

Public report

2020-21

Submitted by

Legal Name:
GWA Group Limited



Workplace Profile Table

Industry: Basic Material Wholesaling

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	27	51	0	0	78
	Full-time contract	0	2	0	0	2
	Part-time permanent	3	0	0	0	3
Professionals	Full-time permanent	22	34	0	0	56
	Full-time contract	3	1	0	0	4
	Part-time permanent	4	1	0	0	5
	Part-time contract	1	0	0	0	1
Technicians And Trades Workers	Full-time permanent	0	23	0	0	23
Clerical And Administrative Workers	Full-time permanent	50	9	0	0	59
	Full-time contract	4	1	0	0	5
	Part-time permanent	7	2	0	0	9
	Part-time contract	2	0	0	0	2
	Casual	3	0	0	0	3
Sales Workers	Full-time permanent	20	31	0	0	51
	Full-time contract	1	0	0	0	1
	Part-time permanent	7	1	0	0	8
	Casual	1	0	0	0	1
Machinery Operators And Drivers	Full-time permanent	5	55	0	0	60
	Part-time permanent	1	2	0	0	3

* 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: Basic Material Wholesaling

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time contract	0	1	1
KMP	-1	Full-time permanent	0	2	2
GM	-1	Full-time permanent	1	2	3
SM	-1	Full-time permanent	0	1	1
	-2	Full-time permanent	8	16	24
		Full-time contract	0	1	1
	-3	Full-time permanent	1	1	2
OM	-2	Full-time permanent	1	1	2
		Part-time permanent	1	0	1
	-3	Full-time permanent	15	28	43
		Part-time permanent	1	0	1
	-4	Full-time permanent	1	0	1
		Part-time permanent	1	0	1

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Basic Material Wholesaling

Question	Contract Ty..	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	1	2	3
			Non-managers	4	4	8
2. How many employees (including partners with an ..	Full-time	Permanent	Managers		1	1
			Non-managers	2	3	5
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	3	6	9
			Non-managers	14	8	22
		Fixed-Term Contract	CEO, KMPs, and HOBs		1	1
			Managers		1	1
			Non-managers	7	2	9
		Part-time	Permanent	4	2	6
			Fixed-Term Contract	1		1
	N/A	Casual	Non-managers	4	1	5

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Basic Material Wholesaling

Question	Contract Ty..	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		1	1
			Managers	4	3	7
			Non-managers	13	8	21
		Fixed-Term Contract	Managers	1		1
	Part-time	Permanent	Non-managers	3	1	4
	N/A	Casual	Non-managers	1	1	2
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	7		7
	Part-time	Permanent	Non-managers	2		2
6. How many employees ha..	Full-time	Permanent	Non-managers		1	1

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Basic Material Wholesaling

Question	Contract Ty..	Employment..	Manager Categ..	Female	Total*
7. How many employees ce..	Full-time	Permanent	Non-managers	1	1

* Total employees includes Gender X

2020 - 21 Compliance Program

Submitted by:

Gwa Group Limited (ABN:15055964380)



#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 Strategy
...Retention	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Talent identification/identification of high potentials	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Succession planning	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Key performance indicators for managers relating to gender equality	Yes(<i>Select all that apply</i>)
...Yes	Strategy

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

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

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

N/A

Governing bodies

Gwa Group Limited

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?	Gwa Group Limited
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	2
...Male (M)	4
...Gender X	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>)
1.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	

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

N/A

#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
Strategy

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

Yes(*Select all that apply*)

...Yes

To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews)

2: Did your organisation receive JobKeeper payments?

No

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

31-Mar-2021

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

Employer action on pay equity

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

Yes(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

1.1: When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

Yes(*Select all that apply*)

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

.. Yes

Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
Reported pay equity metrics (including gender pay gaps) to the governing body
Reported pay equity metrics (including gender pay gaps) to the executive
Corrected like-for-like gaps

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

Employee consultation

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

Yes(*Provide further details on the employee consultation process.*)

1.1: How did you consult employees?

Consultative committee or group
Exit interviews

1.2: Who did you consult?

ALL staff

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

#Employee work/life balance

Flexible working

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

Yes(*Select all that apply*)

...Yes	Policy Strategy
...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	Other (provide details)
...Other (provide details)	The flexible work policy has been in place since 2010 and is well embedded in terms of application across the organisation
...Targets have been set for men's engagement in flexible work	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Already well embedded across the organisation
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	We support working flexibly, managers are constantly coached on how to have conversation's with their team members around performing work flexibly to meet personal and business needs. Managers and employees are also provided with work tools and information on how to work safely from home.
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	No(<i>Select all that apply</i>)
...No	Other (provide details)

...Other (provide details)	Training is provided on an individual case by case basis by coaching rather than team based training
...Employees are surveyed on whether they have sufficient flexibility	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Regular conversations are had between HR, line managers and direct employees in relation to how and where work is performed to ensure that it meets personal and business needs on an ongoing basis
...The organisation's approach to flexibility is integrated into client conversations	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Regular conversations with clients take place in relation to their satisfaction with the service provided to them
...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)	The flexibility provided through the reporting period has been well received by all employees based on direct manager and HR check ins.
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Not during this reporting period as a majority of staff were working remotely.
...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	Other (provide details)
...Other (provide details)	Not during this reporting period as a majority of staff were working remotely.

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	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Not a priority

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

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

Yes

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

Yes, ALL managers

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

No

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

Q5 - Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVIC-19?

A - No as this is already well embedded across the organisation.

#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 gap between the employee's salary and the government's paid parental leave scheme
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?	9
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	81-90%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	No(<i>You may specify why employer funded paid parental leave for secondary carers is not available.</i>)
...No	Not a priority Not aware of the need

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

Support for carers

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

Yes(*Select all that apply*)

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

...Employer subsidised childcare	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...On-site childcare	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Breastfeeding facilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at SOME worksites
...Childcare referral services	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Internal support networks for parents	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	EAP is offered to all employees
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Information packs for new parents and/or those with elder care responsibilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Referral services to support employees with family and/or caring responsibilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Targeted communication mechanisms (e.g. intranet/forums)	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Support in securing school holiday care	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Coaching for employees on returning to work from parental leave	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Other (provide details)
...Other (provide details)	The HR team meets with employees that are returning from paid parental leave to support a smooth transition back to the workplace.
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)

...No	Insufficient resources/expertise
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Insufficient resources/expertise
...Other (provide details)	No

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

Sex-based harassment and discrimination

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

Yes(*Select all that apply*)

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

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

Family or domestic violence

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

Yes(*Select all that apply*)

...Yes	Policy
--------	--------

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

...Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
...Training of key personnel	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	We utilise the EAP for specialised support in this area.

...A domestic violence clause is in an enterprise agreement or workplace agreement	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Provided for by Fairwork Legislation
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Provided as a general employment condition by the company whether part of an existing agreement or not.
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Provided as a general employment condition by the company whether part of an existing agreement or not.
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes
...Access to unpaid leave	Yes
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	Yes
...Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Has not been required
...Offer change of office location	Yes
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Access to EAP services which could provide contacts for such resources
...Access to medical services (e.g. doctor or nurse)	No(<i>Select all that apply</i>)
...No	Other (provide details)

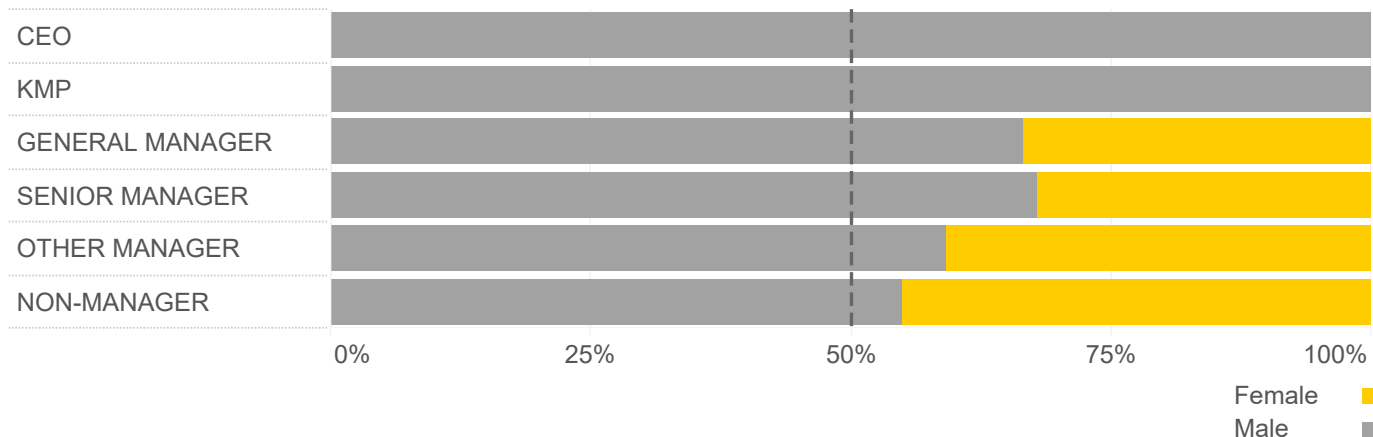
...Other (provide details)	Access to EAP services
...Other (provide details)	No(<i>Select all that apply</i>)

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

Insights at a glance

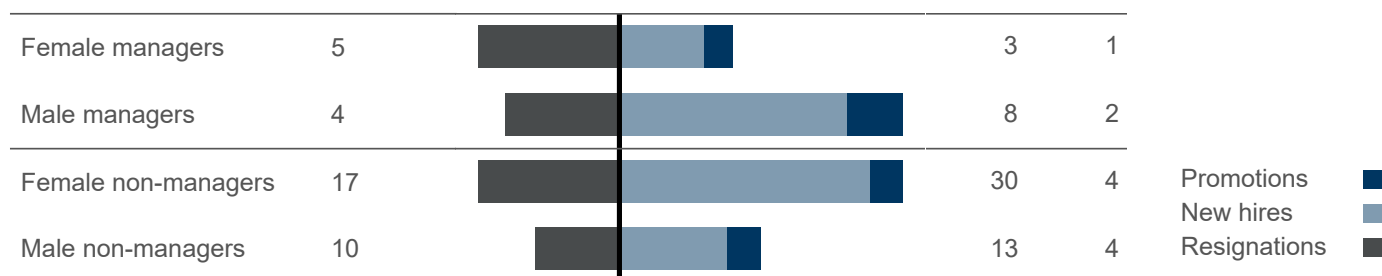
This report summarises your organisation's responses to the 2020 - 2021 Compliance Reporting program. It demonstrates how your organisation is tracking. Please review the Report prior to approving your submission in the WGEA Portal. Full responses can be found in the Appendix.

Workforce gender composition



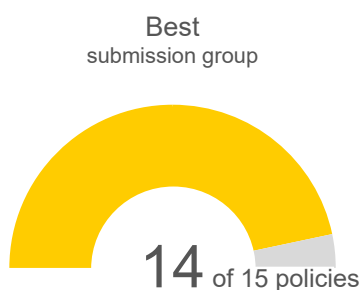
Employee recruitment and retention

Total number of employees promoted, appointed, and resigned by gender.



Gender equality policies, strategies and actions

Total number of recommended gender equality policies, strategies and actions in your organisations.








Questionnaire overview for best performing submission group

This section summarises your responses to the 'yes/no' questions in the Questionnaire for your Best performing submission group.

Section	Category	Question	Yes No
Action on gender equality 5 of 5	Employee consultation	Have you consulted with employees on issues concerning gender equality in your workplace?	<input checked="" type="radio"/>
	Employer action on pay equity	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)?	<input checked="" type="radio"/>
		Did you take any actions as a result of your gender remuneration gap analysis?	<input checked="" type="radio"/>
	Gender pay gaps	Do you have a formal policy and/or formal strategy on remuneration generally?	<input checked="" type="radio"/>
		Are specific pay equity objectives included in your formal policy and/or formal strategy?	<input checked="" type="radio"/>
Workplace overview 4 of 5	Governing bodies	Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	<input checked="" type="radio"/>
		Does this organisation have a governing body?	<input checked="" type="radio"/>
		Has a target been set to increase the representation of women on this governing body?	<input type="radio"/>
	Policies and strategies	Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?	<input checked="" type="radio"/>
		Do you have formal policy and/or formal strategy in place that support gender equality overall?	<input checked="" type="radio"/>

Questionnaire overview for best performing submission group

This section summarises your responses to the 'yes/no' questions in the Questionnaire for your Best performing submission group.

Section	Category	Question	Yes No
Employee work/life balance	Flexible working	Do you have a formal policy and/or formal strategy on flexible working arrangements?	
1 of 1			
Employee support	Family or domestic violence	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?	
4 of 4			
	Paid parental leave	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?	
	Sex-based harassment and discrimination	Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?	
	Support for carers	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?	

Section	Category	Question	Yes No

Section	Category	Question	Yes No

CEO Sign-off

I, the CEO, confirms the content of the workplace gender equality compliance submission is accurate and I approve its submission to WGEA

Name of CEO/Head of Business

CEO/head of business signature

Appendix

The full details of your responses to each component of the compliance reporting program are available to review and download below. To access these, you will need to log in to the WGEA Portal using your myGovID.

1. CEO Pro Forma for Corporate Group without Confidential Section
<https://client-portal.wgea.gov.au/s/ceo-reports?report=CEO+Pro+Forma+for+Corporate+Group+without+Confidential+Section+%28Compliance%29>
2. Questionnaire for Submission Group
<https://client-portal.wgea.gov.au/s/ceo-reports?report=Questionnaire+for+Submission+Group+%28Compliance%29>
3. Workplace Profile Table for Corporate Group
<https://client-portal.wgea.gov.au/s/ceo-reports?report=Workplace+Profile+Table+for+Corporate+Group+%28Compliance%29>
4. Workforce Management Statistics Table for Corporate Group
<https://client-portal.wgea.gov.au/s/ceo-reports?report=Workforce+Management+Statistics+Table+for+Corporate+Group+%28Compliance%29>
5. CEO Pro Forma for Corporate Group with Confidential Section
<https://client-portal.wgea.gov.au/s/ceo-reports?report=CEO+Pro+Forma+for+Corporate+Group+with+Confidential+Section+%28Compliance%29>
6. Workplace Profile Confidential Table for Corporate Group
<https://client-portal.wgea.gov.au/s/ceo-reports?report=Workplace+Profile+Confidential+Table+for+Corporate+Group+%28Compliance%29>