

# **Workplace Gender Equality Agency Report 2012-2013**

**Chandler Macleod Group**

## Chandler Macleod Group

### 1. Introduction

The Chandler Macleod Group has an obligation to report on an annual basis, by the 31<sup>st</sup> May, to the Workplace Gender Equality Agency.

This report is being submitted on behalf of the Chandler Macleod Group and covers our Workplace Profile for the reporting period 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013.

### 2. Chandler Macleod – Gender Diversity Highlights 2012-2013

The following are the Gender Diversity highlights for Chandler Macleod during our reporting period:

- Board signed off on Gender based objectives for the Chandler Macleod Group based on ASX recommendations
- Release of new Diversity & Inclusion Statement
- Review and release of diversity related policies:
  - Workplace Diversity Policy
  - Flexible Work Arrangements Policy & Guide
  - Working from Home Policy & Processes
  - Leave Policy
- Compulsory Workplace Behaviour training for all internal employees
- New Performance Planning & Review processes based on the Organisational Scorecard
- New Talent Survey and related processes
- Development and communication of Employee Value Proposition

### 3. Organisational Details

The organisations covered under the Chandler Macleod Group include:

- Chandler Macleod Services Pty Ltd and their Australian subsidiaries
- Ross Human Directions Limited and their Australian subsidiaries
- Forstaff Avalon Pty Ltd
- Diversiti Pty Ltd
- AHS Services Group Pty Ltd
- Vivir Healthcare Pty Ltd

The Organisational Details Cover Sheet is as follows.

## Organisational Details Cover Sheet

1. Organisation's details										
<b>Legal name of your organisation:</b> <i>(if changed since last report, complete Section 2 below)</i>		Chandler Macleod Group Limited								
<b>Trading name (if applicable):</b>										
<b>Total no. of employees:</b>		TBC			<b>ABN:</b>		33 090 555 052			
<b>ASX Codes for organisations listed on Australian Securities Exchange :</b>		Class 696/Group 6962 – Commercial and professional Services								
<b>ANZSIC Code AND industry description:</b> <i>(refer <a href="http://www.abs.gov.au">www.abs.gov.au</a>):</i>								<b>Is your organisation a not-for-profit? Y/N</b>		
<b>Postal address:</b>		PO Box 6005 North Sydney			<b>State:</b>		NSW		<b>Postcode:</b>	2060
		<b>Switchboard No:</b> 02 9269 8666			<b>Facsimile No:</b>					
<b>Physical address:</b>		Level 8, 32 Walker Street, North Sydney			<b>State:</b>		NSW		<b>Postcode:</b>	2060
2. Confirm your organisation's hierarchy details by completing below										
<b>Name of the ultimate AUSTRALIAN Parent Company for your organisation/s?</b>		Chandler Macleod Group Limited								
<b>List ALL organisations covered in this Report:</b> <i>(if too many to list here, please attach a separate document):</i>		Chandler Macleod Services Pty Ltd & their Australian Subsidiaries Ross Human Directions Limited & their Australian Subsidiaries Forstaff Avalon Pty Ltd Diversiti Pty Ltd AHS Services Group Pty Ltd & their Subsidiaries Vivir Healthcare Pty Ltd								
<b>Have there been changes to ANY of your organisations since your last report? (if yes, detail below):</b>							<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>Reason For Change</b>		<b>Previous Org Name</b>			<b>New (Current) Org Name</b>					
a) Change of Name:		Viva Healthcare Pty Ltd			Chandler Macleod Group Limited					
b) Sold:		<b>Org Name</b>			<b>Name &amp; Contact Details of New Owner</b>					
c) Ceased Trading:		<b>Org Name</b>								
3. Contact information										
		<b>CEO Details</b>			<b>Report Contact Details</b>					
<b>Title (eg Ms, Mr, Dr etc):</b>		Mr.			Mrs.					
<b>Family Name:</b>		Cameron			Anne					
<b>First Name:</b>		Judson			Hogan					
<b>Job Title:</b>		Managing Director, CEO			Organisation Development Manager - Diversity					
<b>Telephone:</b>		02 8913 7777			02 8267 4627					
<b>Facsimile:</b>										
<b>E-mail Address (or PA for CEO):</b>		Cameron.Judson@chandlermacleod.com			Anne.Hogan@chandlermacleod.com					
<b>Postal Address (if different to above):</b>		As above			Level 18, 363 George Street Sydney. 2000					

## **4. Workforce Profile**

As at 31<sup>st</sup> March 2013 the Chandler Macleod Group has a total workforce:

**Internal Employees = 5,734**

(full-time, part-time & casuals)

**External Employees = 13,308**

(on-hire employees)

### **2.1 Workforce Profile Definitions**

The following are the definitions for the positions as outlined in the CMG Workforce Profile:

1. Board Member
2. Managing Director
3. ELT – Executive Leadership Team
4. Executive Managers - group leadership team
5. Manager – manager of people
6. Specialists – undertaking a specialist function e.g. legal, finance, HR
7. Team Leader – supervisor of a branch or a specialist team
8. Team Member – performs as an individual contributor or team member

## Requirement 1: Workplace profile

**Internal  
Employees  
Headcount**

	Women		Men		Casual		Total		Total Employees	%	
	Full Time	Part Time	Full Time	Part Time	Women	Men	Women	Men		Women	Men
Board	1	-	4	-	-	-	1	4	5	20%	80%
1 Managing Director	-	-	1	-	-	-	-	1	1	0%	100%
2 ELT	2	-	10	-	-	-	2	10	12	17%	83%
3 Executive Managers	6	1	22	1	-	-	7	23	30	23%	77%
4 Manager	180	18	106	7	-	2	198	115	313	63%	37%
5 Specialists	42	24	54	3	-	1	66	58	124	53%	47%
6 Team leader	131	71	104	20	5	1	207	125	332	62%	38%
7 Team Member	537	2,673	482	895	245	86	3,455	1,463	4,918	70%	30%
<b>Total</b>	<b>899</b>	<b>2,787</b>	<b>783</b>	<b>926</b>	<b>250</b>	<b>90</b>	<b>3,936</b>	<b>1,799</b>	<b>5,735</b>	<b>69%</b>	<b>31%</b>

**External  
Employees (On-Hire)**

Women	Men	Total Employees	Women	Men
4226	9082	13308	32%	68%

## Requirement 2: Notification and access requirements

Notification and access requirements come into effect from the 2012-13 reporting period. A relevant employer must:

**1. inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the report may be accessed**

As soon as reasonably practicable after lodging a report, a relevant employer must inform employees and any members or shareholders that the report has been lodged with the Agency and how the report may be accessed.

This notification to employees could occur through the employer's normal means of communication with employees, including employee newsletters, workplace meetings and any other appropriate existing consultative means. The method used must ensure that the information concerning the relevant employer's report is transmitted widely to all employees.

In the case of shareholders of a public company, given there may be more limited opportunities to communicate with them, this notification could occur, for example, in the next available annual report and on an employer's website.

**2. provide access to the report to employees and members or shareholders**

As soon as reasonably practicable after lodging a report, a relevant employer must provide its employees and members or shareholders with access to the report (excluding personal information, details on remuneration and other information that may be specified by the Minister).

Employers could fulfil this requirement by ensuring employees are clearly provided with, for example, a link to a website or intranet where a copy of the report could be downloaded, or a hard copy of the report.

**3. inform employee organisations with members in its workplace that the report has been lodged**

Within seven days of lodging a report, a relevant employer must take all reasonable steps to inform each employee organisation, which has members who are employees of that employer, that its report has been lodged with the Agency.

This requirement does not mean an intensive effort is required by employers to identify all possible employee organisations. Rather, employers must notify employee organisations they could reasonably be expected to know about. This would include an employee organisation that was a party to an enterprise agreement or an employee organisation to which membership fees are paid by payroll deductions.

**4. inform its employees and those employee organisations with members in its workplace of the opportunity to comment on the report to the employer or the Agency**

When informing employees or employee organisations that have members in its workplace that a report has been lodged, a relevant employer must advise them that comments on the report may be given to the relevant employer or to the Agency.

There is no time restriction on when comments can be provided. However, comments provided to the relevant employer or the Agency, during the 28 days after a report has been submitted, will allow for those comments to be taken into account by the employer in providing additional information to the Agency, and by the Agency in requesting additional information to assist in assessing compliance with the WGE Act.

Please indicate that you will be meeting the above **notification and access requirements**, by placing an 'X' in the box to the right



## **5. Notification and Access Requirements**

The following Chandler Macleod parties will be notified as outlined in the above Recommendation of this report:

- Internal employees
- External employees
- Shareholders
- Relevant unions including those where we have an Enterprise Agreement and/or payroll deduction arrangements

## **6. Comments on the report**

All parties have the ability to comment on the Workplace Gender Equality Agency Report for 2013.

These comments can be directed to [diversity@chandlermacleod.com](mailto:diversity@chandlermacleod.com).