

equal opportunity for women in the workplace agency **annual report**



0809



**Australian Government**

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**Equal Opportunity for  
Women in the Workplace Agency**



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The Hon Tanya Plibersek  
Minister for the Status of Women  
House of Representatives  
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 2008-2009.

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 2008 – 30 June 2009 but also includes EOWA's most current report assessment data from compliance reports submitted for the 1 April 2008 – 31 May 2009 reporting year.

Yours sincerely

Mairi Steele  
Acting Director  
23 October 2009

# Our Vision

To achieve equal opportunity for women in Australian workplaces.

# Our Mission

To lead Australian employers to create workplaces where women's contribution is equally valued, recognised and rewarded by:

- Providing unique education and leading-edge solutions;
- Building sustainable partnerships; and
- 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](http://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\\_08\\_09.asp](http://www.eowa.gov.au/Information_Centres/Resource_Centre/EOWA_Publications/Annual_Reports/EOWA_Annual_Report_08_09.asp)

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# 01

Review by Director



## Review by Director



**Mairi Steele**  
Acting Director, EOWA

It has been a privilege to head-up the Equal Opportunity for Women in the Workplace Agency (EOWA) over the past eight months and to carry on the important work undertaken by Anna McPhee. Anna left the Agency in November 2008 after four highly productive and successful years in the role.

2008-2009 has been a period of considerable activity within the Agency and in the equal opportunity arena, particularly around issues for women. During this time the Agency was able to contribute its specialist knowledge to a number of inquiries. These included the Inquiry into the Effectiveness of the Commonwealth *Sex Discrimination Act 1984* in Eliminating Discrimination and Promoting Gender Equality; the Productivity Commission Inquiry into Paid Maternity, Paternity and Parental Leave; and the House of Representatives Inquiry into Pay Equity and Associated Issues Related to Increasing Female Participation in the Workforce. This activity is indicative of the increased focus the Federal Government is placing on issues relating to women in the workforce.

It is in this same spirit that in June 2009 the Minister for the Status of Women, the Hon. Tanya Plibersek initiated a review of EOWA and its underlying legislation, the *Equal Opportunity for Women in the Workplace Act 1999*. The Review comes at a time when many of the indicators of progress in equal opportunities for women appear to have ground to a halt. For example, data from EOWA's reporting organisations shows that the number of female CEOs has remained fixed at 10.1%, and the number of female managers has increased only slightly from 33.3% to 33.5% in 2007-08. Coupled with the poor results from the Australian Census of Women in Leadership released in October 2008, this paints a bleak picture for women in senior positions in Australian businesses.

On a more positive note, the EOWA 2007-08 annual survey results show an increase in the provision of paid maternity leave among EOWA reporting organisations from 48.9% to 50.8%, representing an increase of 27.1% since 2001. In May 2009 the Government announced the introduction of a Paid Parental Leave Scheme (available from 1 January 2011) which can be taken in conjunction with, or in addition to, existing employer provided parental leave. This will benefit many working women who do not have access to employer funded parental leave. In addition, the Government's new workplace relations system, introduced by the *Fair Work Act*, provides stronger protections for women, including a right to request flexible working arrangements and equal remuneration provisions which include the right to equal pay for work of equal or comparable value.

EOWA's annual survey of reporting organisations also points to areas for improvement within organisations, such as sex-based harassment. Almost all reporting organisations have formal procedures for dealing with sex-based harassment in their workplaces. However only 59% provide sex based harassment training to their staff and even fewer provide this training to managers. These findings are significant when considering that one in five women will experience sexual harassment in the workplace in their lifetime, and reinforces the fact that there is still much work to be done to improve conditions for working women.

The good news is that the Agency has seen an enthusiastic response from a growing group of organisations committed to improving outcomes for women within their organisations. Despite tough economic times, EOWA continued to receive a steady number of Business Achievement Award nominations (44 in total) and 2008-09 saw an increase in the number of organisations successful in achieving the Employer of Choice for Women citation from 99 to 111.

Once again the Agency has completed a number of diverse projects to further its role in educating both business and the community on issues surrounding equal opportunity. An Auspoll survey commissioned jointly by the Diversity Council Australia and EOWA in 2008 shows that over 80% of the business and wider community believe that action must be taken to close the gender pay gap, while exposing a lack of understanding about pay inequity and its causes. The Agency initiated Equal Pay Day for the first time in August 2008 which created lively discussion around the gender pay gap and highlighted its costs to women and business. To maintain this momentum the Agency has improved its educational resources on the gender pay gap.

In June 2009, EOWA released the Retail Industry Vertical report which analyses the position of, and conditions for women within the sector's reporting organisations. It revealed that only 14% of organisations in the sector provide paid maternity leave (compared to over 50% of reporting organisations as a whole). On the other hand, the gender pay gap within the sector sits at 10.1%, which is significantly lower than the national average of approximately 17%. This is particularly interesting due to the high concentration of women in the sector (60%).

EOWA released three significant reports in the last twelve months which examined the situation for senior females within Australian organisations; these are the biennial EOWA Australian Census of Women in Leadership; Pay, Power and Position; and Gender in the Boardroom. Disappointingly, the Census figures show a decline in the number of female CEOs, board directors and executive managers in the ASX200 companies to 2%, 8.3% and 10.7% respectively. An enhanced focus on increasing female representation at the decision making levels of business will help Australian organisations to develop role models and mentors for talented and developing women, and foster more gender balanced workplaces.

The Agency and its staff are committed to bettering outcomes for Australian women and business, and we look forward to making further inroads in the year ahead. I would like to personally thank the staff at EOWA for their ongoing dedication to the issues, their hard work over the past twelve months, and for the support they have provided to me in my role.

# 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* (the Act).

The principal objectives of the Act are to:

- Promote the principle that employment for women should be dealt with on the basis of merit;
- Promote the elimination of discrimination, both direct and indirect, and the provision of equal employment opportunity for women in relation to Employment Matters among employers; and
- Foster workplace consultation between employers and employees on issues concerning equal opportunity for women in relation to employment.

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; and
- 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 Family, Housing, Community Services and Indigenous Affairs (FaHCSIA). The Directorship of EOWA is a statutory appointment made by the Governor-General of Australia. The Director reports directly to the Minister for the Status of Women and embodies the powers and functions as described in the Act.

During 2008-09, in accordance with Section 28 of the Act, Mairi Steele was appointed as Acting Director of EOWA by the Minister for the Status of Women, the Hon. Tanya Plibersek MP.

### 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. This 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

Outcome	
	Increased influence over Australian employers to achieve equity in the workplace through regulation and education on eliminating discrimination and promoting merit based opportunity.
<b>Impact Measured by Effectiveness Indicators</b>	Agency operation within budget; compliance with the Act; client performance improvement; increase in women in management; increase in paid maternity leave; reduction in pay equity gap amongst EOCFW organisations; eligibility for waiving, EOWA Employer of Choice for Women (EOCFW) citations and Business Achievement Awards (BAAs); requests for information and advice; workshop attendance; and media coverage.
<b>Actual Performance</b>	<ul style="list-style-type: none"> <li>• The Agency operated within budget;</li> <li>• 2,556 compliant and 12 non-compliant organisations (as at 12 October 2009);</li> <li>• Average of 4.3 Employment Matters actioned per organisation (4.2 EMs actioned in 2007-08);</li> <li>• Increase in women in management among reporting organisations from 33.3% to 33.5%;</li> <li>• Increase in the number of reporting organisations providing paid maternity leave from 48.9% to 50.8%;</li> <li>• Pay equity gap amongst EOCFW organisations sits at 10.9% (10% in 2007-08);</li> <li>• 116 waived organisations (as at 12 October 2009). 111 EOCFW organisations. 44 organisations nominated for the 2008 BAAs (29 organisations self-nominated and 3 self-nominated for more than one award);</li> <li>• 3,844 inquiries received and actioned (compared to over 3,317 inquiries in 2007-08);</li> <li>• 20 workshops conducted; and</li> <li>• 500 known media mentions, 219 of which referenced the EOWA Australian Census of Women in Leadership.</li> </ul>

<b>Output</b>	Leading Australian employers to improve equal opportunity outcomes for women in the workplace
<b>Output Measured by Quality and Quantity</b>	Administration of the Act; workshop attendance and evaluation; complaints to EOWA and the Minister; client site visits; provision/maintenance of website and on-line educational tools; written materials/publications and presentations; liaisons and partnership events with client organisations; B&H on-line program licences sold; e-newsletters and client updates; and CEO attendance at the BAAs.
<b>Actual Performance</b>	<ul style="list-style-type: none"> <li>• All reporting organisations were telephoned by EOWA and offered tailored feedback on their annual compliance report;</li> <li>• 208 clients attended 20 EOWA workshops in 2008-09 (211 attendees at 23 workshops in 2007-08) and public workshop evaluation sheets measured 100% client satisfaction;</li> <li>• No complaints were made to the Minister;</li> <li>• EOWA conducted meetings with 7 organisations, at their request, to advise them on strategies to advance women and remove barriers;</li> <li>• Numerous updates made to the EOWA website to increase effectiveness;</li> <li>• 6 research publications were produced;</li> <li>• A number of speeches/presentations were delivered by the EOWA Acting Director and senior staff during 2008-09;</li> <li>• 12 external partners supported EOWA events and research;</li> <li>• 10 organisations purchased a total of 2,415 licenses for the B&amp;H on-line program in 2008 -2009;</li> <li>• EOWA's e-Newsletter was distributed to nearly 7,000 subscribers;</li> <li>• EOWA's 2008 <i>Australian Census of Women in Leadership</i> publication was distributed to all reporting CEOs and Report Contacts; and</li> <li>• More than 400 business leaders, including over 50 CEOs, attended the 2008 BAAs.</li> </ul>

Price in PBS	Actual Expenditure
\$3.500m	\$3.405m

## Reporting

Relevant organisations are required to develop and implement a workplace program and report annually to EOWA on their program's effectiveness. These reports include information on:

- The composition of their workforce;
- How they consulted with their employees to identify issues for women in their workplace;
- Their analysis and issues identified for women in their organisation across the seven Employment Matters;
- Actions taken to address prioritised issues;
- The evaluation of the actions taken; and
- 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 Act. Should a report be initially assessed as non-compliant, Client Consultants work with that organisation to obtain the necessary additional information 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 2009, over 2,780 CEOs from reporting organisations were sent a personalised letter on behalf of EOWA's Acting 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 included feedback on their workplace program as outlined in their report.

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

### **Non-compliant Organisations**

As at 12 October 2009, there were 12 reporting organisations that did not comply with the *Equal Opportunity for Women in the Workplace Act 1999*. Of these, 11 organisations have been previously non-compliant.

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

For the names of 2008-09 non-compliant organisations, refer to Appendix 9.

### **Achieving a Waiver from Annual Compliance Program Reporting**

Section 13C of the Act provides the opportunity for organisations covered by the Act to apply to be waived from annual compliance program reporting once they have achieved compliant status for their workplace program for three consecutive years.

Applications for waiver are submitted at the same time as compliance reports and may take the form of a written report or a workplace visit to assess the organisation's workplace program.

In order to be waived from reporting, an organisation must:

- Provide a workplace profile including average salaries for men and women at each level and the percentage pay gap by level and overall;
- Demonstrate that it has consulted with all staff (particularly women) on issues for women in its workplace;
- Provide a detailed analysis of its progress in relation to the seven Employment Matters relating to equal opportunity for women in its workplace; and
- Present supporting information which confirms that the organisation has done everything reasonably practicable to advance women and remove barriers.

If a waiver is granted, 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 programs during the period of the waiver.

The granting of a waiver from reporting:

- Encourages organisations to develop effective workplace programs to achieve equal opportunity in the workplace;
- Recognises organisations that can demonstrate they have taken all reasonably practicable measures to address issues for women in their workplace, taking into account their unique organisational circumstances; and
- Enables organisations to divert resources from reporting into their workplace program.

EOWA offers organisations interested in applying for a waiver a high level of 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 achieving a waiver. Education and Client Advisors who conduct these workshops provide participants with advice and information to enable them to establish the foundation for a successful application for waiver from reporting.

In the 2008-9 reporting year the EOWA Acting Director, Mairi Steele offered a two year waiver from annual compliance reporting to the 41 organisations on the 2009 EOWA Employer of Choice for Women (EOCFW) list that were also due to submit a report in 2009. This decision was based on the knowledge that organisations which achieved EOCFW exceeded the requirements for a waiver from reporting. Of the 41 organisations eligible for a waiver, 40 accepted the offer.

In addition to these 40 EOCFW organisations 87 organisations applied to be waived. Of these, 76 achieved a waiver from reporting, making a total of 116 waivers approved by the Acting Director (compared with 139 organisations in 2008-09).

A list of waived organisations is provided in Appendix 10.

### **Compliance Data**

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 2008-09 report assessment data provides insights into how Australian employers are taking action to implement equal opportunity for women in their workplaces.

As at 12 October 2009, 2,556 organisations reported to EOWA and were assessed as compliant under the Act, compared with 2007-08 when 2,501 reporting organisations complied. Of these 2,556 compliant organisations, 116 were approved to be waived from reporting for a future period of up to three years, which compares with 139 in 2007-08. Twelve organisations were non-compliant as at 12 October 2009.

### **Women's Workforce Participation**

In 2008-09, these 2,556 organisations employed 2,583,058 people, and 48.3% or 1,246,433 of these employees were women. The proportion of women in these organisations is shown by employment category on the following page, together with the final figures for 2007-08 and 2006-07 (updated since the last Annual Report).

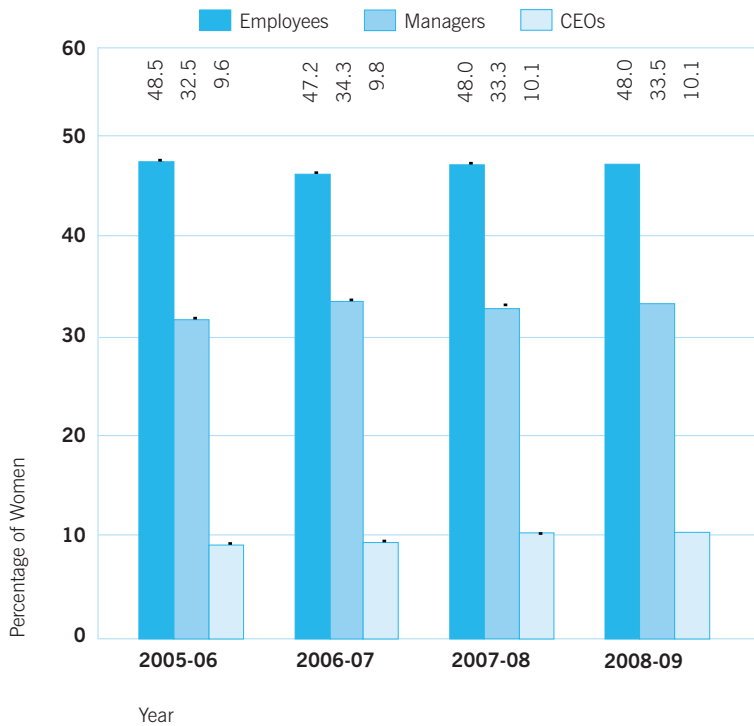
	2008-09 (%)	2007-08 (%)	2006-07 (%)
CEOs	10.1	10.1	9.8
Managers	33.5	33.3	34.3
Employees	48.3	48.0	47.2
Full-time Employees	35.1	35.7	34.3
Part-time Employees	77.5	76.9	77.5
Casual Employees	58.9	57.0	57.4
Part-time Managers	81.6	77.9	81.0
Casual Managers	50.0	57.5	56.6

Source: EOWA Compliance Data

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

FIGURE 2

### Women's Employment Participation in EOWA Reporting Organisations



Source: EOWA Compliance Data

\* The data from which these figures were derived was valid on the 12 October 2009.

## Annual EOWA Survey of Reporting Organisations

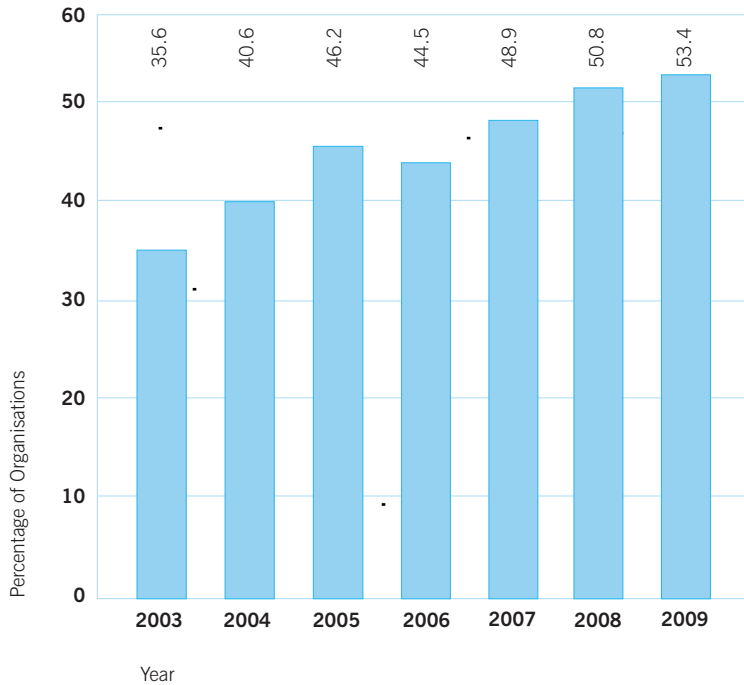
Since 2001, EOWA has conducted voluntary surveys of reporting organisations as part of the annual reporting process. The data is collected through telephone conversations between EOWA Client Consultants and reporting organisations during the reporting period each year. The publications for the 2008, 2009 and 2010 surveys have been sponsored by Alcoa of Australia. The 2009 survey focuses on Paid Maternity Leave, Sex-based Harassment Initiatives and the Gender Pay Gap. 2,320 organisations participated in the survey which constituted a response rate of 91.4%.

Key findings include:

- 50.8% of organisations reporting to EOWA now provide paid maternity leave to employees however not all women in these organisations will have access to this provision;
- The average duration of paid maternity leave in reporting organisations is 9.4 weeks. Conditions and eligibility periods vary substantially in terms of the type of leave provided, the length of leave allowed, and other conditions;
- While almost all reporting organisations have formal procedures for dealing with sex-based harassment in the workplace, just over half provide training to staff (59.1%) and even less provide training to managers (55.4%); and
- In organisations reporting to EOWA, currently less than half (42%) say they conduct an annual gender pay equity analysis and over a third of all report contacts (37%) believe a gender pay gap exists in their organisation.

FIGURE 3

Provision of Paid Maternity Leave in EOWA Reporting Organisations



Source: EOWA Survey on Paid Maternity Leave, Sex-based harassment Initiatives and the Gender Pay Gap

The full published results of the 2008-09 EOWA survey can be viewed on EOWA's website at:

[http://www.eowa.gov.au/Information\\_Centres/Resource\\_Centre/EOWA\\_Publications/EOWA\\_Surveys.asp](http://www.eowa.gov.au/Information_Centres/Resource_Centre/EOWA_Publications/EOWA_Surveys.asp)

## 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 workplace participation.

Throughout the year, a total of 20 workshops were conducted across Australia, attracting 208 attendees. A similar number of attendees (211), attended the 23 workshops offered in 2007-08.

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

### Bullying and Harassment Prevention: an EOWA Online Program (B&H on-line program)

An online multi-media training program, developed by EOWA, was made available in 2008 to help employers educate employees about appropriate behaviour at work.

Modules include written information, activities and video case studies covering bullying, harassment, discrimination, and current State and Federal legislation.

This education program can help protect employees from harm and provides protection for organisations from potential costly and time-consuming claims.

10 organisations purchased a total of 2,415 licenses in 2008-09.

### 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 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 2008 to 30 June 2009, EOWA responded to 3,844 inquiries (compared to over 3,317 inquiries in 2007-08). Additionally, during the 2008-09 reporting year, every reporting organisation was provided with personalised and industry-specific assistance on their workplace program.

## 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 deliver speeches throughout the year in order to lead, educate, and create debate around improving outcomes for women and business.

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

### Submissions to Inquiries

Throughout the year EOWA has been able to contribute its specialist knowledge to a number of inquiries. These were:

- Inquiry into the Effectiveness of the *Commonwealth Sex Discrimination Act 1984* in Eliminating Discrimination and Promoting Gender Equality;
- The Productivity Commission Inquiry into Paid Maternity, Paternity and Parental Leave;
- The House of Representatives Inquiry into Pay Equity and Associated Issues Related to Increasing Female Participation in the Workforce; and
- Inquiry into the Effects of the Ongoing Efficiency Dividend on Smaller Public Sector Agencies.

Electronic copies of these submissions can be viewed on EOWA's website at: [http://www.eowa.gov.au/Information\\_Centres/Resource\\_Centre/EOWA\\_Publications](http://www.eowa.gov.au/Information_Centres/Resource_Centre/EOWA_Publications)

## **Community Engagement Campaigns**

In 2008, EOWA named 'Equal Pay Day' for the first time. This day illustrates the number of extra days that women have to work, on average, after the end of the financial year to earn the same as men. The number of extra days represents the national average gender pay gap for adult full-time, ordinary-time earnings which sits at approximately 17%. The day is largely symbolic and aims to generate community discussion and media commentary annually on the topic of gender pay equity, both of which were achieved in 2008.

## **Publications**

### **Agender in the Boardroom**

In partnership with Egon Zehnder International EOWA conducted qualitative research to examine the experiences of female non-executive directors, and male chairs' perceptions regarding female non-executive directors in Australia's top companies.

Key findings include:

- Not only is there still a multitude of barriers preventing many or most women from getting to the top of organisations, but once there, they continue to be undervalued;
- Despite women's experience and expertise, some directors continue to see women's presence as symbolic and hold them responsible only for what they see as 'soft' issues such as employee relations;
- Women often find that their ideas and opinions are only acknowledged when a male board member agrees with them;
- Women are expected to bring diversity to boards and yet are criticised when their experience is not the same as those around them;
- Women expect to use their individual skills and abilities to represent shareholders and the company in the same way as men, while there is a continued expectation from those around them to represent only their gender;
- Women are praised for being prepared, conscientious and hard working, whilst this very conscientiousness is used as evidence against them of their lack of 'gut instinct';

- Women talk about not being heard yet when they try to contribute they are described as 'aggressive'; and
- Women's difference and alienation is exposed throughout the research while they are criticised for not being 'collegiate'.

This publication can be accessed on EOWA's website at:  
[http://www.eowa.gov.au/Australian\\_Women\\_In\\_Leadership\\_Census/2008\\_Australian\\_Women\\_In\\_Leadership\\_Census/Egon%20Zehnder/EZ%20Media%20Kit%20materials/Full\\_Report.pdf](http://www.eowa.gov.au/Australian_Women_In_Leadership_Census/2008_Australian_Women_In_Leadership_Census/Egon%20Zehnder/EZ%20Media%20Kit%20materials/Full_Report.pdf)

### **EOWA Survey on Paid Maternity Leave, Sex-based Harassment Initiatives and the Gender Pay Gap**

See survey section under compliance data, page 22.

### **Pay, Power and Position: Beyond the 2008 EOWA Australian Census of Women in Leadership**

This report further explores the valuable data collected for the EOWA Australian Census of Women in Leadership and focuses on the status of women at Board Director and Executive Manager Level in the ASX200.

Key findings:

- Once women have been appointed to boards, they are as influential as men. Among the 89 individual women holding ASX200 board seats, 49.4% are chairing at least one board committee, compared to 32.9% of male board directors. However, because of the small number of women on boards, women only make up 11.0% of all board committee chairs;
- The small number of women on ASX200 boards appear to be slightly better paid than their male counterparts (7.6% more on median earnings), regardless of the number of board seats held. This is most likely explained by the fact that board remuneration is generally fixed, with additional amounts for chairing key committees;
- The percentage of ASX200 executive managers who are declared Key Management Personnel increased from 66.1% in 2006 to 75.7% in 2008. While women have shared in this increase, only 7.0% of ASX200 Key Management Personnel are women;
- Only 54% of reported female executives have Key Management Personnel status, compared to 78.1% of reported male executives;

- The areas in which women executive managers are most commonly represented are also those areas least likely to have Key Management Personnel status, for example, in Public Affairs, Communications and Human Resources;
- The gender pay gap for female executive managers is significant and in some positions (CEO and Finance) women earn less than half of their male equivalents. Even in positions where women are more likely to work they earn significantly less than their male counterparts;
- The median remuneration of women in line positions is 89% of that of men in line positions. For support positions, female median remuneration is 63% of the male median; and
- Remuneration generally increases as companies get larger (measured by market capitalisation) but it increases much faster for men than for women. Remuneration of women executives in the smallest companies is closer to parity with that of men.

This publication can be accessed on EOWA's website at:  
[http://www.eowa.gov.au/Australian\\_Women\\_In\\_Leadership\\_Census/2008\\_Australian\\_Women\\_In\\_Leadership\\_Census/Pay\\_Power\\_Position/Pay\\_Power\\_Position\\_Beyond\\_the\\_Census.pdf](http://www.eowa.gov.au/Australian_Women_In_Leadership_Census/2008_Australian_Women_In_Leadership_Census/Pay_Power_Position/Pay_Power_Position_Beyond_the_Census.pdf)

### **EOWA Australian Census of Women in Leadership**

The EOWA Census research provides a definitive measure of the status of women on boards and in executive management across the ASX200. The Census is regularly cited by academics, business and the media.

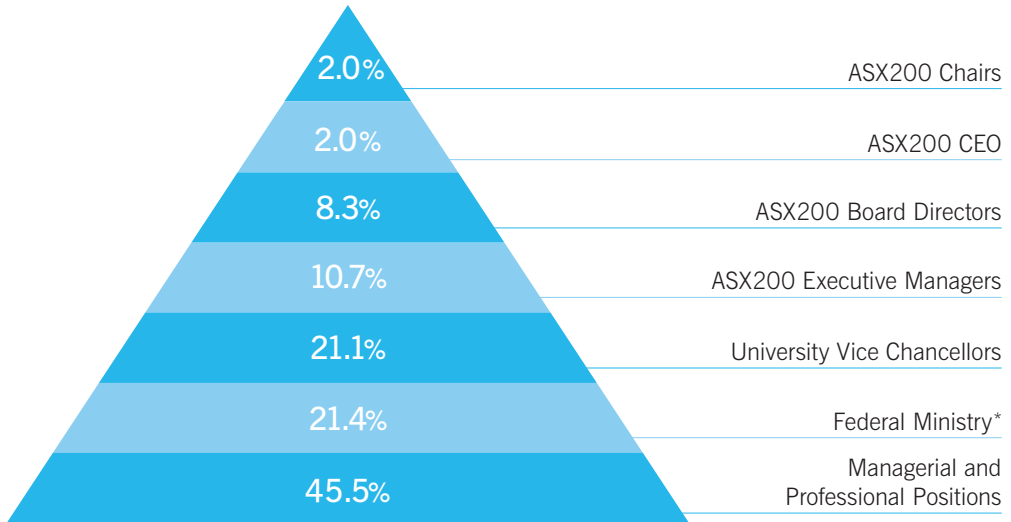
Key findings of the research revealed that across the ASX200, 8.3% of Board Directors and 10.7% of Executive Managers were women (compared to 8.7% and 12.0% in 2006 respectively). Only 4 CEOs were women (2%).

The 2008 Census includes a number of data analyses, including an international comparison of data against five other nations including the United Kingdom and New Zealand, plus the inaugural list of Top Performing Companies, defined as those companies which have 25% or more women on both their board and senior executive team.

During the 2008-09 financial year, 219 of the Agency's 500 known media mentions referenced or directly quoted the 2008 Census figures. This compares to 189 of the 334 known media mentions for the 2006-07 financial year, when the last EOWA Census was conducted.

FIGURE 4

Census Pyramid – Status of Women in the ASX200 and other Key Areas



\* Federal Ministry comprises Cabinet, Outer Ministry and Parliamentary Secretaries

This publication can be accessed on EOWA's website at:  
[http://www.eowa.gov.au/Australian\\_Women\\_In\\_Leadership\\_Census/2008\\_Australian\\_Women\\_In\\_Leadership\\_Census/Media\\_Kit/EOWA\\_Census\\_2008\\_Publication.pdf](http://www.eowa.gov.au/Australian_Women_In_Leadership_Census/2008_Australian_Women_In_Leadership_Census/Media_Kit/EOWA_Census_2008_Publication.pdf)

### **EOWA Retail Industry Vertical**

The EOWA Industry Verticals are a series of research publications that present an analysis of data derived from EO reports submitted by employers to EOWA, and offer insights into industry specific trends and issues for women in the workplace. In June 2009 the EOWA Retail Industry Vertical was released.

Key findings include:

- There has never been a retail organisation amongst the BAA winners or EOFCW organisations;
- Over one third of organisations on EOWA's non-compliant list in 2009 were retail organisations;
- The representation of women across senior leadership levels in the retail sector is disproportionate to their representation across the retail workforce on the whole;
- Despite being a female dominated industry with 60% female employees and over 45% female managers, only 5% of CEOs in retail are women; and
- Only 14.7% of retail organisations provide paid maternity or primary carer's leave at an average of one week, compared to 50.8% of all organisations reporting to EOWA offering an average of nine weeks.

This publication can be accessed on EOWA's website at:

[http://www.eowa.gov.au/Information\\_Centres/Resource\\_Centre/EOWA\\_Publications/Industry\\_Verticals/EOWA\\_Fin\\_Retail\\_IV\\_2009.pdf](http://www.eowa.gov.au/Information_Centres/Resource_Centre/EOWA_Publications/Industry_Verticals/EOWA_Fin_Retail_IV_2009.pdf)

### **EOWA and Diversity Council Australia Auspoll Survey on Australian's Attitudes to Gender Pay Equity**

In September 2009 EOWA and the Diversity Council Australia (DCA) released the results of an online poll examining knowledge of, and attitudes towards, gender pay equity. A group of 1200 individuals participated in the poll, and respondents were a mix of professionals from the Workplace Training Advisory Australia Database, and the general population.

Key findings include:

- 82% of the general community and 94% of the business community are aware Australian women, on average, earn less than Australian men;

- 80% of the general community and 96% of the business community believe that action must be taken to close the gap between men's and women's earnings; and
- 88% of the general community and 61% of the business community don't have a full understanding of pay equity.

This publication can be accessed on EOWA's website at:  
[http://www.eowa.gov.au/Pay\\_Equity/Files/Auspoll\\_Survey.pdf](http://www.eowa.gov.au/Pay_Equity/Files/Auspoll_Survey.pdf)

### **EOWA News Alert**

EOWA regularly distributes this electronic newsletter, which provides tailored, relevant and topical information to clients and subscribers ranging from small and medium enterprises (SMEs) to academics, government, women's groups and community subscribers.

Each edition provides reporting-related information, updates on relevant internal or external events and EO issues. The publication is distributed to almost 7,000 subscribers.

### **Media**

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

In 2008-09, the Agency achieved at least 500 known media mentions (275 print articles and 225 radio, TV and online media), compared with 203 print and 160 radio, TV and electronic media mentions in 2007-08.

### **Website**

EOWA's website continues to offer an extensive range of online tools along with a library of rich resources. These include a new pay equity audit tool, up-to-date statistics on Employment Matters, and leading organisations' policies, practices and case studies which are designed to enhance the development of successful EO workplace programs. Further to the updating of many of the existing web-resources, a new section of the EOWA website was developed to provide an array of information and tools on pay equity.

These updates and improvements have helped to ensure a more current, user-friendly website that is an informative resource for business, the media, government and the general public.

## Building Partnerships and Engaging Business Leaders

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

EOWA's key projects in 2008-09, which were aimed at inspiring leaders to take action to help women advance in the workplace, were:

- The EOWA Business Achievement Awards;
- The EOWA Employer of Choice for Women Citation;
- *Agender in the Boardroom* (publication);
- *Pay, Power and Position: Beyond the 2008 EOWA Australian Census of Women in Leadership* (publication);
- *The EOWA 2008 Australian Census of Women in Leadership* (publication);
- *The EOWA Retail Industry Vertical* (publication); and
- *The EOWA Survey on Paid Maternity Leave, Sex-based Harassment Initiatives and the Gender Pay Gap* (publication).

## EOWA Business Achievement Awards

Each year, the prestigious EOWA Business Achievement Awards (BAAs) recognise business leaders and leading edge organisations that have strategically driven the advancement of women in their workplaces. The 2008 Business Achievement Awards luncheon was held in Melbourne. Over 400 senior executives including 50 CEOs attended the event.

In 2008, there were eight award categories. Seven awards were endorsed by corporate sponsors; American Express, the Australian Industry Group, the Commonwealth Bank of Australia, ExxonMobil, Freehills, Hays and IBM Australia. In addition to these categories, the final category was the Minister's Award for Outstanding EEO Practice in the Advancement of Indigenous Women.

The positive response to the BAAs that EOWA receives from businesses, organisations and individuals is noteworthy. The awards ceremony attracts positive media coverage across print and radio outlets.

The 2008 BAA winners are listed in Appendix 11.

## EOWA Employer of Choice for Women

In March 2009, 111 organisations were featured on the EOWA Employer of Choice for Women (EOCFW) list. This is an increase from the 99 organisations which achieved the citation in 2008.

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; and
- Deliver improved outcomes for women and the business.

Organisations seeking the EOCLW citation, including current citation holders, are required to submit an application each year to ensure that their current workplace programs are meeting the six criteria and six pre-requisites required for the awarding of EOCLW status.

Organisations which are applying for the first time or who have new CEOs are contacted by EOWA and a fifteen minute telephone conversation is organised with the CEO to confirm that s/he champions EO for women in the organisation.

Organisations that no longer demonstrate the criteria are removed from the list.

To be an EOCLW an organisation also needs to demonstrate that:

- Equal opportunity for women is a standing agenda item on a committee chaired by the CEO or his/her direct report;
- Female managers can work part-time;
- Paid Maternity leave is available – minimum six weeks paid leave after 12 months service;
- Sex-based harassment education is conducted at induction for all staff (including management, contract staff and casual staff); plus refresher education OR update is received by all staff (including management, contract staff and casual staff) at least every two years;
- The pay equity gap between average male and female salaries at each level of the organisation is less than the national pay gap identified by ABS research. Additionally, the organisation's overall pay gap must be less than the organisation's industry average pay gap, based on current ABS statistics; and

- The percentage of managers who are women must be greater than the percentage of female managers identified by ABS research OR the organisation's percentage of female managers must be greater than the industry-sector average.

The percentages relevant to the gender pay gap and female managers change yearly based on ABS statistics available at 31 March. Organisations applying in 2009 for inclusion on the EOCFW list in 2010 must achieve a pay equity gap between average female and average male salaries at each level of the organisation of less than 17.2% as well as achieving an overall average pay gap which is less than their industry group average at 31 March. At least 29.8% of managers must be women for inclusion on the EOCFW 2010 list, OR the organisation's percentage of female managers must be greater than the 31 March ABS industry-sector average. The EOCFW requirements will be examined as part of the Review of EOWA and its underlying legislation.

Among the 2009 EOCFW organisations, the average duration of paid maternity leave was 11.8 weeks and the average eligibility period was 11 months. Nearly 55% of EOCFW organisations offered 12 weeks or more and 7.2% of organisations provided 26 weeks paid maternity leave. The average overall pay gap for organisations that were awarded the EOCFW citation in 2009 was 10.9% which is significantly lower than the national average.

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); and
- The Equal Employment Opportunity Network Australasia (EEONA).

EOWA also supported the Macquarie Graduate School of Management's *Women, Management and Employment Relations* Conference.

Throughout the year, EOWA's Director and Acting Director participated in and attended numerous external events and accepted all appropriate guest speaking invitations convenient to their schedule.

### **Purchaser/Provider Arrangements**

EOWA entered into a purchaser/provider arrangement, under a memorandum of understanding, with the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) for the provision of administrative and information technology services for the financial year 2008-09.

### **Where Performance Targets Differ from PBS**

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

### **Factors and Events Influencing Performance**

EOWA's appropriations were reduced by 2%, by way of an efficiency dividend measure, from the baseline figures. This will impact on the Agency's ability to maintain service delivery standards.

### **Significant Changes in Nature of Principal Functions/Services**

In June 2009, the Minister for the Status of Women, Tanya Plibersek, announced a review of EOWA and its underlying legislation (*EOWW Act 1999*). The purpose of the review is to examine the effectiveness and efficiency of EOWA and the legislation in promoting equal opportunity for women in the workplace.

The Australian Government Office for Women is managing the Review, with professional services firm KPMG managing the consultation process.

The compliance reporting process remains unchanged during the Review.

Further information on the Review can be obtained by contacting the Office for Women at:

<http://www.fahcsia.gov.au/sa/women/overview/ofw/Pages/Contactofw.aspx>

### **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 3,844 calls received in the period from July 08 – June 09, 105 calls were from members of the public whom EOWA referred to other agencies for appropriate assistance, and 599 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](http://www.eowa.gov.au/About_EOWA/Our_Services/EOWA_Service_Charter.asp)

## Financial Performance

The total appropriation for EOWA in 2008-09 was \$2,938,000.

## Significant Changes from Prior Year or from Budget

There were no significant changes.

TABLE 2

### Summary Resource Table by Outcome

	(1) Budget* 2008-09 (\$)	(2) Actual Revenue 2008-09 (\$)	(3) Actual Expenses 2008-09 (\$)	Variation (3) – (2)	(4) Budget** 2009-10 (\$)
<b>Price of Output</b>					
Output – Administration of the Act, Advice, Education, Information and Communication	2,938,000	2,938,000	3,404,882	–	2,992,000
Reduction of Appropriations (Appropriation Act Section 9)	–	–	–	–	–
<b>Subtotal of Output</b>	<b>2,938,000</b>	<b>2,938,000</b>	<b>3,404,882</b>	<b>–</b>	<b>2,992,000</b>
<b>Revenue from Government (Appropriation) for Outputs</b>	<b>2,958,000</b>	<b>2,958,000</b>	<b>–</b>	<b>–</b>	<b>2,992,000</b>
<b>Revenue from Other Sources</b>	466,000	682,231	–	–	366,000
Other Sources – Resources received free of charge from Government, EOWA services to external entities and sale of assets	96,000	44,000	–	–	48,000
<b>Total Price of Output</b>	<b>3,500,000</b>	<b>3,664,231</b>	<b>3,404,882</b>	<b>259,349</b>	<b>3,406,000</b>
<b>TOTAL FOR OUTCOME (Total Price of Outputs and Administered Expenses)</b>	<b>3,500,000</b>	<b>3,664,231</b>	<b>3,404,882</b>	<b>259,349</b>	<b>3,406,000</b>
Average Staffing Levels [ASL]	20	21	21	–	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

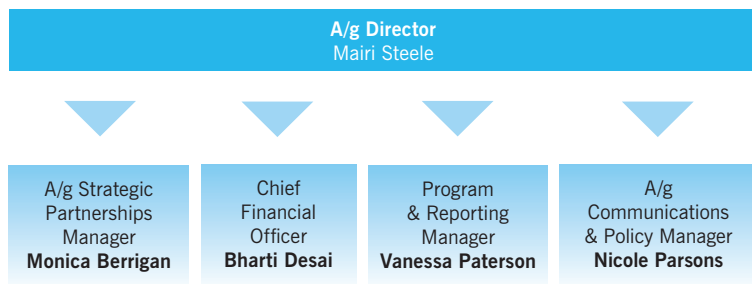
EOWA's Director reports directly to the Minister for the Status of Women. The Executive Managers report to the Director.

The organisational structure was further refined during 2008-09, consolidating processes to enable EOWA to better focus resources and 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 5

#### 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 2008-09 to ensure the development of good risk management practices. EOWA participated in the Comcover Risk Management Assessment Survey (RMAS). The assessments were carried out by consultants engaged by Comcover. RMAS involved an independent assessment of EOWA's risk management practices and reporting on the maturity of the risk management arrangements in the Agency. A list of recommendations was presented and EOWA will be working towards implementing the recommendations in 2009-10.

## **Audit Committee**

EOWA had regular Finance and Audit committee meetings throughout the financial year 2008-09. The committee is responsible for ensuring proper use of Commonwealth resources and the management of risks. The members of the committee as at 30 June 2009 were:

- Alison Gatt (independent member);
- Graham Johnson (independent auditor, Invitee, ANAO);
- Mairi Steele (Acting Director, EOWA); and
- Bharti Desai (Chief Financial Officer, EOWA).

## **Certification of Fraud Measures in Place**

EOWA is in the process of updating its Fraud Control Plan. 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. EOWA has appropriate fraud prevention, detection and investigation procedures and processes that meet the specific needs of the Agency and comply with the Commonwealth Fraud Control Guidelines.

## 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.

## 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 2008 to June 2009 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 Collective Agreement and Individual Industrial Agreements

EOWA negotiated and agreed upon a new Collective Agreement effective from April 2009 to March 2012. The main features of the 2009-12 Collective Agreement are:

- **Remuneration:** Employees receive three wage increases over the three-year duration of the agreement. The first increase of 4% took effect upon commencement on 1 April 2009; the second increase of another 4% will come into effect 12 months after commencement on 1 April 2010, and the final 4% increase will take place on 1 April 2011. The performance bonus was rolled into base ongoing salary and was applied across all bands prior to the first 4% wage increase.
- **Paid Maternity Leave:** EOWA has increased its paid maternity leave benefit to 17 weeks at full pay, with the option of a pay out at half-pay over a 34 week period. Employees also have the right to request an additional year of leave without pay.

- **Paid Primary Carers Leave:** EOWA has introduced paid primary carers leave of 17 weeks at full pay. Employees also have the right to request an additional year of leave without pay. The leave applies for employees who are the primary carers of the child and can be taken around the time of birth or placement of the child.
- **Paid Secondary Carers Leave:** EOWA has introduced paid secondary carers leave of two weeks at full pay with access to a further 10 days leave under personal leave provisions. The leave can be taken within 3 months of the birth or placement of the child.
- **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, providing an increased provision for purchased leave, access to two volunteer days per year 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.

The number of employees covered by a Collective Agreement or Individual Industrial 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, formal training and temporary transfers to higher duties.

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 and financial and human resource management.

A total of \$78,908 was allocated to training, development and networking activities. In 2008-09, the amount spent on EOWA Studybank was \$6,565.

### **Productivity Gains**

There were no reported productivity gains achieved in the year 2008-09.

### Staffing Structure and Statistics

A review of the staffing structure occurred in June 2008 and resulted in streamlining the organisation from five to four teams with the reallocation of work across teams. This was to support the future focus of the organisation and create efficiencies.

EOWA staffing profiles and statistics, including Collective Agreement and Individual Industrial Agreement statistics, can be found in Appendix 8.

### Performance Pay

EOWA provided performance pay to staff as described below.

Classification	Number	Total Paid (\$)	Min. paid (\$)	Max. paid (\$)
APS Level 1 to 6	13	12,680	282	1,361
Executive Level 1	4	2,390	930	1,460
Executive Level 2	4	8,070	1788	2,094
PEO	1	9,071	–	9,071
<b>Total</b>	<b>20</b>	<b>32,211</b>		

### 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 general and SME payment policy, and ensures that all payments are processed in time. It also publishes an annual procurement plan on Austender, in accordance with the requirements of the procurement guidelines.

## Asset Management

EOWA's policies ensure that assets are properly recorded and that efficient, effective and ethical use of Commonwealth resources is promoted. EOWA's IT assets are predominately provided through a memorandum of understanding with the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA).

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 2008-09, EOWA spent a total of \$534,752 on ongoing consultancy (as listed in Appendix 7).

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 2008-09. The largest of these were FaHCSIA for IT supplies, Finance and Human Resources, Beethoven Computer Services for the provision of support services for the 'Resolve' reporting application, and CBRE 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 \$10,000 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. EOWA has a Workplace Diversity Contact Officer to assist in the implementation of EOWA's Workplace Diversity Policy.

The Contact Officer has initiated 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.

EOWA reports on the Agency's achievements against the Employer Role under the Commonwealth Disability Strategy through the APSC's State of the Service agency survey.

05

# Appendices



# Appendices

## 01 Financial Statements



### Appendix 1 – Financial Statements

#### Independent Auditor's Report

To the Minister for the Status of Women

#### Scope

I have audited the accompanying financial statements of the Equal Opportunity for Women in the Workplace Agency (EOWA) for the year ended 30 June 2009. The financial statements comprise: a Statement by the Acting Director and Chief Financial Officer; Income Statement; Balance Sheet; Statement of Changes in Equity; Cash Flow Statement; Schedule of Commitments; Schedule of Contingencies, and Notes to and forming part of the Financial Statements, including a Summary of Significant Accounting Policies.

#### The Responsibility of the Acting Director for the Financial Statements

EOWA's Acting Director is responsible for the preparation and fair presentation of the financial statements in accordance with Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including Australian Accounting Standards, which include Australian Accounting Interpretations. This includes establishing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### Auditor's Responsibility

My responsibility is to express an opinion on the financial statements based on my audit. I have conducted my audit in accordance with Australian National Audit Office Auditing Standards, which incorporate Australian Auditing Standards. These auditing standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves obtaining audit evidence about the amounts and disclosures in the financial statements. The audit procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making these risk assessments, the auditor considers internal controls relevant to EOWA's preparation and fair presentation of the financial statements to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the

effectiveness of EOWA's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by EOWA's Acting Director, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

## Independence

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

## Auditor's 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*, including Australian Accounting Standards; and
- b. give a true and fair view of the matters required by the Finance Minister's Orders including the Equal Opportunity for Women in the Workplace Agency's financial position as at 30 June 2009 and its financial performance and cash flows for the year then ended.

Australian National Audit Office



P Hinchey  
Senior Director  
Delegate of the Auditor-General

Sydney  
3 August 2009

# Appendices

## 01 Financial Statements

### **Equal Opportunity for Women in the Workplace Agency Statement by the Acting Director and Chief Financial Officer**

In our opinion, the attached financial statements for the year ended 30 June 2009 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.



**Mairi Steele**  
Acting Director  
Equal Opportunity for Women  
in the Workplace Agency  
29 July 2009



**Bharti Desai**  
Chief Financial Officer  
Equal Opportunity for Women  
in the Workplace Agency  
29 July 2009

## Equal Opportunity for Women in the Workplace Agency Income Statement

for the year ended 30 June 2009

	Notes	30 June 2009 (\$)	30 June 2008 (\$)
<b>Revenue</b>			
Revenue from Government	2A	<b>2,938,000</b>	2,958,000
Sale of goods and rendering of services	2B	<b>682,231</b>	448,034
<b>Total revenue</b>		<b>3,620,231</b>	3,406,034
<b>Gains</b>			
Sale of assets	2C	–	3,975
Other gains	2D	<b>44,000</b>	43,000
<b>Total gains</b>		<b>44,000</b>	46,975
<b>Total income</b>		<b>3,664,231</b>	3,453,009
<b>Expenses</b>			
Employee benefits	3A	<b>1,994,917</b>	1,895,581
Suppliers	3B	<b>1,142,799</b>	1,363,577
Depreciation and amortisation	3C	<b>267,166</b>	169,907
<b>Total expenses</b>		<b>3,404,882</b>	3,429,065
<b>Surplus</b>		<b>259,349</b>	23,944

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

# Appendices

## 01 Financial Statements

### Equal Opportunity for Women in the Workplace Agency Balance Sheet

as at 30 June 2009

	Notes	30 June 2009 (\$)	30 June 2008 (\$)
<b>Assets</b>			
<b>Financial assets</b>			
Cash and cash equivalents	4A	13,059	184,643
Trade and other receivables	4B	2,221,001	1,673,793
<b>Total financial assets</b>		<b>2,234,060</b>	1,858,436
<b>Non-financial assets</b>			
Land and buildings	5A,C	373,630	475,529
Infrastructure, plant and equipment	5B,C	6,965	12,771
Intangibles	5D	465,094	624,555
Other non financial assets	5E	2,491	5,160
<b>Total non financial assets</b>		<b>848,180</b>	1,118,015
<b>Total assets</b>		<b>3,082,240</b>	2,976,451
<b>Liabilities</b>			
<b>Payables</b>			
Suppliers	6A	24,538	–
Other payables	6B	393,665	498,452
<b>Total payables</b>		<b>418,203</b>	498,452
<b>Provisions</b>			
Employee provisions	7A	232,168	305,479
<b>Total provisions</b>		<b>232,168</b>	305,479
<b>Total liabilities</b>		<b>650,371</b>	803,931
<b>Net assets</b>		<b>2,431,869</b>	2,172,520
<b>Equity</b>			
Contributed equity		1,399,000	1,399,000
Reserves		40,043	40,043
Retained surplus		992,826	733,477
<b>Total equity</b>		<b>2,431,869</b>	2,172,520
Current assets		2,236,551	1,863,596
Non current assets		845,689	1,112,855
Current liabilities		560,888	716,054
Non current liabilities		89,483	87,877

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 2009

Item	Retained Earnings		Asset Revaluation Reserves		Contributed Equity		TOTAL EQUITY	
	2009 (\$)	2008 (\$)	2009 (\$)	2008 (\$)	2009 (\$)	2008 (\$)	2009 (\$)	2008 (\$)
Opening balance as at 1 July	733,477	709,533	40,043	40,043	1,399,000	1,399,000	2,172,520	2,148,576
Surplus	259,349	23,944	n/a	n/a	n/a	n/a	259,349	23,944
<b>Closing balance as at 30 June</b>	<b>992,826</b>	<b>733,477</b>	<b>40,043</b>	<b>40,043</b>	<b>1,399,000</b>	<b>1,399,000</b>	<b>2,431,869</b>	<b>2,172,520</b>

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 Cashflow Statement

for the year ended 30 June 2009

	Notes	30 June 2009 (\$)	30 June 2008 (\$)
<b>Operating activities</b>			
<b>Cash received</b>			
Goods and services		705,502	446,818
Appropriations		2,438,000	3,308,000
GST received from ATO		94,718	260,390
<b>Total cash received</b>		<b>3,238,220</b>	4,015,208
<b>Cash Used</b>			
Employees		2,068,228	1,696,316
Suppliers		1,288,805	1,281,749
GST paid to ATO		52,771	227,867
<b>Total cash used</b>		<b>3,409,804</b>	3,205,932
<b>Net cash flows from/(used by) operating activities</b>	8	<b>(171,584)</b>	809,276
<b>Investing activities</b>			
<b>Cash received</b>			
Proceeds from sales of infrastructure, plant and equipment		–	5,722
<b>Total cash received</b>		–	5,722
<b>Cash used</b>			
Purchase of infrastructure, plant and equipment		–	509,494
Purchase of intangibles		–	254,350
<b>Total cash used</b>		–	763,844
<b>Net cash (used by) investing activities</b>		–	(758,122)
Net increase/(decrease) in cash held and cash equivalents		<b>(171,584)</b>	51,154
Cash and cash equivalents at the beginning of the reporting period		<b>184,643</b>	133,489
<b>Cash and cash equivalents at the end of the reporting period</b>	4A	<b>13,059</b>	184,643

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

## Equal Opportunity for Women in the Workplace Agency Schedule of Commitments

as at 30 June 2009

	30 June 2009 (\$)	30 June 2008 (\$)
<b>By type</b>		
<b>Commitments receivable</b>		
GST recoverable on commitments	75,442	94,227
<b>Total commitments receivable</b>	<b>75,442</b>	<b>94,227</b>
<b>Other commitments</b>		
Operating leases	829,865	1,036,499
<b>Total other commitments</b>	<b>829,865</b>	<b>1,036,499</b>
<b>Net commitments by type</b>	<b>754,423</b>	<b>942,272</b>
<b>By maturity</b>		
<b>Commitments receivable</b>		
Other commitments receivable		
One year or less	19,536	18,785
From one to five years	55,906	75,442
<b>Total other commitments receivable</b>	<b>75,442</b>	<b>94,227</b>
<b>Operating lease commitments</b>		
One year or less	214,899	206,634
From one year to five years	614,966	829,865
<b>Total operating lease commitments</b>	<b>829,865</b>	<b>1,036,499</b>
<b>Net commitments by maturity</b>	<b>754,423</b>	<b>942,272</b>

NB: Commitments are GST inclusive where relevant.

Operating leases are effectively non cancellable and comprise a lease for office accommodation.

### Leases for office accommodation

Lease payments are subject to increase of 4% per annum as per lease agreement. The lease term is 5 years.

## Equal Opportunity for Women in the Workplace Agency Schedule of Contingencies

as at 30 June 2009

There are no contingent liabilities or assets as at 30 June 2009.

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

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## 01 Financial Statements

### **Notes to and forming part of the financial statements**

for the year ended 30 June 2009

Note 1:	Summary of Significant Accounting Policies
Note 2:	Income
Note 3:	Operating Expenses
Note 4:	Financial Assets
Note 5:	Non-Financial Assets
Note 6:	Payables
Note 7:	Provisions
Note 8:	Cash Flow Reconciliation
Note 9:	Senior Executive Remuneration
Note 10:	Remuneration of Auditors
Note 11:	Financial Instruments
Note 12:	Appropriations
Note 13:	Reporting of Outcomes
Note 14:	Compensation and Debt Relief

### **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 (EOWA) is an Australian Government controlled entity. EOWA's vision is to achieve equal opportunity for women in Australian workplaces. EOWA's mission is to lead Australian employers to create workplaces where women's contribution is equally valued, recognised and rewarded by:

- providing education and leading edge solutions;
- building sustainable partnerships; and
- engaging community debate to increase the rate of change.

The planned outcome is increased influence over Australian employers to achieve equality for women in the workplace through regulation and education on eliminating discrimination and promoting merit-based opportunity.

#### **1.2 Basis of Preparation of the Financial Report**

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

The Financial Statements and notes have been prepared in accordance with:

- Finance Minister's Orders (FMOs) for reporting periods ending on or after 1 July 2008; and
- Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period

The financial report has been prepared on an accrual basis and is in accordance with the historical cost convention, except for certain assets at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

The financial report is presented in Australian dollars.

Unless an alternative treatment is specifically required by an Accounting Standard or the FMOs, assets and liabilities are recognised in the balance sheet when, and only when, it is probable that future economic benefits will flow to the agency, and the amounts of the assets or liabilities can be reliably measured. However, assets and liabilities arising under Agreements Equally Proportionately Unperformed are not recognised unless required by an accounting standard. Such recognised liabilities and assets are reported in the schedule of commitments or the schedule of contingencies.

Unless alternative treatment is specifically required by an accounting standard, income and expenses are recognised in the income statement when, and only when the flow, consumption or loss of economic benefits has occurred and can be reliably measured.

### **1.3 Significant Accounting Judgements and Estimates**

No accounting assumptions or estimates have been identified that would have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next accounting period.

### **1.4 Changes in Australian Accounting Standards**

#### **Adoption of New Australian Accounting Standards Requirements**

No accounting standard has been adopted earlier than the application date as stated in the standard. No new accounting standards, amendments to standards and interpretations issued by the Australian Accounting Standards Board that are applicable in the current period have had a material financial effect on EOWA.

#### **Future Australian Accounting Standard Requirements**

New standards, amendments to standards, and interpretations that are applicable to future periods have been issued by the Australian Accounting Standards Board. It is estimated that adopting these pronouncements, when effective, will have no material impact on future reporting periods.

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## 01 Financial Statements

### 1.5 Revenue

#### Revenue from Government

Amounts appropriated for departmental outputs appropriations for the year (adjusted for any formal additions and reductions) are recognised as revenue when the Agency gains control of the appropriation, 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 neither 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 EOWA.

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 from the transaction will flow to EOWA.

Receivables for goods and services are recognised at the nominal amounts due, less any impairment allowance account. Collectability of debts is reviewed at balance date. Allowances are made when collection of a debt is no longer probable.

### 1.6 Gains

#### Resources Received Free of Charge

Services received free of charge are recognised as gains 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 or for nominal consideration are recognised as gains at their fair value when the asset qualifies for recognition, unless received from another government agency or authority as a consequence of a restructuring of administrative arrangements.

## Sale of Assets

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

## 1.7 Transactions with the Government as Owner

### Equity injections

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) are recognised directly in Contributed Equity in that year.

## 1.8 Employee Benefits

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 at 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.

Leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates applying at the time the leave will be taken, 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 long service leave liability takes into account attrition rates and pay increases through promotion and inflation.

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## 01 Financial Statements

### Separation and Redundancy

EOWA recognises a provision for termination, separation and redundancy when it has developed a detailed formal plan for such terminations and has informed those employees affected that it will carry out the terminations.

### 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 defined benefit schemes is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported by the Department of Finance and Deregulation as an administered item.

The CSS and PSS are defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme.

EOWA makes employer contributions to the employee superannuation scheme at rates determined by an actuary to be sufficient to meet the cost to the Government of the superannuation entitlements of EOWA's employees. EOWA accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June 2009 represents outstanding contributions for the final fortnight of the year.

### 1.9 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.

### 1.10 Cash

Cash and cash equivalents includes notes and coins held and any deposits in bank accounts with an original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value. Cash is recognised at its nominal amount.

## 1.11 Financial Assets

EOWA's financial assets comprise 'receivables'.

The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

Financial assets are recognised and derecognised upon 'trade date'.

### Receivables

Trade receivables and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'receivables'. They are included in current assets, except for maturities greater than 12 months after the balance sheet date. These are classified as non-current assets. Receivables are measured at amortised cost using the effective interest method, less impairment.

### Impairment of Financial Assets

Financial assets are assessed for impairment at each balance date. If there is objective evidence that an impairment loss has been incurred for receivables the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the assets original interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the income statement.

## 1.12 Financial Liabilities

EOWA's financial liabilities comprise 'supplier and other payables'.

Financial liabilities are recognised and derecognised upon 'trade date'.

### Supplier and other payables

Supplier and other payables are recognised at nominal amounts. Liabilities are recognised if the goods or services have been received, even if they have not yet been invoiced.

## 1.13 Contingent Liabilities and Contingent Assets

Contingent Liabilities and Assets are not recognised in the Balance Sheet but are reported in the relevant schedule and notes. They may arise from uncertainty as to the existence of a liability or asset, or represent an existing liability (asset) in respect of which settlement is not probable or the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable, but not virtually certain, and contingent liabilities are disclosed when settlement is greater than remote.

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## 01 Financial Statements

### 1.14 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.

### 1.15 Property, Plant and Equipment

#### Asset Recognition Threshold

Purchases of property, plant and equipment are recognised initially at cost in the Balance Sheet. Purchases costing less than \$2,000 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 on which it is located.

#### Revaluations

Fair values for each class of assets are determined as shown below:

Asset class	Fair value measured at
Leasehold improvements	Depreciated replacement cost
Plant and equipment	Market appraisal

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 it reverses a previous revaluation decrement of the same asset class previously recognised through the operating result. Revaluation decrements for a class of assets are recognised directly through the operating result, except to the extent they reverse a previous revaluation increment for that class.

Accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset, and the asset is 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 the straight line method of depreciation. Leasehold improvements are depreciated 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 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:

	2009	2008
Leasehold improvements	<b>Lease term</b>	Lease term
Plant and equipment	<b>3 to 9 years</b>	3 to 9 years

## Impairment

All assets are assessed for impairment at 30 June. Where indications of impairment exist, the asset's recoverable amount is estimated and impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if EOWA was deprived of the asset, its value in use is taken to be its depreciated replacement cost.

### 1.16 Intangibles

EOWA's intangibles comprise of internally developed software for internal use. These assets are carried at cost less accumulated amortisation and accumulated impairment loss.

Software is amortised on a straight line basis over its anticipated useful life. The useful life of EOWA's software is 5 years (2007/08: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2009.

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## 01 Financial Statements

### **1.17 Taxation**

EOWA is exempt from all forms of taxation except fringe benefits tax (FBT) 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.

### **1.18 Comparative Figures**

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

## Note 2: Income

	2009 (\$)	2008 (\$)
<b>Revenues</b>		
<b>Note 2A: Revenue from Government</b>		
Appropriations: departmental outputs	2,938,000	2,958,000
<b>Total revenue from Government</b>	<b>2,938,000</b>	<b>2,958,000</b>
<b>Note 2B: Sale of Goods and Rendering of Services</b>		
Rendering of services – external entities	682,231	448,034
<b>Total sale of goods and rendering of services</b>	<b>682,231</b>	<b>448,034</b>
<b>Gains</b>		
<b>Note 2C: Sale of Assets</b>		
Land and building		
Proceeds from sales	–	5,544
<i>Infrastructure, plant and equipment:</i>		
Proceeds from sale	–	177
Carrying value of assets sold	–	(1,746)
<b>Net gain from sale of assets</b>	<b>–</b>	<b>3,975</b>
<b>Note 2D: Other Gains</b>		
<i>Resources received from related entities:</i>		
Auditors remuneration	29,000	28,000
<b>Total resources from related entities</b>	<b>29,000</b>	<b>28,000</b>
<i>Resources received free from external entities:</i>		
Resources free of charge – publications and printing	15,000	15,000
Total resources from external entities	15,000	15,000
<b>Total other gains</b>	<b>44,000</b>	<b>43,000</b>

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## 01 Financial Statements

### Note 3: Operating Expenses

	2009 (\$)	2008 (\$)
<b>Note 3A: Employee Benefits</b>		
Wages and salaries	<b>1,713,327</b>	1,370,285
Superannuation	<b>228,700</b>	208,125
Leave and other entitlements	<b>5,026</b>	141,502
Separation and redundancy	<b>4,730</b>	133,910
Other employee expenses	<b>43,134</b>	41,759
<b>Total employee expenses</b>	<b>1,994,917</b>	1,895,581
<b>Note 3B: Suppliers</b>		
Provision of goods – external entities	<b>497,374</b>	532,457
Rendering of services – related entities	<b>211,756</b>	46,534
Rendering of services – external entities	<b>262,045</b>	608,994
Operating lease rentals*	<b>166,207</b>	169,310
Workers' compensation premiums	<b>5,417</b>	6,282
<b>Total supplier expenses</b>	<b>1,142,799</b>	1,363,577

\* These comprise minimum lease payments only.

### Note 3C: Depreciation and Amortisation

<b>Depreciation</b>		
Infrastructure, plant and equipment	<b>101,899</b>	6,513
Building – leasehold improvements	<b>5,806</b>	33,965
<b>Total depreciation</b>	<b>107,705</b>	40,478
<b>Amortisation</b>		
Intangibles – computer software	<b>159,461</b>	129,429
<b>Total amortisation</b>	<b>159,461</b>	129,429
<b>Total depreciation and amortisation</b>	<b>267,166</b>	169,907

## Note 4: Financial Assets

	2009 (\$)	2008 (\$)
<b>Note 4A: Cash and Cash Equivalents</b>		
Cash on hand or on deposit	13,059	184,643
<b>Total cash and cash equivalents</b>	<b>13,059</b>	<b>184,643</b>
<b>Note 4B: Trade and Other Receivables</b>		
Goods and services	50,505	4,559
GST receivable from the Australian Taxation Office	20,496	19,234
Appropriations receivable – for existing outputs	2,150,000	1,650,000
<b>Total receivables (net)</b>	<b>2,221,001</b>	<b>1,673,793</b>

All receivables are current assets.

All receivables are with entities external to the entity. Credit terms are net 30 days (2008: 30 days).

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

### Receivables (gross) are aged as follows:

<b>Current</b>	<b>2,170,496</b>	1,672,440
<b>Overdue by:</b>		
Less than 30 days	22,000	65
30 to 60 days	6,505	1,288
60 to 90 days	22,000	–
<b>Total receivables (gross)</b>	<b>2,221,001</b>	<b>1,673,793</b>

## Note 5: Non-Financial Assets

	2009 (\$)	2008 (\$)
<b>Note 5A: Land and Buildings</b>		
<b>Leasehold improvements</b>		
– At fair value	509,494	509,494
– Accumulated amortisation	(135,864)	(33,965)
<b>Total leasehold improvements</b>	<b>373,630</b>	<b>475,529</b>
<b>Total land and buildings (non-current)</b>	<b>373,630</b>	<b>475,529</b>

No indications of impairment exist for land and buildings.

### Note 5B: Infrastructure, Plant and Equipment

<b>Infrastructure, plant and equipment</b>		
– At fair value	38,393	43,083
– Accumulated depreciation	(31,428)	(30,312)
<b>Total infrastructure, plant and equipment (non-current)</b>	<b>6,965</b>	<b>12,771</b>

No indications of impairment exist for infrastructure, plant and equipment.

# Appendices

## 01 Financial Statements

### Note 5C: Analysis of Infrastructure, Plant and Equipment

**Table A – Reconciliation of the opening and closing balances of infrastructure, plant and equipment (2008-09)**

Item	Buildings – Leasehold Improvements (\$)	Other IP&E (\$)	Total (\$)
<b>As at 1 July 2008</b>			
Gross book value	509,494	43,083	<b>552,577</b>
Accumulated depreciation/ amortisation	(33,965)	(30,312)	<b>(64,277)</b>
<b>Opening net book value</b>	<b>475,529</b>	<b>12,771</b>	<b>488,300</b>
<i>Additions:</i>			
By purchase	–	–	–
Depreciation/amortisation expense	(101,899)	(5,806)	<b>(107,705)</b>
<i>Disposals:</i>			
Other disposals	–	(4,690)	<b>(4,690)</b>
Depreciation on disposal	–	4,690	<b>4,690</b>
<b>As at 30 June 2009</b>			
Gross book value	509,494	38,393	<b>547,887</b>
Accumulated depreciation/ amortisation	(135,864)	(31,428)	<b>(167,292)</b>
<b>Closing net book value</b>	<b>373,630</b>	<b>6,965</b>	<b>380,595</b>

**Table A – Reconciliation of the opening and closing balances of infrastructure, plant and equipment (2007-08)**

Item	Buildings – Leasehold Improvements (\$)	Other IP&E (\$)	Total (\$)
<b>As at 1 July 2007</b>			
Gross book value	291,025	46,508	<b>337,533</b>
Accumulated depreciation/ amortisation	(291,025)	(25,478)	<b>(316,503)</b>
<b>Opening net book value</b>	<b>–</b>	<b>21,030</b>	<b>21,030</b>
<i>Additions:</i>			
By purchase	509,494	–	<b>509,494</b>
Depreciation/amortisation expense	(33,965)	(6,513)	<b>(40,478)</b>
<i>Disposals:</i>			
Other disposals	(291,025)	(3,425)	<b>(294,450)</b>
Depreciation on disposal	291,025	1,679	<b>292,704</b>
<b>As at 30 June 2008</b>			
Gross book value	509,494	43,083	<b>552,577</b>
Accumulated depreciation/ amortisation	(33,965)	(30,312)	<b>(64,277)</b>
<b>Closing net book value</b>	<b>475,529</b>	<b>12,771</b>	<b>488,300</b>

## Note 5D: Intangible Assets

	2009 (\$)	2008 (\$)
<i>Computer software at cost:</i>		
Internally developed	995,357	995,357
Accumulated amortisation	(530,263)	(370,802)
<b>Total intangibles (non-current)</b>	<b>465,094</b>	<b>624,555</b>

No indications of impairment exist for intangible assets.

**Table B – Reconciliation of the opening and closing balances of intangibles (2008-09)**

Item	Computer Software (\$)	Intangibles Total (\$)
<b>As at 1 July 2008</b>		
Gross book value	995,357	995,357
Accumulated depreciation/ amortisation	(370,802)	(370,802)
<b>Opening net book value</b>	<b>624,555</b>	<b>624,555</b>
<i>Additions:</i>		
By purchase or internally developed	–	–
Depreciation/amortisation expense	(159,461)	(159,461)
<b>As at 30 June 2009</b>		
Gross book value	995,357	995,357
Accumulated depreciation/amortisation	(530,263)	(530,263)
<b>Closing net book value</b>	<b>465,094</b>	<b>465,094</b>

**Table B – Reconciliation of the opening and closing balances of intangibles (2007-08)**

Item	Computer Software (\$)	Intangibles Total (\$)
<b>As at 1 July 2007</b>		
Gross book value	1,886,834	1,886,834
Accumulated depreciation/ amortisation	(1,387,200)	(1,387,200)
<b>Opening net book value</b>	<b>499,634</b>	<b>499,634</b>
<i>Additions:</i>		
By purchase or internally developed	254,350	254,350
Depreciation/amortisation expense	(129,429)	(129,429)
<i>Disposal:</i>		
Other disposals	(1,145,827)	(1,145,827)
Depreciation on disposal	1,145,827	1,145,827
<b>As at 30 June 2008</b>		
Gross book value	995,357	995,357
Accumulated depreciation/amortisation	(370,802)	(370,802)
<b>Closing net book value</b>	<b>624,555</b>	<b>624,555</b>

# Appendices

## 01 Financial Statements

### Note 5E: Other Non-Financial Assets

	2009 (\$)	2008 (\$)
Prepayments	2,491	5,160
<b>Total other non-financial assets</b>	<b>2,491</b>	<b>5,160</b>

All other non-financial assets are current assets.

No indicators of impairment were found for other non-financial assets.

### Note 6: Payables

	2009 (\$)	2008 (\$)
<b>Note 6A: Suppliers</b>		
Trade creditors	24,538	–
<b>Total supplier payables</b>	<b>24,538</b>	<b>–</b>

All supplier payables are current liabilities.

### Note 6B: Other Payables

Salaries and wages	26,119	23,566
Superannuation	4,022	–
Separations and Redundancies	–	133,910
GST Payable to ATO	64,585	7,233
Accrued expenses	57,092	130,786
Lease Incentives	144,999	51,287
Unearned revenue	91,764	132,670
Other	5,084	19,000
<b>Total other payables</b>	<b>393,665</b>	<b>498,452</b>

All other payables are current liabilities.

### Note 7: Provisions

	2009 (\$)	2008 (\$)
<b>Note 7A: Employee Provisions</b>		
Leave	232,168	305,479
<b>Total employee provisions</b>	<b>232,168</b>	<b>305,479</b>
Current	142,685	217,602
Non-current	89,483	87,877
<b>Total employee provisions</b>	<b>232,168</b>	<b>305,479</b>

The classification of current includes amounts for which there is not an unconditional right to defer settlement by one year, hence in the case of employee provisions the above classification does not represent the amount expected to be settled within one year of reporting date.

## Note 8: Cash Flow Reconciliation

	2009 (\$)	2008 (\$)
<b>Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement</b>		
Cash Flow Statement	13,059	184,643
Balance Sheet	13,059	184,643
<b>Reconciliation of operating result to net cash from operating activities</b>		
Add:		
Net operating result	259,349	23,944
Depreciation and amortisation	267,166	169,907
Net gain/loss on sale of non-current assets	–	(3,975)
(Increase) / decrease in net receivables	(45,946)	(1,216)
(Increase) / decrease in OPA receivables	(500,000)	350,000
(Increase) / decrease in GST receivable	(1,262)	30,845
(Increase) / decrease in prepayments	2,669	(1,034)
Increase / (decrease) in employee provisions	(73,311)	69,785
Increase / (decrease) in supplier payables	(137,601)	169,342
Increase / (decrease) in GST payable	57,352	1,678
<b>Net cash from / (used by) operating activities</b>	<b>(171,584)</b>	<b>809,276</b>

## Note 9: Senior Executive Remuneration

	2009	2008
The number of senior executives who received or were due to receive total remuneration of \$130,000 or more:		
\$150,000 to \$164,999	1	–
\$220,000 to \$234,999	–	1
<b>The aggregate amount of total remuneration of executives shown above.</b>	<b>\$152,675</b>	<b>\$222,792</b>

## Note 10: Remuneration of Auditors

	2009 (\$)	2008 (\$)
Financial statement audit services are provided free of charge to the Agency.		
The fair value of audit services provided was:	29,000	28,000
No other services are provided by the Auditor-General.		

# Appendices

## 01 Financial Statements

### Note 11: Financial Instruments

#### Note 11A: Categories of Financial Instruments

	2009 (\$)	2008 (\$)
<b>Loans and receivables</b>		
Cash and cash equivalents	13,059	184,643
Trade receivables	50,505	4,559
<b>Carrying amount of financial assets</b>	<b>63,564</b>	189,202
<b>Financial Liabilities</b>		
At nominal cost		
Trade creditors	24,538	–
Other payables	184,081	439,932
<b>Carrying amount of financial liabilities</b>	<b>208,619</b>	439,932

#### Note 11B: Fair Value of Financial Instruments

##### Financial Assets

The net fair values of cash and cash equivalents and goods and services receivable approximate their carrying amounts.

##### Financial Liabilities

The net fair values of trade creditors and other payables approximate their carrying amounts.

#### Note 11C: Credit Risk

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 11D: Liquidity Risk

EOWA's financial liabilities are trade creditors and other payables. The exposure to liquidity risk is based on the probability that EOWA may encounter difficulty in meeting its obligations. This is highly unlikely due to appropriations funding, and mechanisms available to EOWA and internal policies and procedures put in place to ensure there are appropriate resources to meet its financial obligations.

#### Note 11E: Market Risk

EOWA holds basic financial instruments that do not expose EOWA to certain market risks. EOWA is not exposed to 'Currency Risk' or 'Other Price Risk'.

## Note 12: Appropriations

### Acquittal of Authority to Draw Cash from Consolidated Revenue Fund for Ordinary Annual Services Appropriations

Particulars	Departmental Outputs	
	2009 (\$)	2008 (\$)
<b>Balance brought forward from previous period</b>	<b>1,834,643</b>	2,133,489
Appropriation Act (No. 1) 2008-09	<b>2,938,000</b>	2,972,000
Reduction of appropriations (Appropriation Act section 10)	–	(14,000)
Sub total annual appropriation	<b>2,938,000</b>	2,958,000
Appropriations to take account of recoverable GST (FMAA s30A)	<b>150,808</b>	260,390
EOWA's receipts (FMA s31)	<b>636,285</b>	452,539
Total appropriations available for payments	<b>5,559,736</b>	5,804,418
Cash payments made during the year (GST inclusive)	<b>3,396,677</b>	3,969,775
<b><i>Balance of Authority to Draw Cash from the CRF for Ordinary Annual Services Appropriations</i></b>	<b>2,163,059</b>	1,834,643
Represented by:		
Cash at bank and on hand	<b>13,059</b>	184,643
Receivable – departmental appropriations	<b>2,150,000</b>	1,650,000
<b>Total</b>	<b>2,163,059</b>	1,834,643

# Appendices

## 01 Financial Statements

### Note 13: Reporting of Outcomes

EOWA uses an Activity Based Costing System to determine the attribution of its shared items. This system was based on a time and motion study for corporate in the year 2008 for the 2007-08 Budget. An update of the time and motion study was concluded for the 2008-09 Budget. The basis of attribution in the table below is consistent with the basis used for the Budget.

#### Note 13A: Net Cost of Outcome Delivery

	Outcome 1	
	2009 (\$)	2008 (\$)
Departmental expenses	<b>3,404,882</b>	3,429,065
<b>Total expenses</b>	<b>3,404,882</b>	3,429,065
Costs recovered from provision of goods and services to the non-government sector		
Departmental	<b>697,231</b>	463,034
<b>Total costs recovered</b>	<b>697,231</b>	463,034
Goods and services revenue from related entities	<b>29,000</b>	28,000
<b>Total other external revenues</b>	<b>726,231</b>	491,034
<b>Net cost / (contribution) of outcome</b>	<b>2,678,651</b>	2,938,031

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.

#### Note 13B: Major Classes of Department Assets and Liabilities by Outcome

	Outcome 1	
	2009 (\$)	2008 (\$)
Departmental expenses	<b>3,404,882</b>	3,429,065
Financial assets	<b>2,234,060</b>	1,858,436
Non-financial assets	<b>848,180</b>	1,118,015
<b>Total departmental assets</b>	<b>3,082,240</b>	2,976,451
Departmental liabilities		
Payables	<b>418,203</b>	498,452
Provisions	<b>232,168</b>	305,479
<b>Total departmental liabilities</b>	<b>650,371</b>	803,931

### Note 14: Compensation and Debt Relief

Departmental	2009 (\$)	2008 (\$)
No compensation and debt relief payments were made during the period	–	–
No payments were made under s73 of the <i>Public Service Act 1999</i> during the reporting period	–	–

### **Organisation, Functions and Decision Making Powers**

EOWA is a statutory authority located within the portfolio of the Australian Commonwealth Department of Family, Housing, Community Services and Indigenous Affairs (FaHCSIA).

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**

Members of the public are welcome and invited by EOWA to present their views and opinions on current policy, the operations of the Agency and other procedural matters to either the Acting Director of EOWA, Mairi Steele, or the Minister for the Status of Women, the Hon. Tanya Plibersek 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 on page 76.

### **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; and
- Documents received by external sources – EOWA receives a variety of documents including consultants' reports and external research papers and reports.

# Appendices

## 02 Occupational Health and Safety

In accordance with Subsection 74(1) of the *Occupational Health and Safety 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.

A Health and Safety Representative was elected. Any OH&S issues are discussed at regular staff meetings.

Ergonomic workstation assessments are carried out regularly during the year for staff that are telecommuting. As part of the induction program, new starters go through an informal OH&S training and have a workstation ergonomic assessment carried out by an occupational therapist.

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 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.

### **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 Contact 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 \$24,174. A detailed list is as follows:

### Media Advertising Organisations

Name	Summary description of the nature and purpose of the consultancy	Cost
Media Monitors P/L	Media monitoring services	\$ 24,174.00
	<b>Total</b>	<b>\$ 24,174.00</b>

## Ecologically Sustainable Development (ESD) 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 and the *Commonwealth Energy Policy – Energy Efficiency in Government Operations (EEGO)*.

The key objectives of the Commonwealth Energy Policy require EOWA to:

- Meet new energy intensity targets by June 2011;
- Report annually to the Minister on performance in improving energy usage;
- Perform energy audits (yearly surveys carried out internally); and
- Purchase appliances that meet energy performance standards.

The EEGO policy forms part of the Australian Government's climate change strategy. Its purpose is to reduce the energy consumption of Australian Government operations with particular emphasis on building energy efficiency.

EOWA complies with government business programs in the areas of greenhouse and energy usage, waste management and recycling, and utilises FaHCSIA's 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.

# Appendices

## 07 Consultancies Commissioned

### Consultancy Contracts During 2008-2009

#### Justification

- A. Skills currently unavailable within Agency
- B. Need for specialised or professional skills
- C. Need for independent research or assessment

#### Selection Process Used

- 1. Open tender
- 2. Selective tendering process
- 3. Direct sourcing
- 4. Panel

### Consultancies Let in 2008-09 of \$10,000 or More

Name of Consultant	Description of Nature and Purpose	Contract Price	Selection Process Used	Justification Of Decision
Avant Card	EOCFW – promotional postcards – concept design and printing	\$50,061	3	B
Avenue Graphic Design	Concept designs, art work and printing of publications	\$31,774	2	A, B
Beethoven Computers	Reporting system, scoping and training services	\$38,527	1	A, B
Department of Families, Housing, Community Services and Indigenous Affairs	Provision of IT infrastructure, development and corporate services under a memorandum of understanding	\$214,573	2	A, B
Kennedy Communications	Media training	\$10,945	3	A, B
Macquarie University	Census ASX200 research fees	\$20,000	3	B, C
Media Monitors P/L	Media monitoring services	\$24,174	1	A, B
Ozelearn P/L	Purchase licence places – bullying and harassment online training	\$86,113	2	A, B
PDQ Design	Design and printing of publications	\$36,585	3	A, B
University of South Australia	Research on work life interaction	\$22,000	3	B, C

The staffing profiles of EOWA as at 30 June 2009 and 30 June 2008 are shown respectively in the following tables:

#### General Staffing Profile – 30 June 2009

Band	Ongoing (including F/T and P/T totals)	Non ongoing	F/T	P/T	Men	Women	Employee under Public Service Act	Location
PEO	1	0	1	0	0	1	1	Sydney
SES Band 1	0	0	0	0	0	0	0	Sydney
EL 1 and 2	4	2	3	3	0	6	6	Sydney
APS Level 5 and 6	7	9	10	6	0	16	16	Sydney
APS Level 2 to 4	2	5	3	4	1	6	7	Sydney
APS Level 1	0	0	0	0	0	0	0	
<b>Total</b>	<b>14</b>	<b>16</b>	<b>17</b>	<b>13</b>	<b>1</b>	<b>29</b>	<b>30</b>	<b>Sydney</b>

Note: Two employees on maternity leave included in staffing numbers plus one employee engaged to assist with Review.

#### General Staffing Profile – 30 June 2008

Band	Ongoing (including F/T and P/T totals)	Non ongoing	F/T	P/T	Men	Women	Employee under Public Service Act	Location
PEO	1	0	1	0	0	1	1	Sydney
SES Band 1	0							Sydney
EL 1 and 2	5	0	5	0	0	5	5	Sydney except one in Brisbane
APS Level 5 and 6	7	7	11	3	0	14	14	Sydney
APS Level 2 to 4	3	4	3	4	1	6	7	Sydney
APS Level 1	0	0	0	0	0	0	0	
<b>Total</b>	<b>16</b>	<b>11</b>	<b>20</b>	<b>7</b>	<b>1</b>	<b>26</b>	<b>27</b>	<b>Sydney and Brisbane</b>

#### EEO Groups as at 30 June 2009

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	2	6	6
APS Level 5 and 6	3	0	0	16	16
APS Level 2 to 4	5	0	0	6	7
<b>Total</b>	<b>9</b>	<b>0</b>	<b>2</b>	<b>29</b>	<b>30</b>

# Appendices

## 08 EOWA Staffing

### Staff Turnover During 2008-2009

Band	Male Ongoing	Female Ongoing	Total Ongoing	Type of Exit	Male Non-Ongoing	Female Non-Ongoing	Total Non-Ongoing
PEO	0	1	1	Resignation	0	0	0
SES Band 1	0	0	0	0	0	0	0
EL 1 and 2	0	1	1	Redundancy	0	0	0
APS Level 1 to 6	0	2	2	Promotion to Other APS Agency/ Resignation/ End of Contract	1	0	1
<b>Total</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>

### Salary Ranges Available for APS Employees

The flowing ranges indicate the full range available under a Collective Agreement (CA) or Individual Industrial Agreement as at 30 June 2009:

Band	Lower Salary	Upper Salary
PEO	Not Applicable	
EL 2	93,751	111,171
EL 1	83,598	90,272
APS Level 6	64,459	73,746
APS Level 5	59,765	63,372
APS Level 4	53,254	57,867
APS Level 3	48,049	51,882
APS Level 2	42,126	46,508
APS Level 1	37,195	40,970

### Certified Agreement (CA) and Individual Industrial Agreement – Employees Covered as at 30 June 2009

Agreement	Band	Employees Covered
Individual Industrial Agreement	SES	0
	Non-SES	4
Collective agreement	APS	25
<b>Total</b>		<b>29*</b>

\* PEO not covered by CA or Individual Industrial Agreement.

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

## Non-compliant Organisations 09

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 2008-09 reporting year, as at 12 October 2009.

Once a non-compliant organisation submits a compliant report their name is removed from the non-compliant list. Accordingly, an updated list of non-compliant organisations is available on EOWA's website at:

[http://www.eowa.gov.au/Reporting\\_And\\_Compliance/What\\_Happens\\_if\\_my\\_Report\\_does\\_not\\_Comply/List\\_of\\_Non\\_Compliant\\_Organisations.asp](http://www.eowa.gov.au/Reporting_And_Compliance/What_Happens_if_my_Report_does_not_Comply/List_of_Non_Compliant_Organisations.asp)

### 2009 Non-compliant List

Organisation	Location	Industry Sector
1 A J Mills & Sons Pty Ltd	Lismore, NSW	Transport, Postal & Warehousing
2 Berri Hotel Incorporated	Berri, SA	Accommodation
3 Charles Hull Contracting Co Pty Ltd	Warooka, WA	Construction Services
4 Fashion Fair Pty Ltd	Lidcombe, NSW	Clothing Retailing
5 J J Richards & Sons Pty Ltd (incorporating J.J. Richards Pty Ltd; J.J.R. Engineering Pty Ltd; Regwaste Australia; EnviroCom Australia)	Cleveland, QLD	Waste Collection, Treatment & Disposal Services
6 Morgan's Supa IGA (trading name; legal name is Janagrom Nominees Pty Ltd)	Melton, VIC	Food Retailing
7 Nowshire Pty Ltd	Brisbane, QLD	Other Administrative Services
8 Rivers Australia	Prahran, VIC	Clothing Retailing
9 Ross Cosmetics Aust Pty Ltd	Tullamarine, VIC	Cosmetic & Toiletry Preparation Manufacturing
10 Roverworth Pty Ltd	Brisbane, QLD	Meat & Meat Product Manufacturing
11 Thomas Jewellers (Aust) Pty Ltd	Melbourne, VIC	Retail Trade
12 Tyrrell's Vineyards Pty Ltd	Pokolbin, NSW	Wine and Other Alcoholic Beverage Manufacturing

# Appendices

## 10 Waived Organisations

Waived organisations demonstrate they are taking all reasonable and practicable measures to progress equal opportunity for women in the workplace. The following lists those organisations whose application to be waived was approved during the 2008-09 reporting year, as at 12 October 2009:

### Organisations Waived 1 Year

A B Paterson College Limited  
ABB Grain Limited  
Alphapharm Pty Ltd  
Arup Pty Ltd  
Bodhicorp Pty Ltd AFT Gadens Service Trust No 2  
Boost Juice Pty Ltd  
Bravura Solutions Limited  
Carter & Spencer Group Pty Ltd  
Casella Wines Pty Ltd  
Consolidated Pastoral Company Pty Ltd  
Cooperative Centrale Raiffeisen-Boerenleenbank BA  
Credit Suisse Management (Australia) Pty Ltd  
Cutting Edges Equipment Parts Pty Ltd  
Fletchers International Exports Pty Ltd  
Foot Locker Australia Inc.  
Goodearth Hotels Management (Colonial Club) Pty Ltd  
Harvest FreshCuts Pty Ltd  
Hunter Valley Training Company Pty Ltd  
Iveco Trucks Australia Limited  
Masterton Homes Pty Ltd  
Mincom Pty Ltd  
Nissan Motor Company (Australia) Pty Limited  
Olympus Australia Pty Ltd  
Optus Mobile Investments Pty Ltd  
Pernod Ricard Pacific Pty Ltd  
Philip Morris Limited  
Pitney Bowes Australia Pty Ltd  
PresCare  
Schenker Australia Pty Ltd  
Stellar Asia Pacific Pty Ltd  
The Creche & Kindergarten Association of Queensland  
Thomson Reuters (Professional) Australia Limited  
Westinghouse Rail Systems Australia Pty Ltd  
Wittner's Australia Pty Ltd

### Organisations Waived 2 Years

Australia Allens Arthur Robinson  
Allianz Australia Services Pty Ltd  
Anglican Care  
Anglicare SA Incorporated  
Australian Catholic University Limited  
Australian Weaving Mills Pty Ltd  
Baptist Community Care Limited  
Baptist Community Services – NSW & ACT  
Bedford Industries Incorporated  
Boehringer Ingelheim Pty Ltd  
Boral Limited  
Brady Australia Pty Ltd  
Brisbane Girls Grammar School  
Brisbane Water (NSW) Legacy  
BUPA Australia Holdings Pty Ltd  
Canberra Girls' Grammar School  
Cancer Council Queensland  
Catholic Care  
Central Coast Grammar School Limited  
Chevron Australia Pty Ltd  
Child And Family Services Ballarat Inc  
Commonwealth Bank of Australia  
Communicare Sydney  
Cooper Grace Ward Lawyers  
Deacons  
Dell Australia Pty Ltd  
Deloitte Touche Tohmatsu  
Disability Services Australia Limited  
Eliza Purton Home for the Aged Inc  
First Data Resources Australia Limited  
Gadens Lawyers Sydney Pty Ltd  
GH Operations Pty Ltd  
GlaxoSmithKline Australia Pty Ltd  
Greenacres Disability Services  
HSBC Bank Australia Limited  
Hunt & Hunt  
ING Australia Limited  
J.P. Morgan Administrative Services Australia Limited  
KPMG Australian Services Pty Ltd  
La Trobe University  
Lander & Rogers

## Waived Organisations 10

Luxtottica Retail Pty Ltd	Ted's Camera Stores (Vic) Pty Ltd
Mallesons Stephen Jaques	The Glennie School
Medtronic Australasia Pty Ltd	The Pharmacy Guild of Australia (NSW Branch)
Melbourne Girls Grammar School	The Pharmacy Guild of Australia (SA Branch)
Mentone Girls Grammar School	The Pharmacy Guild Of Australia (WA Branch)
Monash College Pty Ltd	The Shell Company of Australia Pty Ltd
Murdoch Childrens Research Institute	The Spastic Centre of New South Wales
Optus Administration Pty Ltd	Travelex Limited
Panasonic Australia Pty Ltd	Trinity Anglican School
PricewaterhouseCoopers	UnitingCare Children, Young People & Families
Queensland Country Credit Union Limited	University of Canberra
Royal Automobile Club of Victoria (RACV) Limited	University of Technology Sydney
Royal District Nursing Service of SA Inc	VicSuper Pty Ltd
Royal Institute for Deaf & Blind Children	Victorian Deaf Society Pty Ltd
Santos Limited	Vision Australia
Smith & Nephew Pty Ltd	Warrigal Care
Societe Generale Australia Branch	Westaff (Australia) Pty Ltd
Southern Cross University	Work & Training Limited
St Frances Xavier Cabrini Health	Yum Restaurants International
St John of God Health Care Inc	
St Vincent's Hospital Toowoomba Limited	
Swinburne University of Technology	

# Appendices

## 11 2008 EOWA Business Achievement Awards

In recognition of equal employment opportunity excellence, EOWA congratulates the following 2008 EOWA Business Achievement Award winners:

**Award 1: Leading CEO for the Advancement of Women**

John Ballard, Mercy Health

**Award 2: Diversity Leader for the Advancement of Women**

Eva Freedman, HSBC Bank Australia Limited

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

Cancer Council Qld

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

Deloitte

**Award 5: Outstanding Initiative and/or Result for the Advancement of Women**

Dell Australia Pty Limited

**Award 6: Outstanding EEO Practice for Outstanding Workplace Flexibility Achieved through Job Design**

ConocoPhillips Australia Pty Ltd

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

Mt Arthur Coal Pty Ltd

**Award 8: The Minister's Award for Outstanding EEO Practice in the Advancement of Indigenous Women**

SDN Children's Services Inc

# 2009 EOWA Employer of Choice for Women List 12

In March 2009, 111 organisations were featured on the EOWA Employer of Choice for Women list. These organisations are:

Alcoa of Australia Limited	Goldman Sachs JBWere Services Pty Ltd
Allens Arthur Robinson	Griffith University
Allianz Australia Services Pty Ltd	Hays
American Express Australia Pty Ltd	Holding Redlich Lawyers & Consultants
Anglican Aged Care Services Group	HSBC Bank Australia Limited
t/a Benetas	IBM Australia Ltd
ASX Limited	Illawarra Technology Corporation Limited
Australia and New Zealand Banking	J.P. Morgan Administrative Services
Group Limited	Australia Limited
Australian Council for Educational	John Wiley & Sons Australia Ltd
Research Limited	Kimberly-Clark Australia Pty Ltd
Avant Insurance Limited	KPMG Australian Services Pty Ltd
Baptist Community Services –	La Trobe University
NSW & ACT	Lauriston Girls' School
Becton Dickinson Pty Ltd	Loreto College Marryatville
Bedford Industries Incorporated	Loreto Normanhurst Association
t/a Bedford	Incorporated
Blake Dawson	Luxottica Retail Pty Ltd
Boral Limited	Macquarie Group Limited
Brady Australia Pty Ltd	Macquarie University
Brisbane Girls Grammar School	Maddocks
Brisbane Water (NSW) Legacy	Mallesons Stephen Jaques
BUPA Australia Holdings Pty Ltd	Medtronic Australasia Pty Ltd
Calvary Health Care Tasmania	t/a Medtronic
Calvary John James Hospital	Mercy Health and Aged Care Inc
Canberra Girls' Grammar School	t/a Mercy Health
Cancer Council Queensland	Microsoft Pty Ltd
Catholic Care of the Aged	Minter Ellison Lawyers & Associated
Chevron Australia Pty Ltd	Entities t/a Minter Ellison
Citigroup Pty Ltd t/a Citi	Monash College Pty Ltd
Clayton Utz	Monash University
Commonwealth Bank of Australia	Murdoch Childrens Research Institute
Cooper Grace Ward Lawyers	National Australia Bank Limited
Corrs Chambers Westgarth	National Childcare Accreditation
Credit Union Australia Limited	Council Inc
Cummins South Pacific Pty Ltd	National Roads & Motorists' Association
Curtin University of Technology	Limited t/a NRMA
Deakin University	NSW Teachers Credit Union Limited
Deloitte Touche Tohmatsu t/a Deloitte	t/a Teachers Credit Union
Energy Resources of Australia Ltd	Overnewton Anglican Community College
Epworth Foundation	Pitcher Partners Advisors Pty Ltd
Ernst & Young Services Pty Ltd	PricewaterhouseCoopers t/a
t/a Ernst & Young Services	PricewaterhouseCoopers Services
Estee Lauder Pty Ltd	Queensland Country Credit Union Limited
ExxonMobil Australia Group of Companies	Queensland University of Technology
Flinders University of South Australia	RBC Dexia Investor Services Trust
Freehills	Rio Tinto Alcan Limited
Fullarton Lutheran Homes Inc	Royal Automobile Club of Victoria
	(RACV) Limited

# Appendices

## 12 2009 EOWA Employer of Choice for Women List

Royal Melbourne Institute of Technology University	The University of New South Wales t/a UNSW
Santa Sabina College	The University of Newcastle
Savings & Loans Credit Union (SA)	The University of Sydney
Southern Cross University	The University of Western Australia
Sparke Helmore t/a Sparke Helmore Lawyers	UBS AG, Australia Branch
St Aidan's Anglican Girls' School	United Water International Pty Ltd
St Catherine's School – Waverley	UnitingCare Children, Young People & Families
St Frances Xavier Cabrini Health t/a Cabrini Health	UnitingCare Health
St John of God Health Care Inc	University of Canberra
State Street Australia Ltd	University of South Australia
Swinburne University of Technology	University of Technology Sydney
Taylor Nelson Sofres (TNS) Australia Pty Ltd	University of the Sunshine Coast
The Shell Company of Australia Pty Ltd	University of Western Sydney
The Spastic Centre of New South Wales	VicSuper Pty Ltd
	Warrigal Care
	Westaff (Australia) Pty Ltd

### **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; and
- 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 are taken to eliminate all forms of discrimination by the employer against women in relation to the seven Employment Matters; and
- 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; and
- Evaluating the effectiveness of the actions.

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

# Appendices

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