



2013-14 public report form submitted by MBA Group Training Limited to the Workplace Gender Equality Agency

Organisation and contact details

| Organisation | Legal name ABN | MBA Group Training Limited 62130865253 |
|-------------------------|--|--|
| registration | ANZSIC | unavailable |
| Organisation details | Trading name/s ASX code (if relevant) Postal address Organisation phone number | |
| Reporting structure | Number of employees covered in this report submission Other organisations reported on in this report | Master Builders Association of The ACT |



Date submitted: Unique report number: 7xhx1dzs5f Report User: Iouise maccallum

Workplace profile Manager

| solitorotos lonoitomisos actualista | Reporting level to CEO | Employment status | | No. of employees | |
|--|------------------------|---------------------|---|-------------------|----|
| Manager occupational caregories | | | Ь | M Total employees | |
| OF Our and of Direction Americalia | 0 | Full-time permanent | 0 | 1 | - |
| CEO/fiead of business in Adstraina | | Full-time contract | 0 | 0 | 0 |
| | | Part-time permanent | 0 | 0 | 0 |
| | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |
| Ver management noreannal | 1 | Full-time permanent | 2 | 3 | 5 |
| Ney Illahayenleh personner | | Full-time contract | 0 | 0 | 0 |
| | | Part-time permanent | 0 | 0 | 0 |
| | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |
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| Other executives/cerieral managers | | Full-time contract | 0 | 0 | 0 |
| | | Part-time permanent | 0 | 0 | 0 |
| | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |
| Other monogon | 6- | Full-time permanent | 1 | 2 | 3 |
| Other managers | | Full-time contract | 0 | 0 | 0 |
| | | Part-time permanent | 0 | 0 | 0 |
| | | Part-time contract | 0 | 0 | 0 |
| | | Casual | 0 | 0 | 0 |
| | | | 3 | 7 | 10 |



Date submitted: Unique report number: 7xhx1dzs5f Report User: louise maccallum

Non-manager

| Non-manager occupational | Employment | No. of employees (excluding graduates and apprentices) | ling graduates and es) | No. ol graduates (ii applicable) | 3 | appli appli | applicable) | employees |
|-----------------------------|--------------------|--|------------------------|-------------------------------------|---|----------------|-------------|-----------|
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| | Part-time | 0 | 0 | 0 | 0 | 0 | 0 | > |
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| Agency | |

Date submitted: Unique report number: 7xhx1dzs5f Report User: Iouise maccallum

| categories status Approximation Contract 0 Contract 0 Permanent 0 Part-time 0 | W (2000) | 0 00 0 | Σ | F | Σ | |
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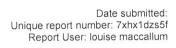


Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:

| l.1 ⊠ Yes | Recruitment? |
|--------------|--|
| | ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy |
| No, | currently under development insufficient human resources staff don't have expertise not a priority |
| 1.2 □ Yes | Retention? |
| | ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy |
| No, | currently under development insufficient human resources staff don't have expertise not a priority |
| 1.3 Yes | Performance management processes? |
| | ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy |
| ☐ No | , currently under development , insufficient human resources staff , don't have expertise , not a priority |
| 1.4 □ Ye | Promotions? |
| | ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy |
| ☐ No | o, currently under development o, insufficient human resources staff o, don't have expertise o, not a priority |
| 1.5 | 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 No, insufficient human resources staff No, don't have expertise No, 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, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority |
| 1.7 Training and development? |
| 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 |
| 1.8 Resignations? |
| 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 |
| 1.9 Key performance indicators for managers relating to gender equality? 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 |
| 1.10 Gender equality overall? |





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| ✓ Yes ☐ Standalone policy ➢ Policy is contained within a ☐ Standalone strategy ☐ Strategy is contained within ☐ No ☐ No ☐ No, currently under development | | | ЭУ | | | |
|--|--|---|--|--|--|--|
| No, insufficient human resources stNo, don't have expertiseNo, not a priority | | | | | | |
| 1.11 You may provide details of oth support gender equality that may be in NA | ner forma n place: | al policie | es or fo | rmal st | rategies th | at specifically |
| Gender equality indicator 2: Gender co | ompositi | ion of go | vernin | g bodie | S | |
| Does your organisation, or an body/board? (If you answered no, you applicable) ☐ Yes ☐ No | y organi will only | sation y y be req | ou are uired to | reportir answe | ng on, hav er questior | e a governing n 2.4, if |
| 2.1 Please complete the table bel governing bodies/boards you are reported composition of that governing body/bocomposition target has been set and the NOTE: where an organisation name has composition numbers of that governing particular governing body/board, pleatleave the 'Year to be reached' column the '% Target' column and a future date column. | orting. For bard; and the year has beer ng body/ se enter | or each d where the targ n entere board. If the nur | organis in place jet is to d in the f no tar mber 0 se. ples | sation, a be, incluing the rea table, get has in the "ase ent | also Indica ide what g ched. IMP you must been set % Target' er a numb | ite the gender ender ORTANT enter the gende for that column and er from 0-100 in |
| Organisation name | Chair | person | 1997 900 000 000 | ard nbers | % Target | Year to be reached |
| | F | M | F | M | , alger | |
| Master Builders Association of the ACT | 0 | | 1 | 5 | 0 | |
| 2 MBA Group Training Limited | 0 | 1 | | 8 | 0 | |
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| For any governing bodies/boards where gender composition targets have not bee set, you may specify why below: Governing body has gender balance (e.g 40% women/40% men/20% either) Currently under development Insufficient human resources staff Don't have expertise Don't have control over board appointments (provide details why): Board chosen by membership Not a priority Other (provide details): | n |
|---|---|
| 2.3 Do you have a formal selection policy or formal selection strategy for governing body/board members for ALL organisations covered in this report? ☐ Yes ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No, in place for some governing bodies ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, do not have control over board appointments (provide details why): | |
| No, don't have expertiseNo, not a priorityNo, other (provide details): | |





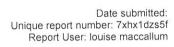
2.4 If your organisation, or any organisation you are reporting on, is a partnership please enter the total number of male and female EQUITY PARTNERS in the following table (if your managing partner is also an equity partner enter those details separately in the relevant row below). If you have a separate governing body/board of directors, please enter its composition in 2.1

| | F | M |
|-----------------------|---|---|
| Managing partner | 0 | 0 |
| Other equity partners | 0 | 0 |

Gender equality indicator 3: Equal remuneration between women and men

| 3 Do you have a formal policy or strategy on remuneration generally? ☐ 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, salaries set by awards or industrial agreements No non-award employees paid market rate |
| No, not a priorityNo, other (provide details): |
| 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: |
| 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







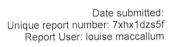
| 5 Do you provide edaddition to any government Yes No No, currently being co No, insufficient humant No, government sche No, don't know how to No, not a priority No, other (provide decadding) | ent funded parenta onsidered n resources staff me is sufficient o implement | aid parental le l leave schem | ave for PRIMARY CA e for primary carers? | ARERS, in |
|---|---|------------------------------------|--|-----------------------|
| 5.1 Please indicate to provided for primary care 8 | the number of wee ers. | ks of employe | r funded paid parenta | al leave that are |
| By paying the gap be | r funded paid pare tween the employe | ntal leave prov ee's salary and | vided to the primary of the government's pa | arer? aid parental |
| leave scheme By paying the employ (regardless of the period pay for 24 weeks) As a lump sum paym | of time over which | n it is paid for o | example, full pay for | 12 weeks of flair |
| addition to any governm Yes, one week or gre Yes, less than one w No No, currently being o No, insufficient huma No, government sche No, don't know how No, not a priority No, other (provide de | ent funded parents eater eek considered an resources staff eme is sufficient to implement etails) the number of wee | al leave schen | for SECONDARY CAne for secondary care | ers? |
| 7 How many fem utilised parental leave (| ale and male mana | agers, and fen | nale and male non-mast reporting period? | anagers, have |
| utilised parental loave | Primary care | r's leave | Secondary car | |
| | Female | Male | Female | Male 1 |
| Managers | 0 | 0 | 0 | |
| Non-managers | 0 | 0 | 0 | 1 |
| 8 What proportio | n of your total worl | kforce has acc | cess to employer fund | |
| | ry carer's leave | | Secondary carer's | leave |
| % | 21 | | 21 | |
| 9 Do you have a ☐ Yes ☐ Standalone | | rmal strategy | on flexible working a | rrangements? |







| | ☐ 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, don't offer flexible arrangements No, not a priority |
| Ī | No, other (provide details): |
| С | 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☐ 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): |
| (| 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 staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details): |
| | 11.1 To understand where these measures are available, do you have other worksites in addition to your head office? ☑ Yes ☐ No |
| | 11.2 Please indicate what measures are in place and in which worksites they are available (if you do not have multiple worksites, you would select 'Head office only'): Employer subsidised childcare Head office only Other worksites only Head office and some other worksites All worksites including head office On-site childcare Head office only |
| | ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office ☐ Breastfeeding facilities ☐ Head office only ☐ Other worksites only |







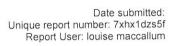
| Head office and some other worksites | |
|--|-----|
| ☐ All worksites including head office ☐ Childcare referral services | |
| Head office only | |
| Other worksites only | |
| Head office and some other worksites | |
| All worksites including head office | |
| ☐ Internal support network for parents | |
| ☐ Head office only | |
| Other worksites only | |
| Head office and some other worksites | |
| All worksites including head office | |
| Return to work bonus | |
| Head office only | |
| ☐ Other worksites only☐ Head office and some other worksites | |
| ☐ All worksites including head office | |
| ☐ Information packs to support new parents and/or those with elder care responsibilities | |
| Head office only | |
| Other worksites only | |
| ☐ Head office and some other worksites | |
| ☐ All worksites including head office | |
| Referral services to support employees with family and/or caring responsibilities | |
| Head office only | |
| Other worksites only | |
| Head office and some other worksites | |
| | |
| ☐ Targeted communication mechanisms, for example intranet/forums | |
| Head office only | |
| Other worksites only | |
| Head office and some other worksites | |
| All worksites including head office | |
| ☐ None of the above, please complete question 11.3 below | |
| 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 | |
| No 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): | |
| 140, other (provide detaile). | |
| | |
| 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): | |
| Referral service | |
| □ No | |







| No, currently u No, insufficien No, not aware No, don't have No, not a prior No, other (prov | t human re of the nee expertise ity | esources st ed | aff | | | | | |
|--|---|-------------------------------|------------------------|--|-------------|--------------------------------|-----------|---------|
| 14 Please tic conditions or prac- indicates that a pa | tices are a | available to nployment | your emp term, cond | pelow to indi loyees (plea dition or pra | ase note th | nat not tickir t in place): | ng a box | |
| | For | Mana male | agers | lale | For | Non-ma male | anagers | ale |
| | Formal | Informal | Formal | Informal | Formal | Informal | Formal | Informa |
| Flexible hours of work | | | | | | × | | |
| Compressed working weeks | | | | | | | | |
| Time-in-lieu | \boxtimes | | | | | | | |
| Telecommuting | | | | | | | | |
| Part-time work | | | | | | | | |
| Job sharing | | | | | | | | |
| Carer's leave | | | | | | | | |
| Purchased leave | | | | | | | | |
| Unpaid leave | \boxtimes | | \boxtimes | | | | | |
| your employees, NA | mploymen y of the ca er develop man resou pertise | t terms, con ategories lis | ails of thos | practices a | re not ava | ilable to you | | 0 |
| Gender equality i | | : Consultat | ion with er | nployees or | n issues co | oncerning g | ender | |
| workplace? ⊠ Yes □ No □ No, not neede | ed (provide | e details wh | ıy): | issues cond | cerning gei | nder equalit | y in your | |
| ☐ No, insufficier | nt human r | esources s | taff | | | | | |







| No, don't have expertiseNo, not a priorityNo, other (provide details): |
|---|
| 15.1 How did you consult with employees on issues concerning gender equality in your workplace? ⊠ Survey ⊠ Consultative committee or group □ Focus groups □ Exit interviews □ Performance discussions □ Other (provide details): |
| 15.2 What categories of employees did you consult? ☐ All staff ☐ Women only ☐ Men only ☐ Human resources managers ☐ Management ☒ Employee representative group(s) ☐ Diversity committee or equivalent ☒ Other (provide details): Staff of Master Builders Association of the ACT and one class of apprentices from MBA Group Training |
| Gender equality indicator 6: Sex-based harassment and discrimination |
| 16 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, 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? |





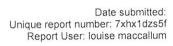


industry.

19 NA

| 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): Once for all employees of Master Builders Association of the ACT No 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) - Stock photos of females in trades; - News articles of females in trades; - Women in construction chapter in the 'Master Builders that built Canberra' book; - She leads scholarship; - Hope to get a working group together of women in the construction industry; - NAWIC member; - General Manager is a NAWIC prize recipient; and - Vistis to schools by a female staff member to encourage girls to work in the construction |

You may provide additional details on any information provided in the report below.







Notification and access

| List of employee organisations | |
|--------------------------------|-------------|
| CEO sign off confirmation | |
| | John Miller |
| Name of CEO or equivalent | |