-time permanent	3	1	4	
		Full-time contract	0	0	0	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers			6	6	12	





Non-manager

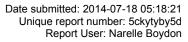
Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of gr	aduates (if icable)	No. of ap	No. of apprentices (if applicable)	
Ü		F	M	F	M	F	M	employees
Professionals	Full-time	0	0	0	0	0	0	0
	permanent							
	Full-time contract	0	0	0	0	0	0	0
	Part-time	0	0	0	0	0	0	0
	permanent							
	Part-time	0	0	0	0	0	0	0
	contract							
	Casual	0	0	0	0	0	0	0
Technicians and trade	Full-time permanent	5	15	0	0	0	0	20
	Full-time contract	0	0	0	0	0	0	0
	Part-time	0	2	0	0	0	0	2
	permanent							
	Part-time	0	0	0	0	0	0	0
	contract							
	Casual	0	0	0	0	0	0	0
Community and personal service	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time	0	0	0	0	0	0	0
	permanent							
	Part-time	0	0	0	0	0	0	0
	contract							
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	9	2	0	0	0	0	11
	Full-time contract	0	0	0	0	0	0	0
	Part-time	3	0	0	0	0	0	3
	permanent							
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Sales	Full-time	0	0	0	0	0	0	0
	permanent							
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0



Workplace
Gender Equality
Agency

Date submitted: 2014-07-18 05:18:21
Unique report number: 5ckytyby5d
Report User: Narelle Boydon

Non-manager occupational categories	Employment status		No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		
		F	M	F	M	F	M		
	Part-time contract	0	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	0	
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	0	
	Part-time permanent	0	0	0	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	0	
Labourers	Full-time permanent	0	0	0	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	0	
	Part-time permanent	0	0	0	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	0	
Others	Full-time permanent	0	0	0	0	14	280	294	
	Full-time contract	0	0	0	0	0	0	0	
	Part-time permanent	0	0	0	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	0	
Grand total: all non-managers		17	19	0	0	14	280	330	







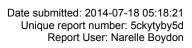
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Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 Do you have formal policies or formal strategies in place that SPECIFICALL'SUPPORT GENDER EQUALITY in relation to:
1.1 Recruitment? ☐ Yes ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.2 Retention? Yes Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.3 Performance management processes?
1.4 Promotions? Yes Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority

Talent identification/identification of high potentials?







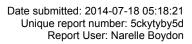
Yes	
_	 ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.6	Succession planning?
⊠ Yes	 Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
☐ No, ☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.7 ⊠ Yes	Training and development?
<u> </u>	 Standalone policy □ Policy is contained within another policy □ Standalone strategy □ Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.8	Resignations?
∐ Yes	☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.9 □ Yes	Key performance indicators for managers relating to gender equality?
⊠ No	☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No, No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.10	Gender equality overall?





 ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority 1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:
Gender equality indicator 2: Gender composition of governing bodies
Does your organisation, or any organisation you are reporting on, have a governing body/board? (If you answered no, you will only be required to answer question 2.4, if applicable) ☐ Yes ☐ No
2.4 If your organisation, or any organisation you are reporting on, is a partnership please enter the total number of male and female EQUITY PARTNERS in the following table (if your managing partner is also an equity partner enter those details separately in the relevant row below). If you have a separate governing body/board of directors, please enter its compositio in 2.1
F M
Managing partner
Other equity partners

3.2 If you answered yes to question 3.1, please provide details on what gender pay equity objectives are included in your formal policy or formal strategy, and include timeframes for achieving these objectives:







4 Has a gender remuneration gap analysis been undertaken? Yes - please indicate when this analysis was most recently undetaken Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details):
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, not a priority No, other (provide details):
Gender equality indicator 4: Availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities
Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers? Yes No No, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details):
Do you provide employer funded parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers? Yes, one week or greater Yes, less than one week No No, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details)

7 How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the last reporting period?

			1 31			
	Primary care	r's leave	Secondary carer's leave			
	Female	Male	Female	Male		
Managers	0	0	0	0		
Non-managers	0	0	0	0		





8 What proportion of your total workforce has access to employer funded paid parental leave?

	Primary carer's leave	Secondary carer's leave
%	0	0

9 Do you have a formal policy or formal strategy on flexible working arrangements? ⊠ Yes
 ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy
Strategy is contained within another strategy □ No.
 No No, currently under development No, insufficient human resources staff
No, included in workplace agreement
No, don't have expertise
No, don't offer flexible arrangementsNo, not a priority
No, other (provide details):
Tro, other (provide details).
10 Do you have a formal policy or formal strategy to support employees with family and caring responsibilities? ⊠ Yes
☐ Standalone policy
Policy is contained within another policy
Standalone strategy
□ No
No, currently under development
No, insufficient human resources staffNo, included in workplace agreement
No, don't have expertise
No, not a priority
No, other (provide details):
Do you have any non-leave based measures to support employees with family and caring responsibilities?
Yes
No
No, currently under development
No, insufficient human resources staffNo, don't have expertise
□ No, not a priority
No, other (provide details):
11.3 Please provide details of any other non-leave based measures that are in place and at which worksites they are available:
Do you have a formal policy or formal strategy to support employees who are experiencing family or domestic violence? Yes
☐ Standalone policy
Policy is contained within another policy
☐ Standalone strategy☐ Strategy is contained within another strategy
I I OHAICUV IS COHIAIHCU WILIIH AHUHICI SHAICUV





leave

Unpaid leave

Date submitted: 2014-07-18 05:18:21 Unique report number: 5ckytyby5d Report User: Narelle Boydon

 No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, not aware of the need No, don't have expertise No, not a priority No, other (provide details): 										
Other than a policy or strategy, do you have any measures to support employees who are experiencing family or domestic violence? ☑ Yes - please indicate the type of measures in place: ☑ Employee assistance program ☐ Access to leave ☐ Training of human resources (or other) staff ☐ Other (provide details):										
□ No □ No, currently under development □ No, insufficient human resources staff □ No, not aware of the need □ No, don't have expertise □ No, not a priority □ No, other (provide details): 14 Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):										
•			agers				anagers			
	Fer Formal	male Informal	Formal	ale Informal	Fer Formal	male Informal	Formal	ale Informal		
Flexible hours of work										
Compressed working weeks										
Time-in-lieu				\boxtimes						
Telecommuting										
Part-time work		\boxtimes		\boxtimes		\boxtimes		\boxtimes		
Job sharing										
Carer's leave										
Purchased										

14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:

 \boxtimes

14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below?

 \boxtimes





 ☐ Currently under development ☐ Insufficient human resources staff ☐ Don't have expertise ☐ Not a priority ☐ Other (provide details):
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace
Have you consulted with employees on issues concerning gender equality in your workplace? ☐ Yes ☐ No ☐ No, not needed (provide details why):
 No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention? ☐ Yes ☐
 ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☑ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, not a priority
No, other (provide details): 16.1 Do you include a grievance process in any sex-based harassment and discrimination
prevention policy or strategy? Yes No
 No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention? ☑ Yes - please indicate how often this training is provided: ☑ At induction ☐ At least annually

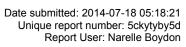




	☐ Every one-to-two years☐ Every three years☐ Varies across business units☐ Other (provide details):
	No
ī	No, currently under development
	No, insufficient human resources staff
	No, don't have expertise
	No, not a priority
	No, other (provide details):

Other

- Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (Please note that any information you provide here will appear in your public report)
- 19 You may provide additional details on any information provided in the report below.







CEO sign off confirmation

Name of CEO or equivalent	Murray Thomas
Confirmation CEO has signed the report	Yes