



2014-15 public report form submitted by The Royal Australian College of General Practitioners to the Workplace Gender Equality Agency

Organisation and contact details

Organisation registration	Legal name	The Royal Australian College of General Practitioners
•	ABN	34000223807
	ANZSIC	8220 Educational Support Services
Organisation details	Trading name/s ASX code (if relevant)	
	Postal address	100 Wellington Parade EAST MELBOURNE VIC 3002 Australia
	Organisation phone number	(03) 8699 0414
Reporting structure	Number of employees covered in this report submission Other organisations reported on in this report	255





Workplace profile Manager

Manager ecoupational estageries	Paparting lavel to CEO	Employment status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	0	0	0		
		Full-time contract	1	0	1		
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	0	1		
		Full-time contract	0	4	4		
Key management personnel	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	11	4	15		
		Full-time contract	3	2	5		
Senior Managers	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	4	4	8		
		Full-time contract	0	1	1		
Other managers	-3	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Grand total: all managers			20	15	35		





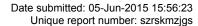
Non-manager

Non-manager occupational	Employment	apprenti	mployees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)	
categories	status	F	М	F	M	F	М	employees
	Full-time permanent	72	14	0	0	0	0	86
	Full-time contract	15	2	0	0	0	0	17
Professionals	Part-time permanent	29	6	0	0	0	0	35
	Part-time contract	6	2	0	0	0	0	8
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	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
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	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
	Full-time permanent	29	10	0	0	0	0	39
	Full-time contract	7	3	0	0	0	0	10
Clerical and administrative	Part-time permanent	15	1	0	0	0	0	16
	Part-time contract	5	4	0	0	0	0	9
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
Sales	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0





Non-manager occupational categories	Employment status		f employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)	
Categories		F	M	F	M	F	М	employees
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	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
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Labourers	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
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	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		178	42	0	0	0	0	220







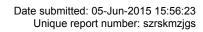
Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

Note: Additional help can be accessed by hovering your cursor over question text.

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

SUPPORT GENDER EQUALITY III Telation to.
1.1 Recruitment? ☐ Yes (you can select policy and/or strategy options) ☐ 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 (you can select policy and/or strategy options) 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? Yes (you can select policy and/or strategy options) 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
1.4 Promotions? ☐ Yes (you can select policy and/or strategy options) ☐ 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







1.5 Talent identification/identification of high potentials? Yes (you can select policy and/or strategy options) 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 (you can select policy and/or strategy options) 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 (you can select policy and/or strategy options) 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, don't have expertise No, not a priority
1.8 Resignations? ☐ Yes (you can select policy and/or strategy options) ☐ 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 (you can select policy and/or strategy options) 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? Yes (you can select policy and/or strategy options) 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
1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place: Equity and Diversity Policy
1.12 Should you wish to provide additional information on any of your responses under Gender equality indicator 1, please do so below:
Gender equality indicator 2: Gender composition of governing bodies
 Does your organisation, or any organisation you are reporting on, have a governing body/board? ☑ Yes ☐ No
2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, enter the gender composition (in numbers, not percentages) of that governing body/board; and where in place include what percentage target has been set relating to the representation of women, and the year the target is to be reached.

IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition NUMBERS of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a date in the format of YYYY in the 'Year to be reached' column.

Organisation name		Gender and NUMBER (NOT percentage) of chairperson/s		Gender and NUMBER (NOT percentage) of other board members		% target for representation of women on each board	Year to be reached
		F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
1	RACGP Council Board	3	9	3	9	0	
2							
3							
4							





	Organisation name	Gender and NUMBER (NOT percentage) of chairperson/s		ER NUMBER (NOT percentage) of ge) of other board		% target for representation of women on each board	Year to be reached	
	Hame	F	М	F	M	(enter a percentage number from 0-100)	format; if no target has been set, leave blank)	
5								
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28								





	Organisation	Gender and NUMBER (NOT percentage) of chairperson/s		NUMBI percen other	er and ER (NOT Itage) of board Inbers	% target for representation of women on each board	Year to be reached
name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)	
29							
30							

29							
30							
tick \ Y 2.2 wom \ C	organisation lis the box confirm 'es, the data pr For any gov nen has not bee	ted as had ing this is ovided in werning ben set, you has gen	aving a go s an accu n question podies/boa ou may sp der balan	overning b rate NUM 2.1 reflect ards where ecify why	ody/board BER, and I of numbers e a target r below:		resentation of
	nsufficient huma Don't have expe Do not have con They are electe Not a priority	an resou ertise itrol over	rces staff	pointmen	ts (provide	details why):	
	Other (provide d	letails):					
2.3 body	y/board membe ′es ☐ Standale ☐ Policy is ☐ Standale	one polices contained	L organis by ed within	ations cov	vered in this	election strategy f s report?	or governing
	No, in place for s No, currently und No, insufficient h	der devenuman re control d tution, Co	lopment sources s over board	staff d appointr		ride details why):	
□ N	No, not a priority No, other (providence)	, ·	s):				
fema Deta work	rporated entity ale and male ed alls of your man	(i.e. Pty l quity part aging pa f you hav	Ltd, Ltd oi ners (exc irtner shoi re a separ	· Inc)). Fo luding the uld be inc	r partnersh managing luded sepa ning body/b	ips, please enter partner) in the fo rately in the CEC poard of directors	row of your , please enter its
					Full time femal	e time	Full- Part- time time nales males

	Full-	Part-	Full-	Part-
	time	time	time	time
	females	females	males	males
Equity partners who ARE key management				

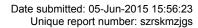




	Full- time females	Part- time females	Full- time males	Part- time males
personnel (KMPs) (excluding your managing partner)				
Equity partners who are NOT key management personnel (KMPs)				

2.5 Should you wish to provide additional information on any of your responses under Gender equality indicator 2, please do so below:

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 priority No, other (provide details):
3.1 Are specific gender pay equity objectives included in your formal policy or formal strategy?
 Yes (provide details in questions 3.2 and/or 3.3 below) 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 are paid market rate No, not a priority No, other (provide details):
4 Has a gender remuneration gap analysis been undertaken? Yes. When was the most recent gender remuneration gap analysis undertaken? 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 for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pa increases occur only when there is a change in tenure or qualifications)







 No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments) No, non-award employees are paid market rate No, not a priority No, other (provide details):
4.2 Should you wish to provide additional information on any of your responses under Gender equality indicator 3, please do so below:
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities
5 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):
5.1 Please indicate the number of weeks of employer funded parental leave that are provided for primary carers.12
5.2 How is employer funded paid parental leave provided to the primary carer? By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination)
Do you provide employer funded paid 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):
6.1 Please indicate the number of weeks of employer funded parental leave that are provided for secondary carers.
7 How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period?



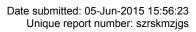


	Primary care	r's leave	Secondary carer's leave		
	Female Male		Female	Male	
Managers	1	0	0	0	
Non-managers	9	0	0	3	

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

	Primary carer's leave	Secondary carer's leave
%	78	22

9 ⊠ Yes	Do you have a formal policy or formal strategy on flexible working arrangements?
	☐ Standalone policy☐ Policy is contained within another policy
□No	☐ Standalone strategy☐ Strategy is contained within another strategy
	currently under development insufficient human resources staff
☐ No,	included in workplace agreement don't have expertise
	don't offer flexible arrangements not a priority
☐ No,	other (provide details):
10 caring i ☐ Yes	Do you have a formal policy or formal strategy to support employees with family and responsibilities?
	☐ 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 included in workplace agreement
☐ No,	don't have expertise don't offer flexible arrangements
☐ No,	not a priority other (provide details):
Yes	Do you have any non-leave based measures to support employees with family and responsibilities?
	currently under development
	insufficient human resources staff don't have expertise
	not a priority other (provide details):
11.1 additior	To understand where these measures are available, do you have other worksites in to your head office?







□ 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
☐ All worksites including head office ☐ Targeted communication mechanisms, for example intranet/forums
Head office only
Other worksites only
☐ Head office and some other worksites
☐ Fload diffice and define during worksites ☐ All worksites including head office
None of the above, please complete question 11.3 below
11.3 Please provide details of any other non-leave based measures that are in place and
at which worksites they are available:
40. De vers have a formal malter of the first of the firs
Do you have a formal policy or formal strategy to support employees who are
experiencing family or domestic violence?
☐ Yes ☐ Standalone policy
☐ Standalone policy ☐ Policy is contained within another policy



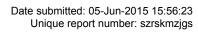


 ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No
No, currently under development No, insufficient human resources staff No, included in workplace agreement No, not aware of the need No, don't have expertise No, not a priority No, other (provide details):
Other than a policy 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 (more than one option can be selected): Employee assistance program Access to leave Training of human resources (or other) staff Referral to support services 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):

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):

indicates that a particular employment term, condition or practice is not in place):								
	Managers				Non-managers			
	Fer	male	Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours		\boxtimes		\boxtimes		\boxtimes		\boxtimes
of work								
Compressed working weeks								
Time-in-lieu								
Telecommuting								
Part-time work								
Job sharing								
Carer's leave							\boxtimes	
Purchased leave							\boxtimes	
Unpaid leave								

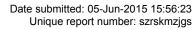
14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:







employees for any of the categories listed above, you may specify why below: Currently under development Insufficient human resources staff Don't have expertise Not a priority Other (provide details):
14.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 4, please do so below:
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):
15.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 5, please do so below:
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





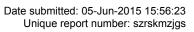


No, don't have expertise No, not a priority
☐ No, other (provide details):
Does your workplace provide training for all managers on sex-based harassment and discrimination prevention? ☐ Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected): ☐ At induction ☐ At least annually ☐ Every one-to-two years ☐ Every three years or more ☐ Varies across business units ☐ Other (provide details):
No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):

17.1 Should you wish to provide additional information on any of your responses under Gender equality indicator 6, please do so below:

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. (As with all of the questions in this questionnaire, any information you provide here will appear in your public report.)







Notification and access

List of employee organisations					
CEO sign off confirmation					
Name of CEO or equivalent	Dr Zena Burgess				
Confirmation CEO has signed the report	Yes				
CEO Signature:	Date:				