



Australian Government

Equal Opportunity for
Women in the Workplace Agency



annual report

05 | 06



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The Hon Kevin Andrews MP
Minister for Employment and Workplace Relations
Parliament House
CANBERRA ACT 2600



Dear Minister

I have pleasure in presenting to you the Annual Report of the Equal Opportunity for Women in the Workplace Agency for the year 2005-2006.

The report has been prepared in accordance with Part III, subsection 12(1) of the *Equal Opportunity for Women in the Workplace Act 1999*, which requires EOWA, as soon as practicable, and in any event within 6 months, after each 31 May, to submit to the Minister a report on its operations during the year that ended on that 31 May.

This Annual Report covers the period from 1 July 2005 – 30 June 2006 but also includes EOWA's most current report assessment data from compliance reports submitted for the 1 April 2005 – 31 May 2006 reporting year.

Yours sincerely

Anna McPhee
16 October 2006



Our Vision

To create an Australia where women in the workplace can achieve their greatest potential

Our Mission

To inspire Australian employers to create workplaces where women's contribution is valued and recognised. EOWA works to achieve this by:

- Providing unique, leading-edge knowledge and solutions
- Building strategic alliances and partnerships
- Engaging community debate to increase the rate of change

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For more information about EOWA and its role and functions, please visit our **website:** www.eowa.gov.au

An electronic copy of the annual report is available at:
http://www.eowa.gov.au/Information_Centres/Resource_Centre/EOWA_Publications/Annual_Reports/EOWA_Annual_Report_05_06.asp

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01
Review by Director

Review by Director



Anna McPhee
Director, EOWA

The Equal Opportunity for Women in the Workplace Agency maintains its unique position to track the progress of equal opportunity in Australian workplaces, gaining unparalleled knowledge that we share with organisations and the community to drive ongoing improvement.

In April 2006, an independent survey of reporting organisations was conducted to investigate perceptions of EOWA's service delivery, particularly evaluating the effectiveness of the services provided, its impact and outcomes relating to gender equity, and the general awareness of the services the Agency provides.

Compared to 2003, respondents rate EOWA as being significantly more effective in providing advice and information to assist in improving outcomes for working women in 2006. 84% of respondents in 2006 believe EOWA is effective in providing advice and information to assist with improving outcomes for working women, compared to 63% in 2003. More than two in five respondents (42%) believe that EOWA is "very effective" or "extremely effective" in providing advice and information to assist in improving outcomes for working women, compared to only 27% in 2003.

The *EOWA Industry Verticals* series, which was launched in early 2005, continued to encourage organisations to self-evaluate and drive equal opportunity initiatives with the release of two new publications focusing on the Education and Finance and Insurance sectors.

A second edition of the *Leading Edge Initiatives* publication was distributed to all reporting organisations, showcasing organisations that have leading practice EO workplace programs in place. Leading-practice initiatives include up to 26 weeks paid maternity leave, mentoring and career development opportunities for talented women and flexible working hours or rostering to accommodate staff members with caring responsibilities.

The 2005 EOWA Business Achievement Awards (BAAs) were an excellent barometer of the ways in which businesses are driving change. The event included the inaugural Award for Outstanding EEO Practice in the Advancement of Mature-Aged Women, which is now a permanent BAA category. It was particularly encouraging to see a number of organisations utilising the many talents of the maturing workforce, as these organisations are clearly working towards overcoming the challenges of the emerging skills shortage.

In addition, it is rewarding to see the changes that those organisations reporting to EOWA are making. The 2005 EOWA survey on paid parental leave revealed that 46% of reporting organisations are now providing paid maternity leave, up from 41% in 2004 and 36% in 2003. Furthermore, 32% of organisations provide paid paternity leave, an increase from 17% in 2001.

Paid maternity leave is just one initiative in a suite that can help business to retain female staff, and increasing numbers of organisations are providing flexible working hours, opportunities to work from home, part-time and job-share opportunities and succession planning. Our findings clearly support the solid business case for providing a range of conditions that help employees to manage their work/life balance.

While progress has been made, the barriers that hinder women's greater participation at all levels within business are enduring. EOWA will continue to work collaboratively with employers in 2006-07 with a particular focus on greater workplace flexibility, including providing quality part-time work and ensuring job re-design is part of that process, and addressing the needs of a mature workforce. In addition, an emphasis will be placed on promoting performance measures to focus on outcomes for the organisation, rather than on the number of hours worked.

Through the sharing of equal opportunity initiatives and innovations of employers with both business and the community, we hope not only to inspire organisations to undertake similar initiatives, but also equip them with the practical knowledge and industry insights needed to realise the full benefits they can generate, for both the business and for women.

The outstanding work of the staff at the Equal Opportunity for Women in the Workplace Agency is integral to supporting Australian women in the workforce to achieve their greatest potential.



02

EOWA Overview

EOWA Overview

Role and Functions

EOWA's primary role is to:

- Administer the *Equal Opportunity for Women in the Workplace Act 1999*
- Provide information, advice, education and communication to reporting organisations and members of the broader community to achieve equal opportunity for women in the workplace

The functions of EOWA are:

- To advise and assist relevant employers in the development and implementation of workplace programs
- To issue guidelines to assist relevant employers to achieve the purposes of the Act
- To monitor the lodging of reports by relevant employers as required by the Act and to review those reports and deal with them in accordance with the Act
- To monitor and evaluate the effectiveness of workplace programs in achieving the purposes of the Act
- To undertake research, educational programs and other programs for the purpose of promoting equal opportunity for women in the workplace
- To promote understanding and acceptance, and public discussion, of equal opportunity for women in the workplace
- To review the effectiveness of the Act in achieving its purposes
- To report to the Minister on matters in relation to equal opportunity for women in the workplace

In addition to any other powers conferred on EOWA by the Act, EOWA has the power to do all things necessary or convenient to be done for or in connection with the performance of the functions of EOWA.

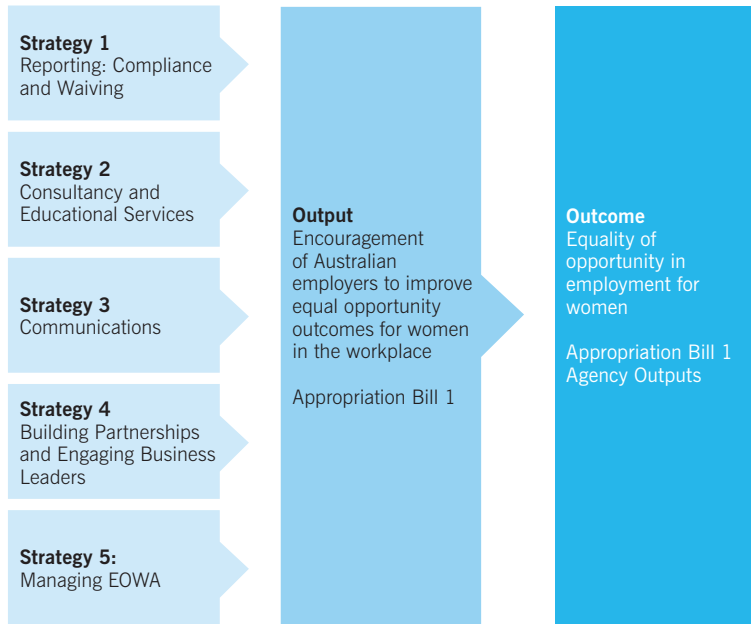
Organisational Structure

EOWA is a statutory authority located within the portfolio of the Australian Commonwealth Department of Employment and Workplace Relations (DEWR). The Directorship of EOWA is a statutory appointment made by the Governor-General of Australia. The Director reports directly to the Minister for Employment and Workplace Relations and embodies the powers and functions as described in the Act.

Outcome and Output Structure

FIGURE 1

Organisational Structure Relating to Outputs and Outcomes





03

Report on Performance

Report on Performance

Actual Performance in Overall Achievement of Outcome

As identified in the Portfolio Budget Statements (PBS), EOWA's effectiveness indicators for the output to achieve the planned outcome are described in Table 1. The table provides information on the strategies chosen to deliver the outcome, and shows the links between the output and the outcome.

TABLE 1

Effectiveness – Overall Achievement of the Outcome Including Performance Information for Administered Items

Impact	Organisations' compliance with the Act and employer awareness and progress towards equal employment opportunity for women.
Impact Measured by Effectiveness Indicators	Compliance with the Act; client performance improvement; eligibility for waiving, EOWA Employer of Choice for Women (EOCFW) citations and Business Achievement Awards (BAAs); requests for information and advice; workshop attendance; stakeholder feedback; website use; media coverage; and partnership events.
Actual Performance	<ul style="list-style-type: none"> • 2,516 compliant and 13 non-compliant organisations (as at 5 October 2006) • Average of 4.6 Employment Matters actioned per organisation (4.3 EMs actioned in 2004-05). • 122 waived organisations (as at 5 October 2006). 116 EOCFW organisations. 52 organisations self-nominated for the 2006 BAAs (12 self-nominated for more than one award). • 52 workshops and 45 individual workplace consultations held. • 275 media mentions. • 9 external partners supported EOWA events.
Output	Encouragement of Australian employers to improve equal opportunity outcomes for women in the workplace.
Output Measured by Quality	Client awareness/satisfaction with: administration of the Act; value-added services; improved client reports; EOWA's service charter; client management processes and systems; workshops; site visits and consultancy services; website and on-line educational tools; written materials/publications and presentations; information and advice; media interest; BAA feedback; and strategic alliances/partnerships with key people and organisations.
Output Measured by Quantity	Client satisfaction determined by number of: responses to client managers; complaints to EOWA and the Minister; electronic reports submitted; information/advice provided; liaisons, consultancies and partnership events with client organisations; workshop attendees; e-newsletters; website usage and feedback, waived and EOCFW organisations; client relationships and CEO attendance at the BAAs.

Actual Performance

- All reporting organisations were telephoned by EOWA and offered tailored feedback.
- Complaints made to EOWA regarded technical eReporting issues. No complaints made to the Minister.
- 984 reports submitted via EOWA's eReporting tool as at 5 October 2006 (845 submitted in 2004-05).
- More than 350 business leaders, including over 50 CEOs attended the 2005 BAAs (400 attendees in 2004).
- 247 clients attended 52 EOWA workshops in 2005-06 (407 attendees at 55 workshops in 2004-05). Workshop evaluation sheets measured 99.5% client satisfaction.
- EOWA's *Leading Edge Initiatives* publication distributed to all reporting CEOs and Report Contacts.
- *Industry Verticals* publications focusing on Education and Finance and Insurance distributed to all CEOs of reporting organisations in those two sectors.
- EOWA's e-Newsletter distributed to nearly 5,000 subscribers.
- Survey results indicated that 99% of surveyed reporting organisations were aware of EOWA's website and 88% used the site and found it very useful.
- 122 organisations waived (115 waived in 2004-05). 116 organisations awarded EOFCW citation (115 were EOFCW in 2005).

Price in PBS	Actual Expenditure
\$3.244m	\$3.185m

Reporting

Compliance organisations report annually to EOWA on:

- The composition of their workforce
- How they consulted with their employees
- Their analysis and issues identified for women in their organisation across the seven Employment Matters
- Actions taken
- The evaluation of the actions taken
- Planned future actions

EOWA's reporting clients are assessed as either compliant, non-compliant or waived from reporting for a specified period of time under the *Equal Opportunity for Women in the Workplace Act (The Act)*. Should a report be initially assessed as non-compliant, Client Consultants work with that organisation to obtain the necessary additional information for that organisation to reach compliant status.

Client Consultants, who are highly skilled in managing client relationships and human resource issues, are recruited annually to assess EOWA reports. They receive comprehensive training that equips them to provide tailored feedback relevant to each employer's needs. Client Consultants are also allocated specific industries to assess, which enables them to develop a comprehensive knowledge of industry-specific issues.

For every report assessed, Client Consultants telephone and email that organisation's EOWA report contact to provide personalised and detailed feedback on their workplace program. The feedback conversation with clients not only enhances the relationship between EOWA and reporting organisations but also provides an opportunity to discuss their individual program, ensuring that employers receive the maximum benefit of industry knowledge.

Client Consultants recognise that each reporting organisation is at a different stage in implementing a workplace program for achieving equal opportunity, hence feedback is tailored to each organisation's particular stage in that process. This feedback is designed to assist clients to influence change within their organisation.

In March 2006, over 2,700 CEOs from reporting organisations were sent a personalised letter on behalf of EOWA's Director updating them on the Agency's activities and also inviting them to contact EOWA for reporting and workplace program assistance. Additionally, all CEOs from compliant organisations received a tailored letter advising compliance with the Act and written feedback on their workplace program outlined in their report.

At the end of each calendar year, EOWA publishes all compliance reports from that reporting year on the EOWA website. This enables employers to read about how other organisations, both in their industry and generally, are addressing their equal opportunity issues.

Non-Compliant Organisations

As at 5 October 2006, there were 13 reporting organisations that did not comply with the *Equal Opportunity for Women in the Workplace Act 1999*.

Of these 13 organisations, ten have been non-compliant long term (that is, the client has been non-compliant for three or more consecutive years). The only organisations on the non-compliant list are those that did not submit a compliance report.

Non-compliant organisations are ineligible to tender for government contracts and industry assistance.

For the names of 2005-06 non-compliant organisations, refer to Appendix 9.

Waiving

The Equal Opportunity for Women in the Workplace Act 1999 (Section 13C) provides organisations covered by the Act with the opportunity to apply to be waived from reporting. This means that the employer is not required to submit a report to EOWA for a period of up to three years. Under the Act, organisations which have been waived from reporting are required to continue to develop their workplace program during the period of the waiver.

Waiving aims to:

- Encourage organisations to develop effective workplace programs to achieve equal opportunity in the workplace
- Recognise organisations that have done as much as they can, given their unique organisational circumstances
- Enable organisations to divert resources from reporting into their workplace program
- Respond to organisations that believe and can demonstrate that there are no further actions they can reasonably and practicably take to progress equal opportunity for women in the workplace.

EOWA's Waiving Manager provides organisations interested in waiving with a high level of one-on-one support and assistance. This involves consultation, feedback and guidance relating to EO in their workplace. In addition, EOWA's Workshop 2 focuses on requirements for waiving. Education and Client Advisors who conduct these workshops provide participants with advice and information to provide the foundation for a successful waiving application.

This year, 137 organisations applied to be waived, an increase from 126 applications last year. In 2005–06, the Director waived the reporting requirements of 122 organisations (compared with 115 organisations in 2004-05), demonstrating that these organisations are taking all reasonable and practical actions to progress equal opportunity for women in the workplace.

A list of waived organisations is provided in Appendix 10.

Insights from Reporting

Each year EOWA receives Equal Opportunity Compliance Reports from employers covered by the EOWW Act. These reports are assessed by EOWA staff for compliance with the legislation, and as part of the assessment process, data is recorded on each report in the EOWA database.

The 2005-06 report assessment data provides insights into how Australian employers are taking action to implement equal opportunity for women in their workplaces.

As at 5 October 2006, the total number of organisations registered with EOWA for the 2005-06 reporting year was 6,895 organisations, of which 2,737 were designated reporting organisations, an increase of 18 (0.7%) since 2004-05. Changes in the total number of registered organisations occur on a continuous basis throughout the year, and result from factors such as the sale, merger and closure of companies, and reductions in employee numbers that bring organisations below the 80-employee threshold.

Of the 2,737 reporting organisations registered with EOWA in 2005-06, 92.4% (2,529) were due to report to the Agency in 2006, with the remaining 7.6% (208) exempt from reporting this year as they had been officially waived in a previous year.

This year, 99.5% of 2006 reporting organisations (2,516 out of 2,529) were assessed as compliant under the Act, compared with last year when 99.4% (2,494 of 2,508 reporting organisations) complied. Out of these 2,516 compliant organisations, 122 were approved to be waived from reporting for a future period of up to three years, which compares with 115 in 2004-05.

The number of non-compliant organisations this year was 13 (0.5% of 2,529), compared with 14 (0.5% of 2,508) in 2004-05 and 17 (0.6% of 2,535) in 2003-04.

Women's Workforce Participation

In 2005-06, employee data was available for 2,726 of the 2,737 organisations registered with EOWA. These 2,726 organisations employed 2,640,627 people, an increase from 2,544,561 in 2004-05. Of these, approximately 48.5%, or 1,280,000 were women.

As at 5 October 2006, employee gender data was available for 2,381 reporting organisations. The proportion of women in these organisations is shown by employment category on the following page, together with the final figures for 2003-04 and 2004-05 (updated since the last Annual Report).

	2005-06 (%)	2004-05 (%)	2003-04%
CEOs	9.6	8.9	9.2
Managers	32.5	31.6	30.8
Employees	48.5	48.3	46.9
Full-time Employees	35.1	36.2	34.8
Part-time Employees	77.8	77.6	77.4
Casual Employees	59.6	58.5	58.8
Part-time Managers	80.9	81.9	77.9
Casual Managers	56.1	45.0	40.7

Women's employment participation in the total workforce and management of reporting organisations for the past three years is shown in Figure 2.

FIGURE 2

Women's Employment Participation in EOWA Reporting Organisations



* Interim figures as at 5 October 2006

Annual EOWA Survey of Reporting Organisations

Each reporting year, EOWA conducts a telephone survey of reporting organisations on the current equal opportunity issues for women in the workplace.

The annual survey collects benchmarking data on the provision and prevalence of specific employer initiatives to support women in the workplace, assists in the identification of new developments and trends in employers' promotion of equal opportunity for women in the workplace and provides an educational function by raising employer awareness of the issues for women in the workplace and the range of initiatives that exist to address these.

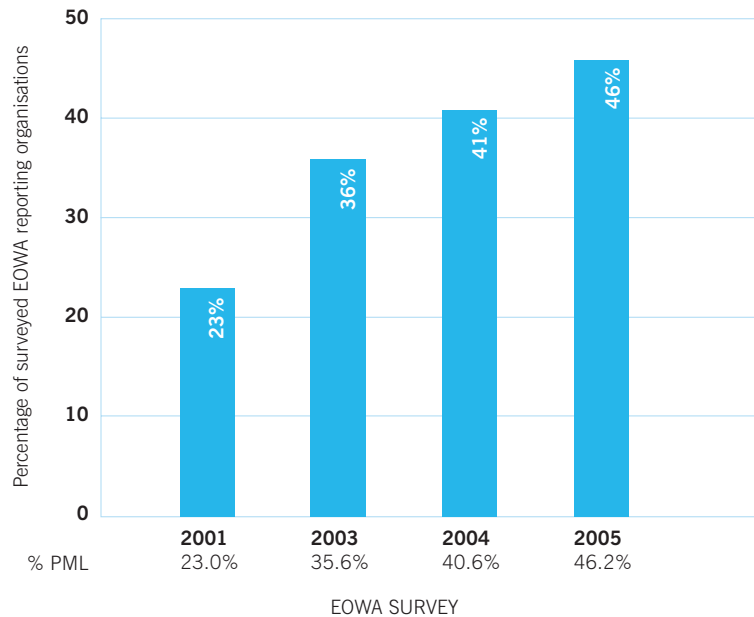
The 2005 survey examined the provision of paid parental leave, employer arrangements to assist women to return to work from maternity leave, awareness of staff turnover costs, the level of concern relating to the ageing workforce, the implementation and effectiveness of staff retention initiatives, workplace initiative success factors, and access to work/life flexibility arrangements.

The survey was conducted as part of the annual report assessment process for the reporting year 1 April 2005 – 31 March 2006, with data collected through telephone conversations between EOWA report assessors and reporting organisations between the months of May and September 2006.

The 2005 survey results on the provision of paid maternity leave and paid paternity leave by EOWA reporting organisations surveyed in 2001, 2003, 2004 and 2005 are shown in Figure 3.

FIGURE 3

Results of the 2001, 2003, 2004 and 2005 annual EOWA surveys on the provision of paid maternity leave by surveyed reporting organisations



The full published results of the 2005 EOWA survey can be viewed on EOWA's website at: http://www.eowa.gov.au/Information_Centres/Resource_Centre/EOWA_Publications/EOWA_Surveys.asp

The 2006 EOWA survey investigates the provision and impact of paid maternity leave, the provision of quality part-time work and the accountability measures that can be used to improve equal opportunity for women in the workplace. The results will be released later in 2006-07.

Educating HR and Diversity Practitioners

Workshops and Education Sessions

EOWA conducts workshops and other educational sessions to assist clients in developing EO workplace programs and to educate employers about the business benefits of removing barriers to women's participation in the workplace.

Throughout the year a total of 52 workshops were conducted across Australia, attracting 247 attendees. This was a decrease from the 407 attendees who attended the 55 workshops offered in 2004-2005.

All workshop participants received an evaluation form with which to provide feedback in relation to content and achievement of objectives. Over 99.5% of respondents either agreed or fully agreed that their workshop expectations had been met.

Consultancy Services

Consultations are designed to deliver improved outcomes for women and align equal opportunity practices with the organisation's business needs. Employers are able to choose from a range of services, including informative and practical workshops, an analysis of current workplace programs, internal training, analysis of their policies, motivational presentations and industry-specific reports, along with advice on how to become a leading organisation for the advancement of women.

Consultations present senior managers and executives with the organisational benefits of equal opportunity for women in the workplace and provide them with ideas and strategies to encourage women in their workplaces to reach their full potential, and improve organisational outcomes.

This year, EOWA conducted 45 individual workplace consultations, up from 43 conducted in 2004-05.

Advice and Consultation

An important part of EOWA's role is educating and assisting organisations to achieve equal opportunity for women in their workplaces. To this end EOWA provides advice and consultation both over the telephone and in person to reporting clients, media, academics, students, government organisations, women's groups and the general public.

Detailed assistance is provided to employers on interpretation of the Act, how to comply with the Act, workplace program development, how to use EOWA's workplace development tools, case studies from leading organisations and general information on issues for women in the workplace.

For the period 1 July 2005 to the end of the 2005-06 financial year, EOWA responded to in excess of 1,735 inquiries (compared with 2,411 inquiries in 2004-05). Additionally, during the 2005-06 reporting year, every reporting organisation was provided with personalised and industry-specific assistance on their workplace program.

Website

EOWA's website offers an extensive range of online tools and a library of rich resources including leading organisations' policies, practices and case studies, designed to enhance the development of successful EO workplace programs.

EOWA continued to improve the resources available to business by improving the navigation of the website, allowing easier access to reporting and research information. During the year, a survey was conducted with a sample of reporting organisations which showed that 99% of organisations were aware of the website, 88% of organisations used the site and also found it very useful and 56% of these organisations used it for assistance with reporting. Further improvements and an expansion of resources took place at the end of the financial year and will continue in 2006-07.

Communications

Speeches and Presentations

An important educational role for the Agency is to publicly address the current issues facing women in the workplace. Representatives of EOWA conduct speeches in order to educate, inspire and create debate around improving outcomes for women and business.

This year, EOWA representatives delivered public addresses across the nation and internationally to a broad range of audiences including government agencies, women's networks, private companies, industry groups and universities.

Publications

EOWA Leading-Edge Initiatives

EOWA's *Leading Edge Initiatives* was first launched in 2005 and published again in February 2006, and is available in hard copy, as well as on the EOWA website. The publication showcases a wide selection of initiatives by employers from across a variety of industries who are maximising women's employment participation and opportunities.

It is distributed nationally to over 2,700 CEOs and report contacts, and the Agency continues to receive additional requests throughout the year from non-reporting organisations and members of the public for copies of the publication. Some reporting organisations also request additional copies for wider internal distribution.

EOWA News Alert

EOWA regularly distributes this electronic newsletter, which provides tailored and relevant information to clients and other subscribers.

Each edition explores a specific EO issue, provides reporting-related information and updates on relevant internal or external events. The publication is distributed to nearly 5,000 subscribers. Subscription numbers continue to increase.

EOWA Industry Verticals

The EOWA *Industry Verticals* publication series presents an analysis of data derived from equal opportunity reports submitted by employers to EOWA in 2005, the 2001-2005 EOWA surveys of reporting organisations and over 2,000 individual consultations with reporting organisations by EOWA client consultants in 2004-05.

Two new issues in the *Industry Verticals* series were released in 2005-06, focusing on the Education (September 2005) and Finance and Insurance (June 2006) industries. Both were distributed to CEOs of all reporting organisations in the two respective sectors.

Media

EOWA's media strategy has continued to position the organisation as a key voice for working women in Australia. This profile has provided a platform which allows EOWA to work alongside some of Australia's foremost business leaders.

In 2005-06, the Agency achieved at least 275 known media mentions (209 print articles and 66 radio, TV and online media), compared with 213 print and 81 radio, TV and electronic media stories in 2004-05. It should be noted that this is an excellent result for 2005-06, since the EOWA Australian Census of Women in Leadership, which generates significant media coverage, was not produced this financial year.

Building Partnerships and Engaging Business Leaders

EOWA has continued to develop and strengthen strategic relationships with leading organisations and networks in Australia during the past year.

EOWA's key projects in 2005-06, which were aimed at inspiring leaders to take action to help women advance in the workplace, were:

- The EOWA Business Achievement Awards
- The *Intimate Conversation* forum
- The EOWA *Employer of Choice for Women* citation
- The EOWA *Industry Verticals* research series
- Networking and representation of EOWA on industry bodies

The EOWA Australian Census of Women in Leadership, which is now a biennial project, was not produced this financial year.

EOWA Business Achievement Awards (BAAs)

Over 350 business leaders, including over 60 Chief Executive Officers, attended the 2005 BAAs to honour Australian business leaders and the organisations that have strategically driven the advancement of women in their workplace. Corporate sponsors included Alcoa World Alumina Australia, the Australian Industry Group, Autoliv Australia, the Commonwealth Bank of Australia, ExxonMobil, Hays, IBM Australia and McDonald's.

This prestigious EOWA event is a way of focusing attention on women in the workplace and recognising equal opportunity excellence. The number of award nominations continues to increase each year, as has the number of awards to cater for the increasing number of eligible winners.

The 2005 BAA winners are listed in Appendix 11.

EOWA *Intimate Conversation* Forum

The EOWA *Intimate Conversation* is an annual "up close and personal" forum where CEOs from leading-practice organisations discuss their assessments of the important issues for women in the workplace and the obstacles facing them. The panel speaks openly and honestly about the issues they have encountered in driving EEO.

The 2006 panel comprised Karen Chester, Chief Executive Officer, Access Economics; Michael Hawker, Chief Executive Officer, Insurance Australia Group and Giam Swiegers, Chief Executive Officer, Deloitte Touche Tohmatsu. Facilitating the discussion was Helen Trinca, Editor of *Australian Financial Review* BOSS. Over 100 people attended from a diverse range of industries and organisations, which is the highest number achieved since the event began in 2002.

EOWA Employer of Choice for Women (EOCFW)

In February 2006, 116 organisations were featured on the EOWA Employer of Choice for Women list.

To be an EOWA Employer of Choice for Women, an organisation needs to:

- Have policies in place (across employment matters) that support women across the organisation
- Have effective processes (across employment matters) that are transparent
- Have strategies in place that support a commitment to fully utilising and developing its people (including women)
- Educate its employees (including supervisors and managers) on their rights and obligations regarding sex-based harassment
- Have an inclusive organisational culture that is championed by the CEO, driven by senior executives and holds line managers accountable
- Deliver improved outcomes for women and the business

Organisations seeking the citation, including current citation holders, are required to submit an application each year to ensure that their current workplace programs continue to meet the six criteria required to maintain their EOCFW status. Organisations that no longer demonstrate the criteria are removed from the list.

This year's EOCFW list is provided in Appendix 12.

Networking and Representation of EOWA

During the year EOWA was a member of a number of external organisations, including:

- The NSW Equal Employment Opportunity Practitioners' Association (NEEOPA)
- The Equal Employment Opportunity Network, Victoria (EEON)
- The Equal Opportunity Practitioners' Association, Queensland (EOPA)
- The Equal Employment Opportunity Network Australasia (EEONA)

EOWA also sponsored several events, including the Macquarie Graduate School of Management's *Women, Management and Employment Relations* Conference, the *Going Public* Conference and the Clare Burton Lecture Series.

Purchaser/Provider Arrangements

EOWA has not entered into a purchaser/provider arrangement with the Department of Finance for 2005-06.

Where Performance Targets Differ from PBS

Not applicable. Performance targets did not differ from the PBS.

Factors and Events Influencing Performance

EOWA will be receiving additional appropriations from 2006-07, to supplement depreciation costs of the replacement reporting database. The funding will be provided over a period of five years – the depreciable life of the intangible asset.

Significant Changes in Nature of Principal Functions/Services

There have been no significant changes to EOWA's principal functions or services over the past reporting period. In addition, EOWA has had no significant changes to its principal functions or services since the introduction of the amended legislation as outlined in the 1999-2000 EOWA Annual Report.

Service Charter

EOWA's Service Charter outlines the key service standards that EOWA commits to abide by in order to respond better to the needs of business and working women. External queries or complaints are responded to quickly and client feedback on EOWA's service is encouraged.

Of the 1,735 calls received in the period from July 05 – June 06, 95 calls were from members of the public whom EOWA referred to other agencies as we could not assist them, and 512 calls were relating to rights and obligations under the Act and how EOWA could provide assistance to meet those obligations.

The Service Charter is available on EOWA's website at:
http://www.eowa.gov.au/About_EOWA/Our_Services/EOWA_Service_Charter.asp

Financial Performance

The total appropriation for EOWA in 2005-06 was \$2,709,000 for the reporting year.

Beginning 2006-07, the Agency will be receiving additional funding over a five-year period, to supplement depreciation costs of the replacement reporting master data management system. The new system will aid in improved data management and data mining and will help to reduce the regulatory burden on business by facilitating the electronic lodgement of compliance reports. It will also eliminate the risk of data corruption.

Significant Changes from Prior Year or from Budget

There were no significant changes.

TABLE 2

Summary Resource Table by Outcome

	(1) Budget* 2005-06 (\$)	(2) Actual Revenue 2005-06 (\$)	(3) Actual Expenses 2005-06 (\$)	Variation (3) – (2)	(4) Budget** 2006-07 (\$)
Administered Expenses (including third-party outputs)	0	0	0	0	0
Total Administered Expenses	0	0	0	0	0
Price of Output					
Output – Administration of the Act, Advice, Education, Information and Communication	2,709,000	2,749,999	3,185,036	–	2,833,000
Subtotal of Output	2,709,000	2,749,999	3,185,036	–	2,833,000
Revenue from Government (Appropriation) for Outputs	2,709,000	2,749,999	–	–	2,833,000
Revenue from Other Sources	503,000	420,321	–	–	664,000
Other Sources – Resources received free of charge from Government, EOWA services to external entities	32,000	137,900	–	–	92,000
Total Price of Output	3,244,000	3,308,220	3,185,036	123,184	3,589,000
TOTAL FOR OUTCOME (Total Price of Outputs and Administered Expenses)	3,244,000	3,308,220	3,185,036	123,184	3,589,000
Average Staffing Levels [ASL]	20	19	19	0	21

* Full-year Budget, including additional Estimates

** Budget prior to additional Estimates

Developments since end of Financial Year

No new developments have occurred since the end of the financial year.



04

Management and Accountability

Management and Accountability

Corporate Governance

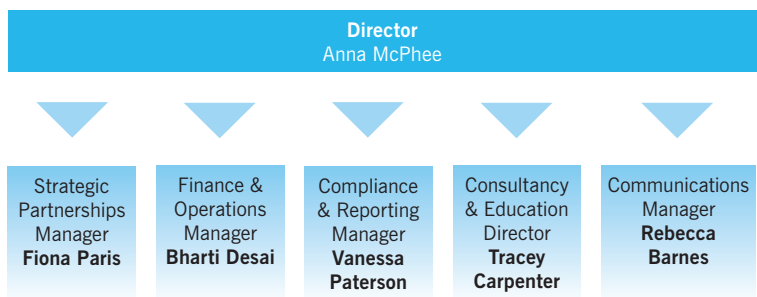
EOWA's Director reports directly to the Minister for Employment and Workplace Relations. The Executive Managers report to the Director.

The new organisational structure that was put in place towards the end of 2004-05 worked well, streamlining processes to enable EOWA to better respond to business needs and thereby achieve its outcome. Figure 4 displays the corporate management structure.

Names of the Senior Executive and their Responsibilities

FIGURE 4

Corporate Management Structure



Financial and Operational Risk

EOWA continues to integrate risk management strategies into business planning, incorporating the identification of risks and risk treatments into the Strategic Plan.

EOWA has met with Comcover throughout 2005-06 to ensure the development of good risk management practices.

Certification of Fraud Measures in Place

EOWA updated its Fraud Control Plan to cover 2006-08. The Fraud Control Plan continues to be a part of the EOWA induction program for all new employees and consultants. Most of the risks have been, and will continue to be, addressed by the implementation and documentation of appropriate procedures, and by ensuring that staff in higher risk areas are aware of fraud risks and prevention strategies.

Ethical Standards

EOWA is committed to the Australian Public Service (APS) Values and Code of Conduct.

EOWA staff induction kits contain information provided by the Australian Public Service Commission concerning these values and codes.

In 2005-06, EOWA continued to explore an alternative approach to performance management, taking into account the learnings from the previous program. A new approach was negotiated as part of the 2006 Certified Agreement.

External Scrutiny

EOWA is scrutinised by Federal Parliament through its established committee processes and parliamentary questions on notice. There have been no significant developments in the external scrutiny process since the previous reporting period.

During the period from July 2005 to June 2006 inclusive, EOWA was not the subject of:

- Judicial decisions or decisions of administrative tribunals that have, or may have, significant impact on operations; or
- Reports on the operations of EOWA by the Auditor-General (other than the report of financial statements), Parliamentary Committee or Commonwealth Ombudsman.

Management of Human Resources

Impact and Features of Certified Agreements and Australian Workplace Agreements

EOWA implemented its new Certified Agreement effective from April 2006 to March 2009. The main features of the 2006-09 Certified Agreement are:

- **Remuneration:** Employees will receive three wage increases over the three-year duration of the agreement. The first increase of 4% took effect upon certification on 1 April 2006; the second increase of another 4% will come into effect 12 months after certification on 1 April 2007, and the final 4% increase will take place on 1 April 2008.
- **Performance Bonus:** A performance bonus has been introduced.
- **Paid Maternity Leave:** EOWA has increased its paid maternity leave benefit to 14 weeks at full pay, with the option of a pay out at half-pay over a 28-week period.
- **Balancing work and personal life through working flexibly:** EOWA is committed to helping employees balance their work and personal lives through telecommuting, flextime, part-time work and other arrangements.
- **Recognising, building and using our employees' skills:** EOWA is providing staff with the opportunity to develop skills by provision of training and development and the health-related budgets.

EOWA has implemented a system of Australian Workplace Agreements (AWAs) for EOWA staff in order to further enhance the flexibility of terms and conditions available to staff.

The number of employees covered by a Certified Agreement or Australian Workplace Agreement and the salary ranges available for APS employees by classification structure are outlined in Appendix 8.

Training and Development Undertaken and its Impacts

During the year, there were internal development opportunities for staff wishing to expand their skill base through extension projects, as well as formal training. In addition, all staff were provided with access to a new flexible web-based IT training package.

Staff were encouraged to attend conferences, seminars and other networking events, in addition to structured external courses. Staff received various training and development opportunities, attending courses on project management, personal development, mentoring, computer

skills, networking, legislative obligations, APS policy foundation, Work Choices and financial and human resource management.

A total of \$80,759 was allocated to training, development and networking activities. In 2005-06, the amount spent on EOWA Studybank was nil.

Productivity Gains

There were no reported productivity gains achieved in the year 2005-06.

Staffing Structure and Statistics

There have been no further changes to the staffing structure within the Agency in the past year.

EOWA staffing profiles and statistics, including CA and AWA statistics, can be found in Appendix 8.

Performance Pay

EOWA provided performance pay to staff as described below.

- Performance pay paid to PEO level was \$16,597.

Purchasing

EOWA has implemented sound purchasing initiatives, ensuring that all purchasing is handled in accordance with the Commonwealth Procurement Guidelines and EOWA's Chief Executive Instructions.

EOWA is committed to the Government's payment policy and ensures that all accounts are processed by the due date and all purchases over \$2,000 are gazetted electronically.

Asset Management

EOWA's assets were managed internally by the Organisational Services section. EOWA's policies ensure that assets are properly recorded and that efficient, effective and ethical use of Commonwealth resources is promoted. EOWA also operates under an MOU with the Department of Employment and Workplace Relations for the use of its assets and support services.

EOWA undertakes yearly stocktakes and reconciles the stocktake reports to physical assets. EOWA confirms that the stocktake matched the physical assets as at 30 June 2006.

EOWA also maintains a portable register that records all items purchased under \$2,000 and maintains an asset management system.

Consultants, Competitive Tendering and Contracting

During 2005–06, EOWA engaged 24 external consultants or contractors (as listed in Appendix 7) for a total value of \$588,625.

EOWA adheres to the Commonwealth Procurement Guidelines and the EOWA Chief Executive Instructions when engaging consultants and entering into contractual arrangements.

The previous successful tenders continued to be used in 2005-06. The largest of these was DEWR for IT supplies, Finance, Human Resources and the maintenance and enhancement of the EOWA Database application; and Nesova Pty Ltd for the leasing of office premises.

Contracts for purchases over \$100,000 contain a clause for the Auditor-General to have access to the contractor's premises. All contracts over \$2,000 are published in the Public Service Gazette. EOWA has not exempted contracts on the basis that it would disclose exempt matters under the *Freedom of Information Act*.

Providing Access to People with Disabilities

EOWA's Workplace Diversity Policy includes reference to equal opportunities for people with a disability. Reference to the policy is included in all staff inductions and annual training is conducted to ensure staff are aware of their rights and obligations. EOWA has two Workplace Diversity Contact Officers to assist in the implementation of EOWA's Workplace Diversity Policy.

The Contact Officers conduct training with EOWA staff regarding their responsibilities around diversity and inclusiveness. EOWA continues to provide inclusive social functions that enable all EOWA staff to attend.



Appendices

Appendices

01 Financial Statements



Appendix 1 – Financial Statements

Independent Audit Report

To the Minister for Employment and Workplace Relations

Scope

The financial statements and Director's responsibility

The financial statements comprise:

- Statement by the Director,
- Income Statement, Balance Sheet and Statement of Cash Flows;
- Statement of Changes in Equity;
- Schedules of Commitments and Contingencies; and
- Notes to and forming part of the Financial Statements

of the Equal Opportunity for Women in the Workplace Agency (the Agency) for the year ended 30 June 2006.

The Agency's Director is responsible for preparing financial statements that give a true and fair presentation of the financial position and performance of the Agency, and that comply with Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, Accounting Standards and other mandatory financial reporting requirements in Australia. The Agency's Director is also responsible for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial statements.

Audit Approach

We have conducted an independent audit of the financial statements to express an opinion on them to you. Our audit has been conducted in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing and Assurance Standards, to provide reasonable assurance as to whether the financial statements are free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive, rather than conclusive, evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

While the effectiveness of management's internal controls over financial reporting was considered when determining the nature and extent of audit procedures, the audit was not designed to provide assurance on internal controls.

We have performed procedures to assess whether, in all material respects, the financial statements present fairly, in accordance with Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Agency's financial position, and of its financial performance and cash flows.

The audit opinion is based on these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial statements; and
- assessing the appropriateness of the accounting policies and disclosures used, and the reasonableness of significant accounting estimates made by the Director.

Independence

In conducting the audit, we have followed the independence requirements of the Australian National Audit Office, which incorporate the ethical requirements of the Australian accounting profession.

Audit Opinion

In my opinion, the financial statements of the Equal Opportunity for Women in the Workplace Agency:

- a. have been prepared in accordance with Finance Minister's Orders made under the Financial Management and Accountability Act 1997; and
- b. give a true and fair view of the Equal Opportunity for Women in the Workplace Agency's financial position as at 30 June 2006 and of its performance and cash flows for the year then ended, in accordance with:
 - i. the matters required by the Finance Minister's Orders; and
 - ii. applicable Accounting Standards and other mandatory financial reporting requirements in Australia.

Australian National Audit Office



P Hinchey
Senior Director

Delegate of the Auditor-General
Sydney

Equal Opportunity for Women in the Workplace Agency Statement by the Chief Executive

In our opinion, the attached financial statements for the year ended 30 June 2006 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997* as amended.



Anna McPhee
Director
Equal Opportunity for Women
in the Workplace Agency
17th August 2006



Bharti Desai
Chief Financial Officer
Equal Opportunity for Women
in the Workplace Agency
17th August 2006

Appendices

01 Financial Statements

Equal Opportunity for Women in the Workplace Agency Statement of Financial Performance

for the year ended 30 June 2006

	Notes	30 June 2006 (\$)	30 June 2005 (\$)
Revenue			
Revenues from Government	4A	2,749,999	2,708,000
Goods and services	4B	420,321	562,349
Total revenue		3,170,320	3,270,349
Gains			
Other gains	4C	137,900	132,133
Total gains		137,900	132,133
Total income		3,308,220	3,402,482
Expenses			
Employees	5A	1,568,786	1,615,615
Suppliers	5B	1,284,038	1,354,854
Depreciation and amortisation	5C	332,212	293,755
Write-down and impairment of assets	5D	–	302,650
Net losses on sale of assets	5E	–	6,024
Total expenses		3,185,036	3,572,898
Operating result		123,184	(170,416)

The above statement should be read in conjunction with the accompanying notes.

Equal Opportunity for Women in the Workplace Agency Balance Sheet

as at 30 June 2006

	Notes	30 June 2006 (\$)	30 June 2005 (\$)
Assets			
Financial assets			
Cash and cash equivalents	6A	393,360	682,294
Receivables	6B	1,865,947	1,045,114
Total financial assets		2,259,307	1,727,408
Non-financial assets			
Land and buildings	7A,C	96,730	172,013
Infrastructure, plant and equipment	7B,C	10,915	19,678
Intangibles	7D	58,883	277,474
Other non-financial assets	7E	3,223	3,587
Total non-financial assets		169,751	472,752
Total assets		2,429,058	2,200,160
Liabilities			
Payables			
Suppliers	8A	53,107	44,282
Other payables	8B	165,123	117,730
Total payables		218,230	162,012
Provisions			
Employees	9A	201,701	158,425
Other provisions	9B	52,930	46,710
Total provisions		254,631	205,135
Total liabilities		472,861	367,147
Net assets		1,956,197	1,833,013
Equity			
Contributed equity		1,399,000	1,399,000
Reserves		40,043	40,043
Retained surpluses		517,154	393,970
Total equity		1,956,197	1,833,013
Current assets		2,262,530	1,730,995
Non-current assets		166,528	469,165
Current liabilities		401,097	320,621
Non-current liabilities		71,764	46,526

The above statement should be read in conjunction with the accompanying notes.

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01 Financial Statements

Equal Opportunity for Women in the Workplace Agency Statement of Cash Flows

for the year ended 30 June 2006

	Notes	30 June 2006 (\$)	30 June 2005 (\$)
Operating activities			
Cash received			
Goods and services		407,229	603,782
Appropriations		1,949,999	2,708,000
GST received from ATO		57,811	137,236
Total cash received		2,415,039	3,449,018
Cash used			
Employees		1,534,000	1,697,746
Suppliers		1,106,440	1,159,769
GST paid to ATO		63,533	146,106
Total cash used		2,703,973	3,003,621
Net cash from operating activities	9	(288,934)	445,397
Investing activities			
Cash used			
Purchase of property, plant and equipment		–	5,360
Purchase of intangibles		–	248,192
Total cash used		–	253,552
Net cash used by investing activities		–	(253,552)
Net increase/(decrease) in cash held		(288,934)	191,845
Cash at the beginning of the reporting period		682,294	490,449
Cash at the end of the reporting period	6A	393,360	682,294

The above statement should be read in conjunction with the accompanying notes.

Equal Opportunity for Women in the Workplace Agency Statement of Changes in Equity

for the year ended 30 June 2006

Item	Accumulated Results		Asset Revaluation Reserves		Contributed Equity		TOTAL EQUITY	
	2006 (\$)	2005 (\$)	2006 (\$)	2005 (\$)	2006 (\$)	2005 (\$)	2006 (\$)	2005 (\$)
Opening balance as at 1 July	393,970	564,345	40,043	8,558	1,399,000	1,399,041	1,833,013	1,971,944
Net revaluation adjustment	n/a	n/a	n/a	31,485	n/a	n/a	n/a	31,485
Net operating result	123,184	(170,416)	n/a	n/a	n/a	n/a	123,184	(170,416)
Transfer to / (from) reserves	-	41	-	-	-	(41)	-	-
Closing balance as at 30 June	517,154	393,970	40,043	40,043	1,399,000	1,399,000	1,956,197	1,833,013

The above statement should be read in conjunction with the accompanying notes.

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01 Financial Statements

Equal Opportunity for Women in the Workplace Agency Schedule of Commitments

as at 30 June 2006

	30 June 2006 (\$)	30 June 2005 (\$)
By type		
Other commitments		
Operating leases ¹	214,025	428,050
Net commitments by type	214,025	428,050
By maturity		
Operating lease commitments		
One year or less	214,025	214,025
From one to five years	–	214,025
Over five years	–	–
Net commitments by maturity	214,025	428,050

NB: Commitments are GST inclusive where relevant.

¹ Operating leases included are effectively non-cancellable and comprise leases for office accommodation. There is no provision for review.

The above schedules should be read in conjunction with the accompanying notes.

Equal Opportunity for Women in the Workplace Agency Schedule of Contingencies

as at 30 June 2006

	30 June 2006 (\$)	30 June 2005 (\$)
Contingent assets		
Balance from previous period	–	25,543
Assets crystallised	–	25,543
Total contingent assets	–	–
Claims for damages/costs		

NB: Contingencies are GST inclusive where relevant.

Details of each class of contingent liabilities and assets, including those not included above because they cannot be quantified or are considered remote, are disclosed in **Note 11: Contingent Liabilities and Assets**.

The above schedules should be read in conjunction with the accompanying notes.

Notes to and forming part of the financial statements

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Note 1: Summary of Significant Accounting Policies

1.1 Objectives of Equal Opportunity for Women in the Workplace Agency

The Equal Opportunity for Women in the Workplace Agency's (EOWA) is an Australian Public Service organisation. EOWA's vision is for every woman in the workplace to reach her full potential. EOWA's mission is to inspire Australian employers to create workplaces where all women feel valued and fully able to contribute by:

- providing unique leading edge knowledge and solutions;
- building strategic alliances and partnerships; and
- inspiring community debate to create a higher level of thinking to address the issues.

The planned outcome is Equality of Opportunity in Employment for Women.

1.2 Basis of Accounting

The financial statements are required by section 49 of the *Financial Management and Accountability Act 1997* and are a general purpose financial report.

The statements have been prepared in accordance with:

- Finance Minister's Orders (or FMOs, being the *Financial Management and Accountability Orders (Financial Statements for reporting periods ending on or after 1 July 2005)*);

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- Australian Accounting Standards issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period; and
- Interpretations issued by the AASB and Urgent Issues Group that apply for the reporting period.

This is the first financial report to be prepared under the Australian Equivalents to International Financial Reporting Standards (AEIFRS). The impacts of adopting AEIFRS are disclosed at Note 2.

The Income Statement and Balance Sheet have been prepared on an accrual basis and are in accordance with historical cost convention, except for certain assets, which, as noted, are at valuation. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

Assets and liabilities are recognised in the Balance Sheet when and only when it is probable that future economic benefits will flow and the amounts of the assets or liabilities can be reliably measured. Assets and liabilities arising under agreements equally proportionately unperformed are not recognised unless required by an Accounting Standard. Liabilities and assets which are unrecognised are reported in the Schedule of Commitments and the Schedule of Contingencies (other than unquantifiable or remote contingencies which are reported at Note 11).

Revenues and expenses are recognised in the Income Statement when and only when the flow or consumption or loss of economic benefits has occurred and can be reliably measured.

1.3 Statement of Compliance

The financial report complies with Australian Accounting Standards, which include Australian Equivalents to International Financial Reporting Standards (AEIFRS). The AASB has issued amendments to existing standards, which are not effective at the reporting date. EOWA intends to adopt all standards upon their application date. As at the reporting date, there is no expected effect from application of these standards.

1.4 Revenue

Revenues from Government

Amounts appropriated for Departmental outputs appropriations for the year (adjusted for any formal additions and reductions) are recognised as revenue, except for certain amounts which relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned.

Appropriations receivable are recognised at their nominal amounts.

Other Revenue

Revenue from the sale of goods is recognised when:

- The risks and rewards of ownership have been transferred to the buyer;
- The seller retains no managerial involvement nor effective control over the goods;
- The revenue and transaction costs incurred can be reliably measured; and
- It is probable that the economic benefits associated with the transaction will flow to the entity.

Revenue from rendering of services is recognised by reference to the stage of completion of contracts at the reporting date. The revenue is recognised when:

- The amount of revenue, stage of completion and transaction costs incurred can be reliably measured; and
- The probable economic benefits with the transaction will flow to the entity.

Receivables for goods and services are recognised at the nominal amounts due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date. Provisions are made when collectability of the debt is no longer probable.

1.5 Gains

Resources Received Free of Charge

Services received free of charge are recognised as revenue when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense.

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as revenue at their fair value when the asset qualifies for recognition, unless received from another government agency as a consequence of a restructuring of administrative arrangements (Refer to Note 1.6).

Other Gains

Gains from the disposal of non-current assets are recognised when control of the asset has passed to the buyer.

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1.6 Transactions with the Government as Owner

Equity injections

Amounts appropriated which are designated as 'equity injections' for a year (less any savings offered up in Portfolio Additional Estimates Statements) are recognised directly in Contributed Equity in that year.

1.7 Employee Benefits

As required by the Finance Minister's orders, EOWA has adopted AASB 119 Employee Benefits as issued in December 2004.

Liabilities for services rendered by employees are recognised at the reporting date to the extent that they have not been settled.

Liabilities for short-term employee benefits (as defined in AASB 119) and termination benefits due within 12 months of balance sheet date are measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

All other employee benefit liabilities are measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date.

Leave

The liability for employee benefits includes provision for annual leave and long service leave. No provision has been made for sick leave as sick leave is non-vesting and the average sick leave taken in future years by employees of EOWA is estimated to be less than the annual entitlement for sick leave.

The leave liabilities are based on the employees' remuneration, including EOWA's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Superannuation

Staff of EOWA are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) or the PSS accumulation plan (PSSap). The liability for their superannuation benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course.

EOWA makes employer contributions to the Australian Government at rates determined by an actuary to be sufficient to meet the cost to the Government of the superannuation entitlements of Agency's employees.

The liability for superannuation recognised as at 30 June represents outstanding contributions for the final fortnight of the year.

1.8 Leases

A distinction is made between finance leases and operating leases. Finance leases effectively transfer from the lessor to the lessee substantially all the risks and rewards incidental to ownership of leased non-current assets. In operating leases, the lessor effectively retains substantially all such risks and benefits. EOWA has no finance leases.

Operating lease payments are expensed on a straight line basis which is representative of the pattern of benefits derived from the leased assets.

1.9 Cash

Cash means notes and coins held and any deposits held at call with a bank or financial institution. Cash is recognised at its nominal amount.

1.10 Financial Risk Management

EOWA's activities expose it to normal commercial financial risk. As a result of the nature of EOWA's business and internal and Australian Government policies, dealing with the management of financial risk, EOWA's exposure to market, credit, liquidity and cash flow and fair value is considered to be low.

1.11 Derecognition of Financial Assets and Liabilities

As prescribed in the Finance Minister's orders, EOWA has applied the option available under AASB1 of adopting AASB 132 and AASB139 from 1 July 2005 rather than 1 July 2004.

Financial Assets are derecognised when the contractual rights to the cash flows from the financial assets expire or the asset is transferred to another entity. In the case of a transfer to another entity, the risks and rewards of ownership are also transferred.

Financial liabilities are derecognised when the obligation under the contract is discharged or cancelled or expires. For the comparative year, financial liabilities were derecognised when the contractual obligation to pay cash no longer existed.

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01 Financial Statements

1.12 Impairment of Assets

As prescribed under the Finance Minister's Orders, EOWA has applied the option available under AASB 1 of adopting AASB 132 and 139 from 1 July 2005 rather than 1 July 2004.

Financial Assets are assessed for impairment at each balance date.

Financial Assets held at cost

If there is objective evidence that an impairment loss has been incurred, the impairment loss is the difference between the carrying amount of the asset and the present value of the estimated future cash flows discounted at the current market rate for similar assets.

Comparative Year

The above policies were not applied for the comparative year. For receivables, amounts were recognised and carried at original invoice amount less a provision for doubtful debts based on an estimate made when collection of the full amount was no longer probable. Bad debts were written off as incurred.

Other financial assets carried at cost which were not held to generate net cash inflows, were assessed for indicators of impairment. Where such indications were found to exist, the recoverable amount of the assets was estimated and compared to the assets carrying amount and, if less, reduced to the carrying amount. The reduction was shown as an impairment loss.

1.13 Trade Creditors

Trade creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

1.14 Contingent Liabilities and Contingent Assets

Contingent Liabilities and Assets are not recognised in the Balance Sheet but are disclosed in the relevant schedules and notes. They may arise from uncertainty as to the existence of a liability (asset), or represent an existing liability (asset) in respect of which settlement is not probable or the amount cannot be reliably measured. Remote contingencies are part of this disclosure. Where settlement becomes probable, a liability or asset is recognised. A liability or asset is recognised when its existence is confirmed by a future event, settlement becomes probable or reliable measurement becomes possible.

1.15 Acquisition of Assets

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition, unless acquired as a consequence of restructuring administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor agency's accounts immediately prior to the restructuring.

1.16 Property, Plant and Equipment (PP &E)

Asset Recognition Threshold

Purchases of property, plant and equipment are recognised initially at cost in the Balance Sheet, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which is significant in total).

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site. These costs are included in the value of EOWA's leasehold improvements with a corresponding provision for the 'make good' taken up.

Revaluations

Basis

Land, buildings, plant and equipment are carried at fair value, being revalued with sufficient frequency so that the carrying amount of each asset class is not materially different, at the reporting date, from its fair value.

Assessments were undertaken by management as at 30 June 2006 to confirm that the written down value is not materially different to the fair value of the assets.

Asset class	Fair value measured at:
Leasehold improvements	Lesser of depreciated replacement or reproduction cost
Plant and equipment	Market selling price

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised through the profit and loss. Revaluation decrements for a class of assets are recognised directly through the profit and loss except to the extent that they reverse a previous revaluation increment for that class.

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Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to EOWA using, in all cases, the straight-line method of depreciation. Leasehold improvements are depreciated on a straight-line basis over the lesser of the estimated useful life of the improvements or the unexpired period of the lease.

Depreciation rates and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate. Residual values are re-estimated for a change in prices only when assets are revalued.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	2006	2005
Leasehold improvements	Lease term	Lease term
Plant and equipment	3 to 5 years	3 to 5 years

Impairment of Non-Current Asset

Non-current assets carried at fair value, which are not held to generate net cash inflows, have been assessed for indications of impairment at June 2006. Where indications of impairment exist, the asset is written down to the higher of its net selling price or if the entity would replace the asset's service potential, its depreciated replacement cost.

1.17 Intangibles

EOWA's intangibles comprise of internally developed software for internal use. These assets are carried at cost.

Software is amortised on a straight-line basis over its anticipated useful life. The useful life of EOWA's software is 5 years (2004-05: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2006.

1.18 Taxation

EOWA is exempt from all forms of taxation except fringe benefits tax and the goods and services tax (GST).

Revenues, expenses and assets are recognised net of GST:

- except where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- except for receivables and payables.

1.19 Insurance

EOWA is insured for risks through the Government's insurable risk managed fund, called 'Comcover'. Workers' compensation is insured through the Government's Comcare Australia.

1.20 Comparative Figures

Comparative figures have been adjusted to conform to changes in presentation in these financial statements where required.

Note 2: The impact of the transition to AEIFRS from previous AGAAP

	2005 (\$)	2004 (\$)
Reconciliation of total equity as presented under previous AGAAP to that under AEIFRS		
Total equity under previous AGAAP	1,833,013	1,971,944
Adjustments to other reserves:		
Asset revaluation reserve	–	31,485
Total equity translated to AEIFRS	1,833,013	2,003,429
Reconciliation of profit or loss as presented under previous AGAAP to AEIFRS		
Prior year profit as previously reported	(170,416)	
Adjustments	–	
Prior year profit translated to AEIFRS	(170,416)	

Note 3: Events after the Balance Date

EOWA is not aware of any material events occurring after balance date.

Note 4: Income

	2005 (\$)	2004 (\$)
Note 4A: Revenues from Government		
Appropriations for outputs	2,749,999	2,708,000
Total revenues from government	2,749,999	2,708,000
Note 4B: Goods and Services		
Services rendered to external entities	420,321	562,349
Total sales of goods and services	420,321	562,349
Note 4C: Other gains		
Resources received free of charge	137,900	132,133
Resources received free from related entities		
Provision of support services by the Department of Employment and Workplace Relations	97,900	23,323
Auditors Remuneration	25,000	24,000
Total resources from related entities	122,900	47,323
Resources received free from external entities	15,000	84,810
Total resources received free of charge	137,900	132,133

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Note 5: Operating Expenses

	2005 (\$)	2004 (\$)
Note 5A: Employee Expenses		
Wages and salaries	1,237,996	1,241,166
Superannuation	180,669	188,479
Leave and other entitlements	59,278	23,124
Separation and redundancies	–	61,568
Other employee expenses	90,843	101,278
Total employee expenses	1,568,786	1,615,615

Note 5B: Supplier Expenses

Goods from external entities	589,268	700,850
Services from related entities	34,000	39,022
Services from external entities	524,078	553,049
Operating lease rentals *	6,352	11,928
Other supplier expenses	99,850	42,324
Workers' compensation premiums	8,490	7,681
Total supplier expenses	1,262,038	1,354,854

* These comprise minimum lease payments only.

Note 5C: Depreciation and Amortisation

Depreciation		
Infrastructure, plant and equipment	8,763	9,594
Building – leasehold improvements	104,858	89,437
Total depreciation	113,621	99,031
Amortisation		
Intangibles – computer software	218,591	194,724
Total depreciation and amortisation	332,212	293,755

Note 5D: Write Down and impairment of Assets

Non-financial assets		
Internally developed software – impairment *	–	302,650
Total write-down of assets	–	302,650

* The impairment of asset write down in 2005 is related to the development of the reporting database that was abandoned by management due to excessive increase in completion costs.

Note 5E: Net Losses from Sale of Assets

Infrastructure, plant and equipment:		
Total proceeds from disposals	–	–
Total value of assets disposed	–	6,024
Total net loss from disposal of assets	–	6,024

Note 6: Financial Assets

	2005 (\$)	2004 (\$)
Note 6A: Cash and cash equivalents		
Cash at bank	392,360	681,294
Cash on hand	1,000	1,000
Total cash and cash equivalents	393,360	682,294

Note 6B: Receivables

Goods and services	38,060	24,968
GST receivable from the Australian Taxation Office	27,887	20,146
Appropriations receivable – undrawn	1,800,000	1,000,000
Total receivables (net)	1,865,947	1,045,114

All receivables are current assets.

All receivables are with entities external to the entity. Credit terms are net 30 days (2005: 30 days).

Appropriations receivable undrawn are appropriations controlled by the Agency but held in the Official Public Account under the Government's just-in-time drawdown arrangements.

Receivables (gross) are aged as follows:

Current	1,827,887	1,020,146
Overdue by:		
Less than 30 days	37,400	16,831
30 to 60 days	660	660
61 to 90 days	–	660
More than 90 days	–	6,817
Total receivables (gross)	1,865,947	1,045,114

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Note 7: Non-Financial Assets

	2006 (\$)	2005 (\$)
Note 7A: Land and Buildings		
Leasehold improvements		
– At fair value	291,025	261,450
– Accumulated amortisation	(194,295)	(89,437)
Total leasehold improvements	96,730	172,013
Total land and buildings (non-current)	96,730	172,013

Note 7B: Infrastructure, Plant and Equipment

Infrastructure, plant and equipment		
– At fair value	31,875	31,875
– Accumulated depreciation	(20,960)	(12,197)
Total infrastructure, plant and equipment (non-current)	10,915	19,678

Note 7C: Analysis of Property, Plant and Equipment

Table A – Reconciliation of the opening and closing balances of property, plant and equipment

Item	Buildings – Leasehold Improvements (\$)	Other IP&E (\$)	Total (\$)
As at 1 July 2005			
Gross book value	261,450	31,875	293,325
Accumulated depreciation/ amortisation	(89,437)	(12,197)	(101,634)
Opening net book value	172,013	19,678	191,691
Additions:			
'Makegood' provision	29,575	–	29,575
Depreciation/amortisation expense	(104,858)	(8,763)	(113,621)
As at 30 June 2006			
Gross book value	291,025	31,875	322,900
Accumulated depreciation/ amortisation	(194,295)	(20,960)	(215,255)
Closing net book value	96,730	10,915	107,645

Note 7D: Intangible Assets

	2006 (\$)	2005 (\$)
Computer software:		
At cost – internally developed	1,376,576	1,376,576
– Accumulated amortisation	(1,317,693)	(1,099,102)
Total intangibles (non-current)	58,883	277,474

Table A – Reconciliation of the opening and closing balances of intangibles

Item	Computer Software (\$)	Intangibles under construction (\$)	Intangibles Total (\$)
As at 1 July 2005			
Gross book value	1,376,576	–	1,376,576
Accumulated depreciation/ amortisation	(1,099,102)	–	(1,099,102)
Opening net book value	277,474	–	277,474
Depreciation/ amortisation expense	(218,591)	–	(218,591)
As at 30 June 2006			
Gross book value	1,376,576	–	1,376,576
Accumulated depreciation/ amortisation	(1,317,693)	–	(1,317,693)
Closing net book value	58,883	–	58,883

Note 7E: Other Non-Financial Assets

	2006 (\$)	2005 (\$)
Prepayments	3,223	3,587
Total other non-financial assets	3,223	3,587

All other non-financial assets are current assets.

Note 8: Payables

	2006 (\$)	2005 (\$)
Note 8A: Supplier		
Trade creditors	53,107	44,282
Total supplier payables	53,107	44,282

All supplier payables are current liabilities.

Note 8B: Other Payables

	2006 (\$)	2005 (\$)
GST payable to ATO	7,431	5,411
Accrued expenses	84,692	67,319
Unearned revenue	73,000	45,000
Total other payables	165,123	117,730

All other payables are current liabilities.

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Note 9: Provisions

	2006 (\$)	2005 (\$)
Note 9A: Employee Provisions		
Salaries and wages	12,922	6,063
Leave	162,888	127,466
Other	25,891	24,896
Total employee provisions	201,701	232,875
Current	129,937	135,254
Non-current	71,764	23,171
Total employee provisions	201,701	158,425
Note 9B: Other Provisions		
Provision for 'Makegood'	29,575	–
Lease incentives	23,355	46,710
Total other provisions	52,930	46,710

All other provisions are current liabilities.

Note 10: Cash Flow Reconciliations

	2006 (\$)	2005 (\$)
Reconciliation of cash per Income Statement to Statement of Cash Flows		
Cash at year end per Statement of Cash Flows	393,360	682,294
Statement of Financial Position items comprising above cash:		
'Financial Asset – Cash'	393,360	682,294
Reconciliation of operating result to net cash from operating activities:		
Add:		
Net operating result	123,184	(170,416)
Depreciation and amortisation	332,212	293,755
Write down of non-financial assets	–	302,650
Loss on disposal of assets	–	6,024
(Increase) / decrease in net receivables	(13,092)	41,433
(Increase)/decrease in OPA receivables	(800,000)	–
(Increase) / decrease in GST receivable	(7,742)	(10,383)
(Increase) / decrease in prepayments	364	30,888
Increase / (decrease) in employee provisions	43,276	(74,450)
Increase / (decrease) in supplier payables	30,844	24,383
Increase / (decrease) in GST payable	2,020	1,513
Net cash from / (used by) operating activities	(288,934)	445,397

Note 11: Contingent Liabilities and Assets

There are no other quantifiable or unquantifiable contingencies as at 30 June 2006.

Note 12: Executive Remuneration

	2006	2005
The number of executives who received or were due to receive total remuneration of \$130,000 or more:		
\$130 000 to \$144 999	–	1
\$190 000 to \$204 999	1	1
The aggregate amount of total remuneration of executives shown above.	\$202,641	\$338,720

Note 13: Remuneration of Auditors

	2006 (\$)	2005 (\$)
Financial statement audit services are provided free of charge to the Agency.		
The fair value of audit services provided was:	25,000	24,000
No other services are provided by the Auditor-General.		

Note 14: Average Staffing Levels

	2006	2005
The average staffing levels for the Agency during the year were:	19	19

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Note 15: Financial Instruments

Financial Instrument	Notes	Non-Interest Bearing		Total	
		2006 (\$)	2005 (\$)	2006 (\$)	2005 (\$)
Note 15A: Interest Rate Risk					
Financial assets					
Cash	6A	392,360	681,294	392,360	681,294
Cash on hand	6A	1,000	1,000	1,000	1,000
Receivables for goods and service	6B	38,060	24,968	38,060	24,968
GST receivable	6B	27,887	20,146	27,887	20,146
Appropriation receivable	6B	1,800,000	1,000,000	1,800,000	1,000,000
Total		2,259,307	1,727,408	2,259,307	1,727,408
Total assets				2,429,058	2,200,160
Financial liabilities					
Trade creditors	8A	53,107	44,282	53,107	44,282
GST payable	8B	7,431	5,411	7,431	5,411
Other payables	8B	157,692	112,319	157,692	112,319
Total		218,230	162,012	218,230	162,012
Total liabilities				472,861	367,147

Note 15B: Net Fair Values of Financial Assets and Liabilities

	Notes	2006		2005	
		Total Carrying Amount (\$)	Aggregate Net Fair Value (\$)	Total Carrying Amount (\$)	Aggregate Net Fair Value (\$)
Departmental financial assets					
Cash	6A	392,360	392,360	681,294	681,294
Cash on hand	6A	1,000	1,000	1,000	1,000
Receivables for goods and services	6B	38,060	38,060	24,968	24,968
GST receivable	6B	27,887	27,887	20,146	20,146
Appropriation receivable	6B	1,800,000	1,800,000	1,000,000	1,000,000
Total financial assets		2,259,307	2,259,307	1,727,408	1,727,408
Financial liabilities (recognised)					
Trade creditors	8A	53,107	53,107	44,282	53,107
GST payable	8B	7,431	7,431	5,411	5,411
Other payables	8B	157,692	157,692	112,319	112,319
Total financial liabilities (recognised)		218,230	218,230	162,012	162,012
Financial liabilities (unrecognised)					
Total financial liabilities (unrecognised)		–	–	–	–

Note 15C: Credit Risk Exposures

EOWA's maximum exposures to credit risk at reporting date in relation to each class of recognised financial assets is the carrying amount of those assets as indicated in the Balance Sheet.

EOWA has no significant exposures to any concentrations of credit risk.

All figures for credit risk referred to do not take into account the value of any collateral or other security.

Note 16: Appropriations

Note 16A: Acquittal of Authority to Draw Cash from Consolidated Revenue Fund for Ordinary Annual Services Appropriations

Particulars	Departmental Outputs	
	2006 (\$)	2005 (\$)
Balance carried from previous year	1,682,294	1,490,449
Reductions of appropriations (prior years)	–	–
Adjusted balance carried for previous period	1,682,294	1,490,449
Appropriation Act (No. 1)	2,709,000	2,727,000
Appropriation Act (No. 3)	–	–
Appropriation Receivable Drawdown	–	–
Advance to the Finance Minister	–	–
Adjustment of appropriations on change of entity function (FMAA s32)	–	–
Refunds credited (FMAA s30)	40,999	–
Appropriation reduced by section 9 determinations (current year)	–	19,000
Sub-total Annual Appropriation	2,749,999	2,708,000
Appropriations to take account of recoverable GST (FMAA s30A)	57,811	137,236
Annotations to 'net appropriations' (FMAA s31)	407,229	603,782
Total Appropriations available for payments	4,897,333	4,939,467
Cash payments made during the year (GST inclusive)	2,703,973	3,257,173
Appropriations credited to Special Accounts (excluding GST)	–	–
Balance of Authority to Draw Cash from the CRF for Ordinary Annual Services Appropriations	2,193,360	1,682,294
Represented by:		
Cash at bank and on hand	393,360	682,294
Receivable – departmental appropriations	1,800,000	1,000,000
Total	2,193,360	1,682,294

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Note 17: Reporting of Outcomes

Note 17A: Net Cost of Outcome Delivery

	Outcome 1	
	2006 (\$)	2005 (\$)
Administered expenses	–	–
Departmental expenses	3,185,036	3,572,898
Total expenses	3,185,036	3,572,898
Costs recovered from provision of goods and services to the non-government sector		
Administered	–	–
Departmental	435,321	647,159
Total costs recovered	435,321	647,159
Goods and services revenue from related entities	–	–
Total departmental	–	–
Total other external revenues	–	–
Net cost/(contribution) of outcome	2,749,715	2,925,739

Equal Opportunity for Women in the Workplace Agency has one outcome. There is one output for this outcome.

Major classes of revenue and expenses by output are shown in the Income Statement.

In accordance with subsection 74(1) of the *Occupational Health and Safety Act (Commonwealth Employment Act) 1991*, the following information is provided:

OH&S Policy

An Occupational Health and Safety (OH&S) Officer exists within EOWA to address issues and solutions surrounding health, welfare and the safety and well-being of staff. Staff are consulted at all stages of decision-making processes concerning OH&S in the workplace.

Health and Safety representatives are self-elected. Any OH&S issues are discussed at regular staff meetings.

Ergonomic workstation assessments are carried out regularly during the year for staff who are telecommuting. As part of the induction program, new starters go through an informal OH&S training.

The EOWA health, fitness and well-being policy has continued to be used to promote the involvement of EOWA staff in activities that contribute to a healthy lifestyle.

Statistics

During the year, EOWA had no accidents or dangerous occurrences that arose from the conduct of the undertakings by EOWA or authority that is required to give notice under section 68. EOWA has had no cases of Occupational Overuse Syndrome (OOS) reported.

Investigation

No investigations were undertaken at EOWA and no tests were conducted on any plant, substance or thing in the course of such investigation.

No directions have been given to EOWA under Section 45 of the *Occupational Health and Safety Act (Commonwealth Employment Act) 1991*, nor have notices been given to EOWA under Sections 29, 46 and 47 during the reporting year.

If there are any difficulties in identifying or obtaining the relevant and necessary information, the enquirer will be contacted by the Freedom of Information Officer as soon as practically possible to resolve their enquiry.

Organisation, Functions and Decision-Making Powers

EOWA is a statutory authority located within the portfolio of the Australian Commonwealth Department of Employment and Workplace Relations (DEWR).

The Agency's role is to administer the *Equal Opportunity for Women in the Workplace Act 1999* (Commonwealth) and, through education, assist organisations to provide equal opportunity for women.

Participation and Involvement

Member of the public are welcome and invited by EOWA to present their views and opinions on current policy, the operations of EOWA and other procedural matters either to the Director of EOWA, Anna McPhee, or the Minister of Employment and Workplace Relations, the Hon. Kevin Andrews MP.

Availability

EOWA makes information about its function and role available to the public. People wishing to obtain information from EOWA should follow the procedure indicated below.

Categories of Documents

EOWA files and maintains the following categories of documents:

- Cabinet documents – relating to decisions regarding EOWA
- Policy documents – relating to the provision of advice and recommendations to the Minister, Director and senior management, including files, reports, correspondence and submissions
- Reports – public reports (including confidential sections) submitted by relevant organisations as required by the *Equal Opportunity for Women in the Workplace Act 1999*
- Submissions – submissions to, and reports on, public enquiries
- Internal administration documents – financial staffing, office procedures and similar documents
- Publications – all EOWA publications and educational materials for compliance are available on the website and in most cases also in hard copy
- Documents received by external sources – EOWA receives a variety of documents including consultants' reports and external research papers and reports

Facilities Provided

An EOWA staff member is appointed as the Freedom of Information Contact Officer and will respond to an enquiry by a member of the public.

The public may also gain physical access to EOWA documents readily and efficiently by means of an electronic document register and a physical filing system.

FOI Procedure and Initial Contact For Enquiries

Initial enquiries and formal requests concerning access to documents should be directed to:

Freedom of Information Officer

Telephone: 02 9448 8500

Requests for access to documents are to be made in writing and posted or delivered, together with the prescribed fee, to:

The Director

Equal Opportunity for Women in the Workplace Agency

PO Box 712

North Sydney NSW 2059

Appendices

04 Advertising and Market Research

The following information is provided in accordance with Section 311A of the *Commonwealth Electoral Act 1918*.

Total payment on or behalf of EOWA was made to advertising and market research organisations totalling \$3,288.47. A detailed list is as follows:

Advertising Agencies

Name	Summary description of the nature and purpose of the consultancy	Cost
HMA Blaze	Recruitment	\$2,221.47
John Fairfax Publications	Recruitment	\$1,067.00
	Total	\$3,288.47

Market Research Organisations

The services of these organisations were not used during the year.

Direct Mail Organisations

Name	Summary description of the nature and purpose of the consultancy	Cost
The Mailing House	BAA Invitations	\$2,365.40
	Total	\$2,365.40

Media Advertising Organisations

Name	Summary description of the nature and purpose of the consultancy	Cost
Australian Associated Press	Media Services	\$3,806.59
Media Monitors	Media services	\$129.30
	Total	\$3,935.89

Ecologically Sustainable Development 05 and Environmental Performance

The following information is provided in accordance with Section 516A of the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999*.

EOWA actions and administers internal ecologically sustainable development policies which support the *Commonwealth Energy Policy*.

The Commonwealth Energy Policy requires EOWA to:

- Meet energy targets by 2003
- Report annually to the Minister on performance in improving energy usage
- Perform energy audits (yearly surveys carried out internally)
- Purchase appliances that meet energy performance standards

The outcomes of the *Commonwealth Energy Policy* contribute to improving energy use efficiently and ultimately, the reduction of greenhouse emissions.

EOWA complies with government business programs in the areas of greenhouse and energy usage, waste management and recycling, and utilises DEWR information technology which abides by strict ESD guidelines.

EOWA decision-making processes consider both long-term and short-term economic, environmental and social damage.

Discretionary Grants 06

No Discretionary Grants have been provided.

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07 Consultancies Commissioned

Consultancy Contracts During 2005-2006

Justification

- Specialist skills not available
- Lack of in-house resources
- Need for independent review

Selection Process Used

- Advertised publicly
- Selective Tendering process
- Pre-existing contract
- Specialist experience/skills
- Approved consultants register

Name of Consultant	Description of Nature and Purpose	Contract Price	Selection Process Used	Justification Of Decision
ACA Research	EOWA Service Delivery Evaluation	\$19,800	4	C
Australian Institute of Company Directors	Women in Leadership Census Luncheon	\$12,183	4	A,B
AV Express	AV for Intimate Conversation	\$1,326	4	A
Avant Card	Promotional EOCFW postcards	\$8,884	4	A
Blindcrow P/L	IT Project management services for the reporting database	\$6,930	4	A,B
Christina Hay	Flower arrangement for Business Achievement Award's (BAA)	\$1,716	2	A
Deaf Society of NSW	Interpretation service for BAA's	\$190	4	A
Department of Employment & Workplace Relations	IT Services, Human Resources and EOWAR development costs	\$302,817	3	A
E-Media	Website Updates	\$6,550	4	A,C
Erica French	Literature review of the 7 employment matters	\$2,800	4	A,C
Eurolink Consulting P/L	Placement fee for IT Project Manager	\$19,800	4	A
Green and Gold Printing P/L	Printing of the Annual Report	\$6,864	2	A
Happenings	Event Management services for BAA's	\$13,472	2	A,B
Harry M Miller	Master of Ceremony for BAA's	\$2,200	2	A
Hayes Personnel Services	Temporary employment services	\$3,268	4	B
IDENT	Design and production of the Annual Report and Leading edge publication	\$36,344	2	A
Mail and Print Services P/L	Printing of Education industry verticals & misc brochure printing services	\$5,946	2	A
Managing Work-Life Balance	Revise & update the EOWA website on the 7 employment matters	\$37,300	2	A,C
No Time to Lose	Printing of finance and insurance industry verticals	\$4,323	2	A
Prodigy Solutions	Website consulting	\$495	4	A,B
SHL Australia	360 degrees assessment on executive team	\$27,399	4	C
Splash Consulting P/L	Focus group – qualitative and quantitative research on women	\$60,720	2	C
Staging Connections	Audio visuals for BAA's	\$7,098	2	A,B
Wills Quills	Calligraphy for BAA finalist certificates	\$200	4	A,B

The staffing profiles of EOWA as at 30 June 2006 and 30 June 2005 are shown respectively in the following tables:

General Staffing Profile – 30 June 2006

Band	Ongoing (including F/T and P/T totals)	F/T	P/T	Non ongoing	Men	Women	Employee under Public Service Act	Location
PEO	1	1	0	0	0	1	1	Sydney
SES Band 1	0	0	0	0	0	0	0	Sydney
EL 1 and 2	5	5	0	0	0	5	5	Sydney except one in Brisbane
APS Level 5 and 6	15	7	8	8	3	12	15	Sydney
APS Level 2 to 4	9	7	2	5	2	7	9	Sydney
APS Level 1	0	0	0	0	0	0	0	
Total	30	20	10	13	5	25	30	Sydney, Brisbane & Darwin

General Staffing Profile – 30 June 2005

Band	Ongoing (including F/T and P/T totals)	F/T	P/T	Non ongoing	Men	Women	Employee under Public Service Act	Location
PEO	1	1	0	0	0	1	1	Sydney
SES Band 1	0							Sydney
EL 1 and 2	5	5	0	1	0	5	5	Sydney except one in Brisbane
APS Level 5 and 6	16	12	4	11	0	16	16	Sydney except one in Darwin
APS Level 2 to 4	7	6	1	3	3	4	7	Sydney
APS Level 1	0							
Total	29	24	5	15	3	26	29	Sydney, Brisbane & Darwin

EEO Groups as at 30 June 2006

Band	Culturally and Linguistically Diverse Backgrounds	Aboriginal or Torres Straight Islander	People with a Disability	Women	All Staff
PEO	0	0	0	1	1
EL 1 and 2	1	0	1	5	5
APS Level 5 and 6	2	0	1	12	15
APS Level 2 to 4	5	0	0	7	9
Total	8	0	2	25	30

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08 EOWA Staffing

Staff Turnover during 2005-2006

Band	Male Ongoing	Female Ongoing	Total Ongoing	Type of Exit	Male Non-Ongoing	Female Non-Ongoing	Total Non-Ongoing
PEO	0	0	0	0	0	0	0
SES Band1	0	0	0	0	0	0	0
EL 1 and 2	0	0	0	0	0	0	0
APS Level 1 to 6	1	5	6	Promotion to other APS Agency/ Resignation	2	9	11
Total	1	5	6		2	9	1

* EOWA engages non-ongoing staff each year to perform report receipting and assessment duties in the timeframe required under the EOWW Act.

Salary Ranges available for APS Employees

The flowing ranges indicate the full range available under a Certified Agreement (CA) or Australian Workplace Agreement (AWA) as at 30 June 2006:

Band	Lower Salary	Upper Salary
PEO	Not Applicable	
EL 2	82,631	104,847
EL 1	71,646	84,879
APS Level 6	56,180	64,274
APS Level 5	51,817	57,142
APS Level 4	46,414	50,435
APS Level 3	41,648	44,971
APS Level 2	36,715	40,534
APS Level 1	32,419	35,708

Certified Agreement (CA) and Australian Workplace Agreement (AWA) – Employees Covered as at 30 June 2006

Agreement	Band	Employees Covered
Australian Workplace Agreement	SES	0
	Non-SES	15
Certified Agreement	APS	14
Total		29*

* PEO not covered by CA or AWA.

Key:		
	APS 1 – 6	Australian Public Service Levels 1 to 6
	EL 1 and 2	Executive Level 1 and 2
	PEO	Principal Executive Office

In addition to the requirements to produce an Annual Report to Parliament on the operations of The Act and EOWA, The Act also prescribes additional mandatory reporting requirements.

Subsection 19 (1) requires EOWA to name non-compliant organisations in a list to be presented to Parliament. Non-compliant organisations are organisations that do not comply with Sections 13, 13A, 13B and 13C of The Act.

The following list names the non-compliant organisations for the 2005-06 reporting year, as at 5 October 2006.

Once a non-compliant organisation submits a compliant report their name is removed from the non-compliant list. Accordingly, for an updated list of non-compliant organisations, please refer to EOWA's website.

2006 Non-Compliant List

Organisation	Location	Industry Sector
1 A J Mills & Sons Pty Ltd	Lismore, NSW	Road Transport
2 Berri Hotel Incorporated	Berri, SA	Accommodation
3 Charles Hull Contracting Co Pty Ltd	Waroona, WA	Construction Trade Services
4 Fashion Fair Pty Ltd	Lidcombe, NSW	Clothing Retailing
5 J J Richards & Sons Pty Ltd (incorporating J.J. Richards Engineering Pty Ltd, Regwaste Australia and EnviroCom Australia)	Cleveland, QLD	Waste Disposal Services
6 Kays Bag Stores	Revesby, NSW	Personal & Household Goods Retailing
7 Kevin Dennis Motors	Braybrook, VIC	Motor Vehicle Retailing & Services
8 Morgan's Supa IGA (legal name: Janagrom Nominees Pty Ltd)	Melton, VIC	Food Retailing
9 Rivers Australia	Prahran, VIC	Clothing Retailing
10 Ross Cosmetics Aust Pty Ltd	Tullamarine, VIC	Cosmetic & Toiletry Preparation Manufacturing
11 Roverworth Pty Ltd	Grantham, QLD	Business Services
12 Thomas Jewellers (Aust) Pty Ltd	Melb, VIC	Watch & Jewellery Retailing
13 Wignalls Lenders Mortgage Services (legal name: Lenders Mortgage Services Pty Ltd)	Adelaide, SA	Property & Business Services

Appendices

10 Waived Organisations

Waived organisations demonstrate excellence through workplace programs and initiatives to advance women in the workplace, or have proven they are taking all reasonable and practical actions to progress equal opportunity for women in the workplace. The following list names those organisations whose application to be Waived was approved during the 2005-06 reporting year, as at 5 October 2006:

Organisations Waived 1 Year

Albany International (Australia) Pty Ltd
ARRB Group Limited
BHP Billiton Petroleum Pty Ltd
Clipsal Australia Pty Ltd
Collection House Limited
Cutting Edges Replacement Parts Pty Ltd
DDB Worldwide Pty Ltd
FremantleMedia Australia Holdings Pty Ltd
Gadens Lawyers Sydney Pty Ltd
George Weston Foods Limited – Corporate Office
Grenda Corporation Pty Ltd
Harvey Norman Holdings Limited
Haulmark Manufacturing Co Pty Ltd
Hunter Douglas Limited
Lexmark International (Australia) Pty Ltd
L'Oréal Australia Pty Ltd
MBF Australia Limited
Members Equity Bank
Nestle Australia Limited
Novita Children's Services Inc
Nufarm Australia Limited
Peerless Holdings Pty Ltd
Pfizer (Perth) Pty Ltd
Queensland University of Technology
Savills (Aust) Pty Ltd
St George Bank Limited
Victoria University
Wesfarmers Energy Limited
Willow Ware Australia Pty Ltd

Organisations Waived 2 Years

A B Paterson College Limited
Allens Arthur Robinson
Allianz Australia Limited
Anglicare SA Inc
Aquinas College
Argyle Diamonds Limited
Australian Catholic University Limited
Australian Health Management Group
Australian Weaving Mills Pty Ltd
Baptist Community Services – NSW & ACT
Barnardos Australia
Bedford Industries Incorporated
Beiersdorf Australia Limited
Boehringer Ingelheim Pty Ltd
Boral Limited
Brisbane Girls Grammar School
Brisbane Water (NSW) Legacy
British American Tobacco (Australia) Limited
Calvary Christian College
Canberra Girls' Grammar School
Carlson Marketing Group (Aust) Pty Ltd
Catholic Homes for the Elderly Incorporated
Central Coast Grammar School Limited
Chevron Australia Pty Ltd
Commonwealth Bank of Australia
Communicare Sydney
Consolo Limited
Deloitte Touche Tohmatsu
Earth Tech Pty Ltd
Eliza Purton Home for the Aged Inc
Feltex Australia Pty Ltd
Geelong Grammar School
General Mills Australia Pty Ltd
GH Operations Pty Ltd
Greenacres Association
Heritage Building Society Limited
Hunt & Hunt Lawyers
Illawarra Coal Carbon Steel Materials
JPMorgan Administrative Services Australia Limited
Kilbreda College
KPMG Australian Services Pty Ltd
La Trobe University
Lander & Rogers
LeasePlan Australia
Loreto Mandeville Hall
Mallesons Stephen Jaques

Manchester Unity Australia Limited
Melbourne Girls Grammar School
Mentone Girls Grammar School
Mercy Health and Aged Care Central
Queensland Limited
Meritor Heavy Vehicle Systems Australia
Limited
Mincom Limited
MTU Detroit Diesel Australia Pty Ltd
Murdoch Childrens Research Institute
National Union of Workers
Nazareth College
Paraplegic & Quadriplegic Association of
SA Inc
Pernod Ricard Pacific Pty Ltd
Pitney Bowes Australia Pty Ltd
Powercor Australia Limited
Presbyterian Ladies' College - Burwood
Promina Financial Services
Roche Diagnostics Australia Pty Ltd
Royal Automobile Club of Victoria (RACV)
Limited
Royal District Nursing Service of SA Inc
Royal Institute for Deaf & Blind Children
S. Kidman & Co Limited
Schenker Australia Pty Ltd
Scope (Vic) Limited
Smith & Nephew Pty Ltd
St John of God Health Care Inc
Swinburne University of Technology
The Benevolent Society
The Corporation of the Trustees of the
Order of the Sisters of the Perpetual
Adoration of the Blessed Sacrament
The Glennie School
The Pharmacy Guild of Australia
(SA Branch)
The Shell Company of Australia Pty Ltd
The Spastic Centre of New South Wales
The Trustees of Church Property for the
Diocese of Newcastle
The University of Adelaide
Toorak College
Trinity Anglican School
UnitingCare Burnside
University of Canberra
University of New England
University of Technology Sydney
VicSuper Pty Ltd
Victorian Deaf Society Pty Ltd
Warrigal Care
Wesley College Melbourne
Wittner's Australia Pty Ltd
World Vision of Australia
Yum Restaurants International

Appendices

11 2005 EOWA Business Achievement Awards

In recognition of equal employment opportunity excellence, EOWA congratulates the following 2005 EOWA Business Achievement Award winners:

Award 1: Leading CEO for the Advancement of Women

Giam Swiegers, Deloitte Touche Tohmatsu

Award 2: Diversity Leader for the Advancement of Women

Sara Rasmussen, Insurance Australia Group

Award 3: Leading Organisation for the Advancement of Women (<500 employees)

Overnewton Anglican Community College

Award 4: Leading Organisation for the Advancement of Women (>500 employees)

ANZ Banking Group Limited

Award 5: Outstanding EEO Practice for the Advancement of Women

Macquarie University

Award 6: Most Outstanding Result for the Advancement of Women

SCI Fleet Motors Pty Ltd

Award 7: Outstanding EEO Practice for the Advancement of Women in a Non-Traditional Area/Role

Century Drilling (a division of Downer EDI Limited)

Minister's Award: Outstanding EEO Practice for the Advancement of Mature-Aged Women

The Windsor Hotel

Judges Award: For a Person or Organisation for their Contribution to the Advancement of Women

Professor Sally Walker, Deakin University

2006 EOWA Employer of Choice for Women List 12

In February 2006, 116 organisations were featured on the EOWA Employer of Choice for Women list. These organisations are:

Agilent Technologies Australia Pty Ltd	MasterFoods Australia New Zealand
Alcoa World Alumina Australia	McDonald's Australia Limited
Aldersgate	Meat & Livestock Australia Limited
Allens Arthur Robinson	Merck Sharp & Dohme (Australia) Pty Ltd
American Express Australia Ltd	Monash University
Anglican Aged Care Services (Benetas)	Moreton Bay College
Anglican Care	Motorola Australia Pty Ltd
ANZ	Mt Olivet Community Services
Australian Council for Educational Research	Mt Pritchard & District Community Club Ltd
Australian National University	Murdoch Children's Research Institute
Autoliv Australia Pty Ltd	Nutraceuticals International (Australia) Pty Limited
Avis Australia	OneCare Limited
Avon Products Pty Ltd	Origin Energy Ltd
Becton Dickinson Pty Ltd	Ove Arup Pty Ltd
Blake Dawson Waldron	Overnewton Anglican Community College
Boots Health Care Ltd	Pharmacy Guild of Australia (Queensland Branch)
Brisbane Girls Grammar School	Pitney Bowes Australia
Brisbane Water (NSW) Legacy	Pymble Ladies' College
Cabrini Hospital	Queensland University of Technology
Cairns Colonial Club Resort	Ravenswood School for Girls
Cairns Region Group Apprentices Ltd	Royal Automobile Club of VIC (RACV) Ltd
Calvary Health Care Tasmania Inc	Saint-Gobain Abrasives Australia Pty Ltd
Canberra Girls' Grammar School	Santa Sabina College
Cerebral Palsy League of Queensland	Savings & Loans Credit Union (S.A.) Limited
Churches of Christ Homes & Community Services Inc	SC Johnson & Son Pty Ltd
Citibank Limited	Sitel Australia Pty Ltd
Citigroup Global Markets Australia Pty Ltd	Somerville Community Services
Commonwealth Bank of Australia	Sparke Helmore
Credit Union Australia	St John of God Health Care Inc
Curtin University of Technology	Statewide Financial Management Services Pty Ltd
Deakin University	Sun Microsystems Australia Pty Ltd
Deloitte Touche Tohmatsu	TABCORP Holdings Ltd
Energy Resources of Australia Ltd	The Frank Whiddon Masonic Homes NSW
Epworth Hospital	The Friends' School
Ernst & Young	The Shell Company of Australia Pty Ltd
ExxonMobil Australia Group of Companies	TRUenergy Services Pty Ltd
Flinders University	UBS AG
Fullarton Lutheran Homes Inc	United Water International Pty Ltd
GM Holden Ltd	Uniting Church – Frontier Services
Goldman Sachs JBWere Services Pty Ltd	Uniting Health Care
Griffith University	University of Adelaide
Hays	University of Melbourne
Henry Davis York	University of New England
Hewlett-Packard Australia Pty Ltd	University of New South Wales
HLA-Envirosciences Pty Ltd	University of Queensland
IBM Australia Limited	University of South Australia
IGT (Australia) Pty Ltd	University of Sydney
Illawarra Technology Corporation	University of Technology Sydney
Insurance Australia Group Limited	University of the Sunshine Coast
J. P. Morgan Holdings Australia Limited	University of Western Australia
John Wiley & Sons Australia Ltd	University of Western Sydney
La Trobe University	University of Wollongong
Langham Hotel, Melbourne	Villa Maria Centre
Lend Lease Corporation	Warner Village Theme Parks
Loreto Mandeville Hall Catholic Girls' School	Warrigal Care
Loreto Normanhurst	Westpac Banking Corporation
Luxtica Retail Pty Ltd	Windsor Hotels (Australia) Pty Ltd
Macquarie University	
Maddocks	

Appendices

Glossary

Employers Covered by the Act

Employers covered by the Act include private-sector companies, community organisations, non-government schools, unions and group training companies with 100 or more employees. Higher education institutions, as defined by the Act, are also covered.

Employment Matters

The seven Employment Matters listed in the Act are:

- The recruitment procedure, and selection criteria, for appointment or engagement of persons as employees
- The promotion, transfer and termination of employment of employees
- Training and development for employees
- Work organisation
- Conditions of service of employment
- Arrangements for dealing with sex-based harassment of women in the workplace
- Arrangements for dealing with pregnant, potentially pregnant employees and employees who are breastfeeding

Equal Opportunity for Women in the Workplace

Equal Opportunity is implemented through a workplace program of initiatives. Equal Opportunity has been achieved when women have fair and equal access to employment opportunities and benefits, and are not inhibited or prevented from taking up those opportunities and benefits by any barriers. It means that all employees have an equal chance to compete for employment opportunities on merit.

Workplace Program

A workplace program means a specific program designed to ensure that:

- Appropriate actions is taken to eliminate all forms of discrimination by the employer against women in relation to the seven Employment Matters
- Measures are taken by the employer to contribute to the achievement of equal opportunity for women in relation to the seven Employment Matters

Under the amended Act, employers are required to develop a workplace program by:

- Preparing a workplace profile
- Analysing the issues for women in the workplace, considering each of the seven Employment Matters to identify the priority issues
- Taking action to address the priority issues
- Evaluating the effectiveness of the actions

Employers covered by the Act are required to report annually on their workplace program to EOWA.

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