

# 01. Financial Statements

## Appendix



### Independent Audit Report

To the Minister for Employment and Workplace Relations

#### Scope

I have audited the financial statements of the Equal Opportunity for Women in the Workplace Agency for the year ended 30 June 2002. The financial statements comprise:

- Statement by the Chief Executive;
- Statements of Financial Performance, Financial Position and Cash Flows;
- Schedules of Contingencies and Commitments; and
- Notes to and forming part of the Financial Statements.

The Equal Opportunity for Women in the Workplace Agency's Chief Executive is responsible for the preparation and presentation of the financial statements and the information they contain. I have conducted an independent audit of the financial statements in order to express an opinion on them to you.

The audit has been conducted in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards, to provide reasonable assurance as to whether the financial statements are free of material misstatement. Audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia and statutory requirements so as to present a view which is consistent with my understanding of the Equal Opportunity for Women in the Workplace Agency's financial position, its financial performance and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

## Audit Opinion

In my opinion the financial statements:

- (i) have been prepared in accordance with Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*; and
- (ii) give a true and fair view, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the Finance Minister's Orders, of the financial position of the Equal Opportunity for Women in the Workplace Agency as at 30 June 2002, 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  
17 September 2002

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

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

In my opinion, the attached financial statements for the year ended 30 June 2002 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*.



Signed

Fiona Krautil  
Director  
17 September 2002

**Equal Opportunity for Women in the Workplace Agency**  
**Statement of Financial Performance**  
for the period ended 30 June 2002

	Notes	2002 \$	2001 \$
Revenues from government	3A	<b>3,751,866</b>	2,481,083
Sales of goods and services	3B	<b>77,701</b>	93,817
Interest	3C	<b>9,850</b>	2,824
<b><i>Total revenues from ordinary activities</i></b>		<b><u>3,839,417</u></b>	<u>2,577,724</u>
<b>Expenses from ordinary activities</b>			
Employees	4A	<b>1,511,530</b>	1,216,858
Suppliers	4B	<b>1,590,911</b>	1,179,986
Depreciation and amortisation	4C	<b>251,983</b>	65,938
Write-down of assets	4D	578	0
<b><i>Total expenses from ordinary activities</i></b>		<b><u>3,355,002</u></b>	<u>2,462,782</u>
<b>Net operating surplus from ordinary activities</b>		<b>484,415</b>	114,942
<b>Net surplus</b>	9	<b><u>484,415</u></b>	<u>114,942</u>
<b>Equity Interests</b>			
<b>Net surplus attributable to the Commonwealth</b>		<b><u>484,415</u></b>	<u>114,942</u>
<b>Total changes in equity other than those resulting from transaction with owners as owners</b>		<b><u>484,415</u></b>	<u>114,942</u>

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

**Appendix**

**Equal Opportunity for Women in the Workplace Agency**  
**Statement of Financial Position**  
as at 30 June 2002

	Notes	2002 \$	2001 \$
<b>ASSETS</b>			
<b>Financial assets</b>			
Cash		<b>1,215,356</b>	200,048
Receivables	5	<b>86,608</b>	100,459
<b>Total financial assets</b>		<b>1,301,964</b>	300,507
<b>Non-financial assets</b>			
Plant and equipment	6A	<b>47,463</b>	79,685
Intangibles	6B	<b>507,507</b>	1,112
Other	6C	<b>3,490</b>	49,683
<b>Total non-financial assets</b>		<b>558,460</b>	130,480
<b>Total assets</b>		<b>1,860,424</b>	430,987
<b>LIABILITIES</b>			
<b>Provisions</b>			
Capital use charge	7A	<b>144,000</b>	12,555
Employees	7B	<b>264,544</b>	229,535
<b>Total provisions</b>		<b>408,544</b>	242,090
<b>Payables</b>			
Suppliers	8	<b>121,400</b>	96,832
Others	8	<b>75,000</b>	0
<b>Total payables</b>		<b>196,400</b>	96,832
<b>Total liabilities</b>		<b>604,944</b>	338,922
<b>NET ASSETS</b>		<b>1,255,480</b>	92,065
<b>Parent entity interest</b>			
Contributed equity		<b>925,041</b>	102,041
Reserves		<b>71,243</b>	71,243
Accumulated surpluses (deficits)		<b>259,196</b>	(81,219)
<b>Total parent entity interest</b>		<b>1,255,480</b>	92,065
<b>Total equity</b>	9	<b>1,255,480</b>	92,065
<b>Current liabilities</b>		<b>515,512</b>	249,648
<b>Non-current liabilities</b>		<b>89,432</b>	89,274
<b>Current assets</b>		<b>1,305,454</b>	350,190
<b>Non-current assets</b>		<b>554,970</b>	80,797

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

**Equal Opportunity for Women in the Workplace Agency**  
**Statement of Cash Flows**  
for the period ended 30 June 2002

	Notes	2002 \$	2001 \$
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations for outputs		3,501,030	2,363,000
Sales of goods and services		66,916	80,547
Interest received		9,850	1,635
<b>Total cash received</b>		<b>3,577,796</b>	<b>2,445,182</b>
<b>Cash used</b>			
Employees		(1,106,074)	(1,155,956)
Suppliers		(1,534,317)	(1,101,109)
GST paid to ATO		(6,002)	
<b>Total cash used</b>		<b>(2,646,393)</b>	<b>(2,257,065)</b>
<b>Net cash from operating activities</b>	10	<b>931,403</b>	<b>188,117</b>
<b>INVESTING ACTIVITIES</b>			
<b>Cash used</b>			
Purchase of plant and equipment		(33,429)	0
Purchase of intangibles		(693,111)	0
<b>Total cash used</b>		<b>(726,540)</b>	<b>0</b>
<b>Net cash from investing activities</b>		<b>(726,540)</b>	<b>0</b>
<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations - contributed equity		823,000	0
<b>Total cash received</b>		<b>823,000</b>	<b>0</b>
<b>Cash Used</b>			
Capital use charge paid		(12,555)	0
<b>Total cash paid</b>		<b>(12,555)</b>	<b>0</b>
<b>Net cash from financing activities</b>		<b>810,445</b>	<b>0</b>
<b>Net increase/(decrease) in cash held</b>		<b>1,015,308</b>	<b>188,117</b>
Cash at the beginning of the reporting period		200,048	11,931
<b>Cash at the end of the reporting period</b>		<b>1,215,356</b>	<b>200,048</b>

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 2002**

	Notes	2002 \$	2001 \$
<b>BY TYPE</b>			
<b>OTHER COMMITMENTS</b>			
Operating leases		4,200	578,184
Other commitments		0	0
<b>Total Other commitments</b>		<b>4,200</b>	<b>578,184</b>
<b>COMMITMENTS RECEIVABLE</b>			
Rent		(6,827)	49,186
<b>Net commitments</b>		<b>(2,627)</b>	<b>528,998</b>
<b>BY MATURITY</b>			
<b>All net commitments</b>			
One year or less		(2,627)	452,379
From one to five years		0	76,619
<b>Net commitments</b>		<b>(2,627)</b>	<b>528,998</b>
<b>Operating Lease commitments</b>			
One year or less		4,200	495,586
From one to five years		0	82,598
<b>Net commitments</b>		<b>4,200</b>	<b>578,184</b>

NB: Commitments are GST inclusive where relevant.

The current rental lease expires 23 August 2002.

At Balance Date, the rental agreement for the new premises was still under negotiation.

Provision of motor vehicles to Senior Executive Officers. No contingent rentals exist.

There are no renewal or purchase options available to the Agency.

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

**Equal Opportunity for Women in the Workplace Agency  
Schedule of Contingencies  
as at 30 June 2002**

	Notes	2002 \$	2001 \$
CONTINGENT LOSSES		Nil	Nil
CONTINGENT GAINS		Nil	Nil
<b>Net contingencies</b>		<b>Nil</b>	<b>Nil</b>

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

**Schedule of Unquantifiable Contingencies  
as a 30 June 2002**

As at 30 June 2002, the Agency had no unquantifiable contingencies.

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

## Equal Opportunity for Women in the Workplace Agency Notes to and Forming Part of the Financial Statements

Note	Description
1	Objectives of the Equal Opportunity for Women in the Workplace Agency (EOWA)
2	Summary of Significant Accounting Policies
3	Operating Revenues
4	Operating Expenses
5	Financial Assets
6	Non-financial Assets
7	Provisions
8	Payables
9	Equity
10	Cash Flow Reconciliation
11	Appropriations
12	Reporting of Outcomes
13	Executive Remuneration
14	Remuneration of Auditors
15	Act of Grace Payments, Waivers and Amounts Written Off
16	Average Staffing Level
17	Financial Instruments
18	Money held in Trust

### Note 1 Objectives of the Equal Opportunity for Women in the Workplace Agency

The objectives of the Equal Opportunity for Women in the Workplace Agency are:

- (i) to promote the principle that employment for women should be dealt with on the basis of merit; and
- (ii) to promote, amongst employers, the elimination and discrimination against, and the provision of equal opportunity for, women in relation to employment matters; and
- (iii) to foster workplace consultation between employers and employees on issues concerning equal opportunity for women in relation to employment.

The Agency's outcome is equality of opportunity in employment for women.

### Note 2 Summary of Significant Accounting Policies

#### 2.1 Basis of Accounting

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

The statements have been prepared in accordance with:

- Finance Minister's Orders (being the *Financial Management and Accountability (Financial Statements 2001-2002) Orders*);
- Australian Accounting Standards and Accounting Interpretations issued by the Australian Accounting Standards Board;
- other authoritative pronouncements of the Board; and
- Consensus Views of the Urgent Issues Group.

The statements have also been prepared having regard to the Explanatory Notes to Schedule 1, and Finance Briefs issued by the Department of Finance and Administration.

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

Assets and liabilities are recognised in the Statement of Financial Position when and only when it is probable that future economic benefits will flow and the amounts of the assets or liabilities can be reliably measured. Assets and liabilities arising under agreements equally proportionately unperformed are however not recognised unless required by an Accounting Standard. Liabilities and assets which are unrecognised are reported in the Schedule of Commitments and the Schedule of Contingencies.

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

The continued existence of the Agency in its present form, and with its present programs, is dependent on Government policy and on continuing appropriations by Parliament for the Agency's administration and programs.

## **2.2 Changes in Accounting Policy**

The accounting policies used in the preparation of these financial statements are consistent with those used in 2000-2001, except in respect of:

- Output appropriations
- Equity injections

## **2.3 Reporting of Outcomes**

A comparison of Budget and Actual figures by outcome specified in the Appropriation Acts relevant to the Agency is presented in Note 12. The net cost to Budget outcomes shown includes intra-government costs that are eliminated in calculating the actual budget outcome for the Government overall.

## **2.4 Revenue**

The revenues described in this Note are revenues relating to the core operating activities of the Agency.

### *(a) Revenues from Government*

The full amount of the appropriation for departmental outputs for the year (less any savings offered up at Additional Estimates and not subsequently released) is recognised as revenue. This is a change in accounting policy caused by the introduction of a new requirement to this effect in the Finance Minister's Orders. (In 2000-01, output appropriations were recognised as revenue to the extent the appropriations had been drawn down from the Official Public Account.)

The change in policy had no financial effect in 2001-02 as the full amount of the output appropriation for 2000-01 had been drawn down in that year.

### *(b) Resources Received Free of Charge*

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

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

The Department of Employment and Workplace Relations (DEWR) has allotted 26 computers valued at \$3,003 each to the Agency and also provides certain IT support services, valued at \$245,800. Ownership of the new computers remains with DEWR. The provision of the computers and the support services will be recognised as a resource free of charge in the periods in which the resources are utilised.

### *(c) Other Revenue*

Revenue from the sale of goods and services is recognised upon the delivery of the goods and services to customers. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets. Revenue from disposal of non-current assets is recognised when control of the asset has passed to the buyer.

## **2.5 Employee Entitlements**

### *a) Leave*

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

The liability for annual leave reflects the value of total annual leave entitlements of all employees at 30 June 2002 and is recognised at the nominal amount.

The non-current portion of the liability for long service leave is recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at 30 June 2002. In determining the present value of the liability, the Agency has taken into account attrition rates and pay increases through promotion and inflation.

### *(b) Superannuation*

Staff of the Equal Opportunity for Women in the Workplace Agency contribute to the Commonwealth Superannuation Scheme (CSS) or the Public Sector Superannuation Scheme (PSS). Employer contributions amounting to \$120,546 (2000-01: \$94,151) in relation to these schemes have been expensed in these financial statements.

No liability for superannuation is recognised as at 30 June as the employer contributions fully extinguish the accruing liability which is assumed by the Commonwealth.

Employer Superannuation Productivity Benefit Contributions totalled \$22,279 (2000-01: \$21,297).

**2.6 Leases**

Operating lease payments are expensed on a basis which is representative of the pattern of benefits derived from the leased assets. The net present value of future net outlays in respect of surplus space under non-cancellable lease agreements is expensed in the period in which the space becomes surplus.

The Agency has no finance leases.

**2.7 Cash**

Cash means notes and coins held and any deposits held at call with a bank or financial institution.

**2.8 Financial Instruments**

Accounting policies for financial instruments are stated at Note 17.

**2.9 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.

**2.10 Property, Plant and Equipment**

*(a) Asset Recognition Threshold*

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

*(b) Revaluations*

Plant and equipment are revalued progressively in accordance with the 'deprival' method of valuation in successive 3-year cycles, so that no asset has a value greater than three years old.

Plant and equipment were revalued in 1999-00.

Assets in each class acquired after the commencement of a progressive revaluation cycle are not captured by the progressive revaluation then in progress.

In accordance with the deprival methodology, plant and equipment are measured at the depreciated replacement cost. Where assets are held which would not be replaced or are surplus to requirements, measurement is at net realisable value. At 30 June 2002, the Agency had no assets in this situation.

All valuations are independent.

*(c) Recoverable Amount Test*

Schedule 1 requires the application of the recoverable amount test to departmental non-current assets in accordance with AAS 10 *Recoverable Amount of Non-Current Assets*. The carrying amounts of these non-current assets have been reviewed to determine whether they are in excess of their recoverable amounts. In assessing recoverable amounts, the relevant cash flows have been discounted to their present value.

*(d) Depreciation*

Depreciable plant and equipment assets are written-off to their estimated residual value over their estimated useful life to the Agency using, in all cases, the straight line method of depreciation.

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

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

	<b>2002</b>	<b>2001</b>
Plant and Equipment	<b>3 to 5 years</b>	3 to 5 years

The aggregate amount of depreciation allocated for each class of assets during the reporting period is disclosed in Note 4C.

**2.11 Taxation**

The Agency is exempt from all forms of taxation except fringe benefits tax and the goods and service taxes.

**2.12 Capital Use Charge**

A capital usage charge of 11% (2001 12%) is imposed by Government on the net departmental assets of the Agency. The charge is adjusted to take account of asset gifts and revaluation increments during the financial year.

**2.13 Insurance**

The Agency has insured for risks through the Government's insurable risk management fund, called 'Comcover'. Workers compensation is insured through Comcare Australia.

**2.14 Comparative Figures**

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

### Note 3 Operating Revenues

	2002 \$	2001 \$
<b>Note 3A – Revenues from Government</b>		
Appropriations for outputs	3,415,000	2,449,000
Resources received free of charge	336,866	32,083
<b>Total</b>	<b>3,751,866</b>	<b>2,481,083</b>
<b>Note 3B – Sales of Goods and Services</b>		
Goods	6,736	10,683
Services	70,965	83,134
<b>Total</b>	<b>77,701</b>	<b>93,817</b>
<b>Note 3C – Interest</b>		
Department of Finance & Administration	9,850	2,824
<b>Total</b>	<b>9,850</b>	<b>2,824</b>

### Note 4 Operating Expenses

	2002 \$	2001 \$
<b>Note 4A – Employee Expenses</b>		
Remuneration (for services provided)	1,481,763	1,135,223
Separation and redundancy	20,573	47,815
Total remuneration	1,502,336	1,183,038
Other employee expenses	9,194	33,820
<b>Total</b>	<b>1,511,530</b>	<b>1,216,858</b>
<b>Note 4B – Suppliers Expenses</b>		
Supply of goods and services	1,590,911	1,179,986
<b>Total</b>	<b>1,590,911</b>	<b>1,179,986</b>
<b>Note 4C – Depreciation</b>		
Depreciation of plant and equipment	134,212	65,938
Amortisation of Intangibles - computer software	117,771	0
<b>Total</b>	<b>251,983</b>	<b>65,938</b>
<b>Note 4D – Write-down of Assets</b>		
Non-financial assets		
Write down of assets	578	0
<b>Total</b>	<b>578</b>	<b>0</b>

### Note 5 Financial Assets

	2002 \$	2001 \$
<b>Receivables</b>		
Goods and services	66,834	5,587
Appropriations	0	86,000
GST receivables	19,774	8,872
Other	15,426	0
Provision for doubtful debts	(15,426)	0
<b>Total</b>	<b>86,608</b>	<b>100,459</b>

# Appendix

## Note 5 Financial Assets (cont.)

	2002 \$	2001 \$
Receivables (gross) are aged as follows:		
Not overdue	82,171	97,592
Over due by:		
• less than 30 days	3,960	775
• 30 to 60 days	0	1,102
• 60 to 90 days	0	640
• more than 90 days	477	350
	<u>86,608</u>	<u>100,459</u>

## Note 6 Non-financial Assets

	2002 \$	2001 \$
<b>Note 6A – Plant and equipment</b>		
Plant and equipment - at cost	33,429	0
Accumulated depreciation	<u>(6,357)</u>	<u>0</u>
	<u>27,072</u>	<u>0</u>
Plant and equipment - at 1999-2000 valuation	175,044	560,771
Accumulated depreciation	<u>(154,653)</u>	<u>(479,974)</u>
	<u>20,391</u>	<u>80,797</u>
<b>Total Plant and Equipment</b>	<u>47,463</u>	<u>80,797</u>
<b>Note 6B – Analysis of infrastructure, plant and equipment</b>		
Computer software - at cost		
Internally developed (non-current)	697,478	0
Accumulated amortisation	<u>(189,971)</u>	<u>0</u>
	<u>507,507</u>	<u>0</u>
<b>Total Intangibles</b>	<u>507,507</u>	<u>0</u>
<b>Total Plant, Equipment and Intangibles</b>	<u>554,507</u>	<u>80,797</u>

**Note 6B – Analysis of Plant, Equipment and Intangibles**

Movement summary 2001-02 for all assets irrespective of valuation basis.

Item	Plant & Equipment \$	Computer Software - Intangibles \$	TOTAL \$
Gross value as at 1 July 2001	219,330	341,441	560,771
Additions: purchases of assets	33,429	693,111	726,540
Write-offs	(44,286)	(345,968)	(381,360)
<b>Gross value as at 30 June 2002</b>	<b>208,473</b>	<b>688,585</b>	<b>905,951</b>
Accumulated depreciation as at 1 July 2001	139,645	340,329	479,974
Depreciation charge for the year	65,032	186,951	251,983
Accumulated depreciation on Disposals	(43,667)	(337,309)	(380,976)
<b>Accumulated depreciation as at 30 June 2002</b>	<b>161,010</b>	<b>189,971</b>	<b>350,981</b>
<b>Net book value as at 30 June 2002</b>	<b>47,463</b>	<b>507,507</b>	<b>554,970</b>
Net book value as at 30 June 2001	79,685	1,112	80,797

**Note 6C – Other**

	2002 \$	2001 \$
Prepayments	3,490	49,683
<b>Total</b>	<b>3,490</b>	<b>49,683</b>

**Note 7 Provisions**

	2002 \$	2001 \$
<b>Note 7A – Capital Use Charge</b>		
Department of Finance & Administration	144,000	12,555
<b>Total</b>	<b>144,000</b>	<b>12,555</b>

**Note 7B – Employee Provisions**

Salaries and Wages	35,191	38,666
Leave	229,353	190,869
Aggregate employee entitlement liability	264,544	229,535

**Note 7C – Employee Provisions**

Current	175,111	140,261
Non Current	89,432	89,274
<b>Total</b>	<b>264,543</b>	<b>229,535</b>

**Note 8 Payables**

	2002 \$	2001 \$
<b>Supplier Payables</b>		
Trade creditors	121,399	96,832
Other - Unearned income	75,000	0
<b>Total</b>	<b>196,400</b>	<b>96,832</b>

# Appendix

## Note 9 Equity

Item	Accumulated Results		Asset Revaluation Reserve		Total Reserves		Contributed Equity		Total Equity	
	2002	2001	2002	2001	2002	2001	2002	2001	2002	2001
Opening Balance as at 1 July	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Net result and extraordinary items	(81,219)	(183,606)	71,243	71,243	71,243	71,243	102,041	102,041	92,065	10,322
Capital use charge (CUC)	484,415	114,942	0	0	0	0	0	0	484,415	114,942
Contribution of equity appropriation	(144,000)	(12,555)	0	0	0	0	0	0	(144,000)	(12,555)
Closing Balance as at 30 June	259,196	(81,219)	71,243	71,243	71,243	71,243	925,041	102,041	1,255,480	92,065

**Note 10 Cash Flow Reconciliation**

	2002	2001
	\$	\$
Reconciliation of operating surplus to net cash provided by operating activities:		
Net surplus	484,415	114,942
Depreciation/amortisation	251,983	65,938
Write down of assets	578	0
Decrease (increase) in receivables	13,851	(69,285)
Decrease (increase) in prepayments	46,193	(4,713)
Increase in employer liabilities	35,009	36,324
Increase in supplier liabilities	99,374	44,911
<b>Net cash provided by operating activities</b>	<b>931,403</b>	<b>188,117</b>

**Note 11 Appropriations**

	2002	2001
	\$	\$
<b>Note 11A - Agency Appropriations</b>		
Annual appropriations for Departmental items (outputs)		
Appropriation Acts No 1 & 3 credits:		
Section 7 – Act 1 - basic appropriations (budget)	3,501,030	2,363,000
<b>Total Current Appropriation Acts</b>	<b>3,501,030</b>	<b>2,363,000</b>
Add: FMA Act Appropriations		
s31 appropriations	76,766	82,182
<b>Total appropriated in the year</b>	<b>3,577,796</b>	<b>2,445,182</b>
Balance brought forward from previous period	200,048	11,931
<b>Total appropriations available for payments</b>	<b>3,777,844</b>	<b>2,457,113</b>
Payments during the year	2,646,393	2,257,065
<b>Balance of appropriations (unspent) at 30 June carried to next period</b>	<b>1,131,451</b>	<b>200,048</b>

**Note 11B Annual Appropriations for Capital items**

	Carryovers		Total	
	2002	2001	2002	2001
	\$	\$	\$	\$
Appropriation Act No 4				
Section 10 – Act No 4	823,000	0	823,000	0
Total Current Appropriation Acts	823,000	0	823,000	0
Balance available at 1 July b/f from previous period	0	0	0	0
Total appropriations available for payments	823,000	0	823,000	0
Payments during the year	726,540	0	726,540	0
<b>Balance of appropriations at 30 June carried to next period</b>	<b>96,460</b>	<b>0</b>	<b>96,460</b>	<b>0</b>



**Note 12 Reporting of Outcomes**

	Outcome 2002	
	Actual \$	Budget \$
<b>Note 12A – Reporting by Outcomes</b>		
Net cost of departmental outputs	<u>2,930,585</u>	3,415,000
<b>Net Cost to Budget Outcome</b>	<u>2,930,585</u>	<u>3,415,000</u>

**Note 12B - Agency Revenues, Expenses, Assets and Liabilities by Output Group**

EOWA has two output groups as follows:

- Administration of Government Legislation
- Advice, Education, Information and Communication.

EOWA is unable to attribute Revenues, Expenses, Assets and Liabilities between the Output Groups.

**Note 13 Execution Remuneration**

	2002	2001
The number of executive officers who received or were due to receive fixed remuneration of \$100,000 or more:		
	<b>Number</b>	Number
<b>\$150,001 - \$160,000</b>	-	1
<b>\$170,001 - \$180,000</b>	<b>1</b>	-

**Note 14 Remuneration of Auditors**

	2002	2001
	\$	\$
Financial statement audit services are provided free of charge to the Agency by the Auditor-General.		
The fair value of the services provided was:	<u>22,000</u>	10,000

No other services were provided by the Auditor-General.

**Note 15 Act of Grace Payments, Waivers and Amounts Written Off**

No Act of Grace payments were made during the reporting period.

No waivers of amounts owing to the Commonwealth were made pursuant to subsection 34 (1) of the *Financial Management and Accountability Act 1997*.

**Note 16 Average Staffing Levels**

The average staffing levels for the Agency in 2002 were 24.5 (2001:22).

**Note 17 Financial Instruments**  
**Note 17A – Terms, Conditions and Accounting Policies**

<b>Financial Instrument</b>	<b>Notes</b>	<b>Accounting Policies and Methods (including recognition criteria and measurement basis)</b>	<b>Nature of underlying instrument (including significant terms &amp; conditions affecting the amount, timing and certainty of cash flows)</b>
<b>Financial Assets</b>			
Cash		Financial Assets are recognised when control over future economic benefits is established and the amount of the benefit can be reliably measured. Deposits are recognised at their nominal amounts. Interest is credited to revenue as it accrues.	Monies in the Agency's bank account are swept into the Official Public Account nightly and interest is earned on the daily balance at rates based on money market call rates. Rates have averaged 2% for the year (2000-01: 2%)
Receivables for goods and services	5	These receivables are recognised at the nominal amounts due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date. Provisions are made when collection of the debt is judged to be less rather than more likely	All receivables, are with entities external to the Commonwealth. Credit terms are net 30 days (2001: 30 days)
<b>Financial Liabilities</b>			
Trade Creditors	8	Financial liabilities are recognised when a present obligation to another party is entered into and the amount of the liability can be reliably measured. Creditors and accruals are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced)	All creditors are entities that are not part of the Commonwealth legal entity. Settlement is usually made net 30 days.

# Appendix

## Note 17 Financial Instruments (cont.)

Note 17B – Interest Rate Risk: Agency

Financial Instrument	Notes	Floating Interest Rate		Non-Interest Bearing		Total		Weighted Average Effective Interest Rate	
		2001	2002	2001	2002	2001	2002	2001	2002
		\$	\$	\$	\$	\$	\$	%	%
<b>Financial Assets</b>									
Cash at bank		1,214,356	199,048	1,000	1,000	1215,356	200,048	2.00	2.00
Receivables for goods and services		-	-	66,834	5,587	66,834	5,587	n/a	n/a
Appropriations	5	-	-	-	86,000	-	86,000	n/a	n/a
<b>Total Financial Assets (Recognised)</b>		<b>1,214,356</b>	<b>199,048</b>	<b>67,834</b>	<b>92,587</b>	<b>1,282,190</b>	<b>291,635</b>		
<b>Total Assets</b>						<b>1,860,424</b>	<b>430,987</b>		
<b>Financial Liabilities</b>									
Trade Creditors	8	-	-	25,332	96,832	25,332	96,832	n/a	n/a
<b>Total Financial Liabilities (Recognised)</b>		<b>-</b>	<b>-</b>	<b>25,332</b>	<b>96,832</b>	<b>25,332</b>	<b>96,832</b>		
<b>Total Liabilities</b>						<b>604,944</b>	<b>338,922</b>		

## Note 17 Financial Instruments (cont.)

### Note 17C – Net fair Values of Financial Assets and Liabilities

	Note	2002		2001	
		Total carrying amount	Aggregate net fair value	Total carrying amount	Aggregate net fair value
		\$	\$	\$	\$
<b>Departmental</b>					
<b>Financial Assets</b>					
Cash at Bank		1,215,356	1,215,356	200,048	200,048
Receivables for goods and services	5	66,834	66,834	5,587	5,587
Receivables for GST	5	0	0	8,872	8,872
Appropriations	5	0	0	86,000	86,000
<b>Total Financial Assets</b>		<b>1,282,190</b>	<b>1,282,190</b>	300,507	300,507
<b>Financial Liabilities (Recognised)</b>					
Trade Creditors	8	196,400	196,400	105,898	105,898
<b>Total Financial Liabilities (Recognised)</b>		<b>196,400</b>	<b>196,400</b>	105,898	105,898

#### *Financial Assets*

The net fair values of cash and non-interest-bearing monetary financial assets approximate their carrying amounts.

#### *Financial Liabilities*

The net fair values for trade creditors are approximated by their carrying amount.

### Note 17D – Credit Risk Exposures

The Agency'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 Statement of Financial Performance.

The Agency has no significant exposures to any concentrations of credit risk.

# Appendix

## Note 18 Money held in trust

	2002 \$	2001 \$
<b>National Diversity Think Tank</b>		
Balance carried forward from the previous year	<b>11,491</b>	-
Membership revenue received under trust	<b>11,500</b>	27,732
Less: Payments made under trust		
Consultants	<b>0</b>	8,124
Legal Expenses	<b>6,413</b>	5,509
Courses/Seminars	<b>3,195</b>	1,183
Administration Expenses	<b>204</b>	1,426
	<b>9,811</b>	16,241
Surplus for the period	<b>1,689</b>	11,491
Funds available for distribution	<b>13,180</b>	11,491
Distributions to the National Diversity Think Tank	<b>13,180</b>	0
Balance of funds held in trust	<b>0</b>	11,491

The National Diversity Think Tank was incorporated as an Association limited by guarantee on 14th February 2002. EOWA became a member of the organisation at that date. Prior to incorporation of the Association EOWA administered the financial activities of the proposed organisation in a trust capacity.

## 02. Occupational Health and Safety (OH&S)

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

### **OH&S Policy**

An Occupational Health and Safety (OH&S) Committee exists within EOWA to discuss issues and solutions surrounding health, welfare and the safety and well-being of staff.

Staff are consulted at all stages when decisions are made concerning OH&S in the workplace.

Health and Safety representatives are self-elected to the Committee, and this reporting period saw two new members enter the committee.

### **Measures taken During the Year**

During the last reporting period, the Committee provided the following initiatives to promote further health and safety:

- Health & Fitness and Wellbeing Policy
- First Aid Officer Training
- Screen-based Eye Testing
- Regular microwave check, and
- Yearly water filter replacement.

An initiative implemented during the previous reporting period was the creation of the trial EOWA Health & Fitness and Wellbeing Policy. The purpose of the policy is to promote the involvement of EOWA staff in activities that contribute to a healthy lifestyle. This demonstrates that EOWA recognises a balanced and healthy lifestyle. This policy has been given approval by the Director to advance beyond the trial stage and is now a recognised policy of EOWA.

### **Statistics**

EOWA has had no (0) accidents or dangerous occurrences during the year that arose out of the conduct of the undertakings by EOWA or authority that required the giving notice under section 68.

EOWA has had no cases of Occupational Overuse Syndrome (OOS) reported.

### **Investigation**

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

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

## 03. Freedom Of Information (FOI)

### Appendix

During the reporting period, there were no requests for information as requested under the *Freedom of Information Act, 1992*.

The following information is provided as per Subsection 8(3) in compliance with Subsection 8(1) of the *Freedom of Information Act, 1992*:

#### **Organisation, Functions and Decision-making Powers**

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

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

EOWA receives annual reports from approximately 3000 organisations covered by the Act on the progress of their workplace programmes.

EOWA client managers review these reports and work with employers to ensure compliance with the legislation.

Using this information, EOWA identifies:

- Organisations that comply with the legislation;
- Organisations that do not comply with the legislation;
- Organisations that have been waived from reporting.

#### **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 EOWA and other procedural matters to either the Director of EOWA, Fiona Krautil, or the Minister of Employment and Workplace Relations, the Hon Tony Abbott MP.

#### **Availability**

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

#### **Categories of Documents**

EOWA files and maintains the following categories of documents:

- Cabinet documents – relating to the decisions regarding EOWA
- Policy documents – relating to the provisions of advice and recommendations to the Minister, Director and senior management, including files, reports, correspondence and submissions

- Reports – public (including confidential sections) reports submitted by relevant organisations as required by *The Equal Opportunity for Women in the Workplace Act, 1999*
- Submissions – submissions to, and reports on, public inquiries
- Internal administration documents – financial, staffing, office procedures and similar documents
- Publications – all publications of EOWA, including *Action News* and the educational materials for compliance are available on the website. Hard copies are also available, and
- Documents received by external sources – EOWA receives a variety of documents including consultants’ reports, external research papers and reports.

### **Facilities Provided**

EOWA provides a Freedom of Information Contact Officer which will respond to an inquiry by a member of the public.

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

### **FOI Procedure and Initial Contact For Enquiries**

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

Freedom of Information Officer

**Telephone:** 1300 720 161

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

If trouble exists identifying or obtaining the relevant and necessary information, the Freedom of Information Officer will contact you as soon as practically possible to resolve your inquiry.

## 04. Advertising and Market Research

### Appendix

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 \$66,492.80. A detailed list is as follows:

#### Advertising Agencies

Name	Summary description of the nature and purpose of the consultancy	Cost
Public Service Merit and Protection	Advertise APS positions in the Gazette	\$1,108.97
Starcom Worldwide	Advertise senior vacancies in the press	\$16,656.72
	<b>Total</b>	<b>\$17,765.69</b>

#### Market Research Organisations

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

#### Direct Mail Organisations

Name	Summary description of the nature and purpose of the consultancy	Cost
The Mailing House	Action News Editions MSGM Conference Balancing the Till in 2001 publications	\$27,005.71
	<b>Total</b>	<b>\$27,005.71</b>

#### Media Advertising Organisations

Name	Summary description of the nature and purpose of the consultancy	Cost
Media Monitors	Retainer services	\$4,476.77
Rehame	Provided web search information	\$1,420.91
AAP Information Services	EOWA Event and Annual Report	\$15,823.72
	<b>Total</b>	<b>\$21,721.40</b>

## 05. Ecologically Sustainable Development and Environmental Performance

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

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

The *Commonwealth Energy Policy* requires EOWA to:

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

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

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

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

Due to the above requirements, EOWA believes that the action taken will have a positive effect on improving the environment and contribute to ecologically sustainable development.

## 06. Discretionary Grants

No Discretionary Grants have been provided.



**Appendix**

## 07. Consultancy Commissioned

### Consultancy Contracts During 2001-2002

Name of consultant	Description of Nature and Purpose	Contract Price	Selection process Used	Justification of Decision
E-Media	Design and construction of EOWA website	\$74,926.52	Selective tender under the Commonwealth Government's Endorsed Supplier List (ESL).	Specialist expertise not available within EOWA
Zenzes Marketing Concepts	EOWA Business Achievement Awards	\$65,993.94	Selective Tender	Specialist expertise not available within EOWA
Pru.Newsmakers	Media Training	\$1,100.00	Selective Tender	Specialist expertise not available within EOWA
Bipona Pty Ltd	Speech & Presentation Training	\$4,974.00	Selective Tender	Specialist expertise not available within EOWA
Hallidays Business Insights Pty Ltd	Six (6) Online learning tools	\$29,700.00	Selective Tender	Specialist expertise not available within EOWA
Hallidays Business	SES Interviews	\$3,300.00	Selective Tender	Best practice senior independant expertise was necessary, particularly as there were internal applicants
Credible Communications	EOWA Business Achievement Awards Public Relations Services	\$2,711.25	Selective Tender	Specialist expertise not available within EOWA
Strategic Research & Growth	Five (5) on-line education tools	\$28,875.00	Selective Tender	Specialist expertise not available within EOWA
Strategic Research & Growth	Staff Strategic Planning Days	\$5,467.00	Direct Engagement of a consultant who had previously undertaken closely related work for EOWA	Specialist expertise not available within EOWA
Strategic Research & Growth	Survey Tool	\$2,750.00	Selective Tender	Specialist expertise not available within EOWA

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RMIT University	ARC Linage Project	\$11,000.00	Direct engagement of a recognised and pre-eminent expert	Specialist expertise not available within EOWA
Acumen Business Solutions	Costing Turnover Calculator	\$8,800.00	Selective tender under the Commonwealth Government's Endorsed Supplier List (ESL).	Specialist expertise not available within EOWA
Solutions Development Corporation (SDC) International	EO Questionnaire	\$594.00	Direct engagement of a consultant known to have the skills where the value of the project did not justify the expense or delay associated with seeking tenders	Specialist expertise not available within EOWA
Catalyst USA	Catalyst Census of Corporate Officer & Top Earners in Australia	\$24,535.81	Direct engagement of a recognised and pre-eminent expert	Specialist expertise not available within EOWA
Department of Employment & Workplace Relations	EOWA Database	\$298,925.00	Continued Contract from last financial year	Specialist expertise not available within EOWA
Public Service Merit and Protection*	Advertise APS positions in the Gazette	\$1,108.97	A recognised and pre-eminent expert	Not Applicable
Starcom Worldwide*	Advertise senior vacancies in the press	\$16,656.72	DEWR tenders on behalf of all Portfolio Agencies	Not Applicable
The Mailing House*	Action News Editions MSGM Conference Balancing the Till Publications	\$27,005.71	A consultant who had previously undertaken closely related work for EOWA	Specialist expertise not available within EOWA
Media Monitors*	Retainer services	\$4,476.77	A consultant who had previously undertaken closely related work for EOWA	Specialist expertise not available within EOWA
Rehame*	Provided web search information	\$1,420.91	Selective tender of a recognised and pre-eminent expert	Specialist expertise not available within EOWA
AAP Information Services*	EOWA Event and Annual Report	\$15,823.72	Selective tender of a recognised and pre-eminent expert	Specialist expertise not available within EOWA

\* Also reported in Appendix 4 Advertising and Market Research

## 08. EOWA Staffing

The staffing profiles of EOWA as at 30 June 2001 and 30 June 2002 are shown respectively in the following tables:

### General Staffing Profile – 30 June 2001

Band	F/T	P/T	Ongoing (included in F/T and P/T totals)	Non- ongoing	Men	Women	Employed under the <i>Public Service Act</i>	Location
HOPO	1		1			1		Sydney
EL 1 & 2	5	1	6	6	1	11	12	Sydney
APS Level 5 & 6	5	2	7	3	3	7	10	Sydney
APS Level 2 to 4	3	1	4			4	4	Sydney
APS Level 1								
<b>Total</b>	<b>14</b>	<b>4</b>	<b>18</b>	<b>9</b>	<b>4</b>	<b>23</b>	<b>26</b>	<b>Sydney</b>

### General Staffing Profile – 30 June 2002

Band	F/T	P/T	Ongoing (included in F/T and P/T totals)	Non- ongoing	Men	Women	Employed under the <i>Public Service Act</i>	Location
PEO	1		1			1	0	Sydney
SES Band 1	1		1			1		Sydney
EI 1 & 2	4	2	6			6		Sydney except one in Brisbane
APS Level 5 & 6	10	2	12	8	1	11	12	Sydney
APS Level 2 to 4	5		5		1	4	5	Sydney
APS Level 1	0	0	0	0	0	0	0	
<b>Total</b>	<b>21</b>	<b>4</b>	<b>25</b>	<b>8</b>	<b>2</b>	<b>23</b>	<b>24</b>	<b>Sydney &amp; Brisbane</b>

## EEO Groups

Band	Culturally and Linguistically Diverse Backgrounds	Aboriginal or Torres Straight Islander	People with a Disability	Women	All Staff
PEO				1	1
SES Band 1				1	1
EL 1 and 2	1			6	6
APS Level 5 & 6	1			11	12
APS Level 2 to 4	1		1	4	5
APS Level 1				0	
<b>Total</b>	<b>3</b>		<b>1</b>	<b>23</b>	<b>25</b>

## Staff Turnover during 2001-2002

Band	Male	Female	Total
PEO			
SES Band 1			
EL 1 & 2	2	5	7
APS Level 1 & 6	1	8	9
	3	13	16

## Salary Ranges available for APS Employees

The following ranges indicate the full range available under a Certified Agreement (CA) or Australian Workplace Agreement (AWA):

Band	Lower Salary	Upper Salary
PEO	Not Applicable	
SES Band1	\$84,400	\$84,400
EL 2	\$68,246	\$83,759
EL 1	\$59,173	\$66,133
APS Level 6	\$48,023	\$54,967
APS Level 5	\$44,293	\$46,967
APS Level 4	\$39,675	\$43,112
APS Level 3	\$35,601	\$38,441
APS Level 2	\$31,384	\$34,649
APS Level 1	\$27,712	\$30,524
<b>Total</b>	<b>\$438,507</b>	<b>\$482,952</b>

**Certified Agreement (CA) and Australian Workplace Agreement (AWA)  
- Employees Covered**

<b>Agreement</b>	<b>Band</b>	<b>Employees Covered</b>
Australian Workplace Agreement	SES	1
	Non-SES	6
Certified Agreement	APS	17
<b>Total</b>		<b>24</b>

**Key:**

<b>APS 1 – 6</b>	Australian Public Service Levels 1 to 6
<b>EL 1 and 2</b>	Executive Level 1 and 2
<b>HOPO</b>	Holder of Public Office
<b>PEO</b>	Principal Executive Office (replacing the HOPO structure)

## 09. Waived Organisations

### Appendix

Waived organisations demonstrate excellence through workplace programmes and initiatives to eliminate discrimination with respect to women in the workplace. For more information see *Waiving* in Chapter 2.

The following list names the Waived organisations for the **1 June 2001 to 31 May 2002** reporting period:

#### **Waived for 1 year**

Australian Maritime College  
Barclay Mowlem Construction Limited  
Coca-Cola Amatil (Australia) Pty Ltd  
CPS Credit Union Co-Operative (ACT) Limited  
CSR Emoleum  
CSR Ltd – Sugar  
Daikyo Group  
Heritage Building Society Limited  
Holden Ltd  
Hona Pty Limited  
L'Oreal Australia Pty Ltd  
Mrs Crocket's Kitchen Pty Ltd  
Pfizer Pty Limited  
Sky City Adelaide Pty Ltd  
Standards Australia International Limited  
Sydney Rescue Work Society t/a Communicare Sydney  
The Rockhampton Grammar School  
University of New England  
Viscount Plastics (SA) Pty Ltd  
Zurich Financial Services Australia Ltd

#### **Waived for 2 years**

Allianz  
All Seasons Esplanade, Cairns  
All Seasons Premier Menzies  
All Seasons Premier Pacific Bay Resort  
American Express International Incorporated  
Amway of Australia  
ANZ Banking Group Ltd  
Basell Australia Pty Ltd  
Billanook College Ltd  
Bristol-Myers Squibb Australia (Pty) Ltd  
BP Australia Group Pty Ltd

BT Financial Group  
Calvary Christian College  
Calvary Health Care Tasmania Inc  
Charles Sturt University  
Citibank Limited  
Corning Noble Park Pty Ltd  
Curtin University of Technology  
Edith Cowan University  
Ernst & Young  
Grand Mercure Broadbeach  
Getronics Australia  
Fullarton Lutheran Homes Inc  
Harris and Company Limited  
Hays Personnel Services Australia Pty Limited  
Heytesbury Pty Ltd  
Hilton on the Park Melbourne  
Illawarra Technology Corporation (Limited)  
Ipswich Girls Grammar  
Kennards Hire Pty Ltd  
Kilbreda College  
Macquarie Bank Limited  
Medical Benefits Fund of Australia Limited  
McDonald's Australia Ltd  
Melbourne Citymission Inc  
Merck Sharp & Dohme (Australia) Pty Limited  
Mono Pumps (Australia) Pty Ltd  
Moreton Bay College  
Novotel Adelaide  
Novotel Brighton Beach  
Novotel Atrium Darwin  
Novotel Northbeach  
Novotel on Collins  
OPSM Group Ltd  
Ove Arup Pty Ltd  
Overnewton Anglican Community College  
Parmalat  
Penrhos College  
Presbyterian Ladies' College - Cottesloe  
Quiksilver  
Revlon Australia Pty Limited  
Richardson Pacific Ltd  
Robert Bosch (Australia) Pty Ltd

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Sara Lee Household & Body Care Pty Ltd  
Seagulls Club  
Saint-Gobain Abrasives Pty Ltd  
Spruson & Ferguson Unit Trust  
Star City Pty Limited  
SC Johnson & Son Pty Ltd  
Sun Microsystems Australia Pty Ltd  
Tabcorp Holdings Ltd  
The BMD Group  
The Flinders University of South Australia  
The Frank Whiddon Masonic Homes of NSW  
The MTA Group Training Scheme Incorporated  
The Pharmacy Guild of Australia (NSW Branch)  
The Pharmacy Guild of Australia (Queensland Branch)  
The Pharmacy Guild of Australia (ACT)  
The University of Melbourne  
The University of Queensland  
The University of Sydney  
The Valley Private Hospital  
The University of Western Australia  
The Windsor  
Town Inn Pty Ltd t/a Miss Maud  
Tie Rack Australia Pty Ltd  
TriCare Limited  
Victorian College of the Arts  
Westfield Holdings Limited  
Westpac Banking Corporation  
Witchery Fashions Pty Ltd

### **Waived for 3 years**

Austral Aged Care  
Barnardos Australia  
Brisbane Girls' Grammar School  
Brisbane Water (NSW) Legacy  
Canberra Girls' Grammar School  
Eliza Purton Home for the Aged Inc  
Kilbreda College  
Loreto Mandeville Hall  
Royal Far West Children's Health Scheme & Services for the Aged  
Toorak College  
Villa Maria Centre

The following list names the Waived organisations for the **1 June 2000 to 31 May 2001** reporting period (please note this information was reported in last year's Annual Report):

### **Waived for 1 year**

Ansett Australia  
Cable & Wireless Optus  
Caltex Australia Limited  
Chevron Australia Pty Ltd  
HBF Health Funds Inc  
La Trobe University  
National Australia Bank Ltd  
Royal Automobile Club of VIC (RACV) Ltd  
S Kidman & Co  
The Anglican Schools Commission Inc- WA  
University of Newcastle  
University of Technology Sydney

### **Waived for 2 years**

Agco Australia Limited  
Air International Group Ltd  
Alcoa World Alumina  
AMP Life Limited  
Aquinas College  
Arthur Andersen & Co  
Australian Associated Motor Insurers Limited  
Australian Jockey Club  
Australian National Credit Union  
Autoliv Australia Pty Ltd  
Baiada Marven Poultry Pty Ltd  
Bakewell Foods Pty Ltd  
Barro Group Pty Ltd  
Baxter Healthcare Pty Ltd  
BHP Steel  
Blake Dawson Waldron  
BT Australasia Pty Ltd  
BTR Automotive Drive Train Systems (Albury)  
Carter Holt Harvey-Wood Products Australia Pty Ltd  
Castricum Bros Pty Ltd  
Central Coast Grammar School  
Commonwealth Bank of Australia  
Deloitte Touche Tohmatsu  
Energy Resources of Australia Ltd  
Epworth Hospital

## Appendix

Exxon Mobil Corporation  
Ford Motor Co of Australia Ltd  
Fortis Australia Limited  
Geelong Advertiser Pty Ltd  
Geelong Grammar School  
Griffith University  
Haulmark Manufacturing Co Pty Ltd  
Hewlett-Packard Australia Limited  
IBM Australia Limited  
IGT (Australia) Pty Ltd  
Institute of Chartered Accountants in Australia (ICAA)  
John Wiley & Sons Australia Ltd  
Joy Manufacturing Co Pty Ltd  
Kimberly-Clark Australia P/L  
Laubman & Pank Holdings Pty Ltd  
Lend Lease Property Management (Australia) Pty Ltd.  
Macquarie University  
Mars Inc  
Mercy Community Services Inc  
Monash University  
MRAEL Limited  
Mt Pritchard & District Community Club Ltd  
National Roads & Motorists' Association Limited  
Newcastle Mater Misericordiae Hospital  
NRMA Insurance Group Limited  
NSW Teachers Federation  
Oracle Corporation Australia Pty Ltd  
Our Lady of Mercy College - Parramatta  
Oxfam Community Aid Abroad  
PRD Nationwide  
Queensland Teachers Credit Union Ltd  
Queensland University of Technology  
Rihga International Aust P/L T/A Cairns Colonial Club Resort  
Rio Tinto Exploration  
Royal Melbourne Institute of Technology  
Royal Sydney Golf Club  
SCECGS Redlands  
Sea World Enterprises  
Southcorp Wines Pty Limited  
The Corporation of the Trustees of the Roman Catholic Church Archdiocese of Brisbane  
The Geelong College  
TMP Worldwide eResourcing  
Towers Perrin

Tully Sugar Limited  
University of Western Sydney  
University of Wollongong  
Victorian Deaf Society Pty Ltd  
Woodside Energy Ltd  
WTH Pty Ltd

**Waived for 3 years**

Avon Products Pty Ltd  
Baldwin Care Group  
Bishop Davies Court Nursing Home  
Boots Health Care Ltd  
Community Access Services of SA Inc  
Ivanhoe Girls Grammar School  
Loreto Normanhurst  
Presbyterian Ladies College - Sydney  
Pymble Ladies' College  
Quadriplegic Centre  
Ravenswood School for Girls  
Royal Society for the Blind of SA Inc  
Santa Sabina College  
Somerville Community Services  
St Andrews Toowoomba Hospital  
St Mary's Anglican Girls School (Inc)  
The Friends' School  
Uniting Church - Frontier Services  
Windgap Foundation

## 10. EOWA Employer Of Choice for Women (EOCFW)

### Appendix

In October 2001, 56 organisations were lauded the citation of EOWA Employer of Choice for Women (EOCFW).

The list is as follows:

#### **Agriculture**

Marven Poultry Community Services

#### **Community Services**

Aldersgate

Bishop Davies Court Nursing Home

Somerville Community Services

Uniting Church Frontier Services

#### **Computer Consultancies**

Agilent Technologies Australia

Hewlett-Packard Australia

IBM Australia

Oracle Corporation Australia

#### **Education**

Griffith University

La Trobe University

Loreto Normanhurst

Monash University

Pymble Ladies' College

Ravenswood School for Girls

Royal Melbourne Institute of Technology

Santa Sabina College

The Friends' School

University of Technology, Sydney

University of Western Sydney

University of Wollongong

#### **Finance and Insurance**

AMP Ltd

Australian National Credit Union

BT Financial Group

Commonwealth Bank of Australia

Westpac Banking Corporation

#### **Health Services**

Epworth Hospital

**Manufacturing**

Autoliv Australia  
Baxter Healthcare Australia/NZ  
BTR Automotive Drivetrain Systems  
Ford Motor Company of Australia  
IGT Australia  
Mars Incorporated  
Sara Lee Household & Body Care Australia

**Mining**

Alcoa World Alumina  
Energy Resources of Australia

**Oil & Gas Extraction**

Exxon-Mobil Corporation

**Other Services**

American Express Australia  
Avis Australia  
Optus  
Ove Arup & Partners  
Priority Personnel  
Sitel Pty Ltd

**Wholesaling**

Avon Products

**Professional Services**

Blake Dawson Waldron  
Deloitte Touche Tohmatsu  
Ernst & Young  
Institute of Chartered Accountants

**Sport & Recreation**

Royal Sydney Golf Club  
Sea World Enterprises

**Other**

Boots Healthcare Company  
John Wiley & Sons Australia  
Lend Lease Corporation  
McDonald's Australia  
Cairns Colonial Club Resort  
Southcorp Wines

## 11. 2001 EOWA Business Achievement Awards

### Appendix

The EOWA Business Achievement Awards were held on 10 October 2001.

In recognition of Equal Employment Opportunity excellence, EOWA congratulates the following winners:

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

Mr Brian Schwartz, Chief Executive Officer, Ernst & Young

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

Ms Serenella Prelaz, Corporate Diversity Manager, Ford Motor Company of Australia

Special Commendation

Mr Cameron McIntosh, Optus

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

Mars Incorporated

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

Santa Sabina College

Special Commendation

Australian National Credit Union

**Award 5: Outstanding EEO Practice for the Advancement of Women**

Downs Group Training

Special Commendation

Uniting Church Frontier Services

## 12. Non-compliant Organisations

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

Subsection 19 (1) of the Act 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 13A, 13B and 13C of the Act. The following list names the non-compliant organisations for the 1 June 2001 to 31 May 2002 reporting period. For a continually updated list of non-compliant organisations, please refer to our website.

Non-compliant organisations as at 09 September 2002:

A J Mills & Sons Pty Ltd  
A Noble & Son Ltd  
Ballarat Grammar School  
Bayview Seafoods Pty Ltd  
Berri Hotel Incorporated  
Cairns Hardware Co Pty Ltd  
Charles Hull Contracting Co Pty Ltd  
Rilin Investments Pty Ltd  
    Corinthian Industries (Holdings) Pty Ltd  
Delifrance Australia Pty Ltd  
Fashion Fair Pty Ltd  
Forrester Kurts Properties  
Hume Doors and Timber Pty Ltd  
Johnston's Transport Industries Pty Ltd  
Kays Bag Stores (NSW) Pty Ltd  
Lindsay Brothers Holdings Pty Ltd  
Milstern Health Care Pty Ltd  
Parkside Holdings Pty Ltd  
Pt Garuda Indonesia Ltd  
Ross Cosmetics Aust Pty Ltd  
Sherrin Hire Pty Ltd  
Sunshine Plantation Pty Ltd trading as Lanray Industries Ltd  
Thomas Jewellers (Aust) Pty Ltd  
Tycab Australia  
Vos Holdings trading as the Vos Group of Companies  
    Vos Construction & Joinery Pty Ltd

## Correction of Material Errors in Previous Annual Report

The previous Annual Report contained an error in Chapter 3 Management and Accountability, Performance Pay.

The line “*The aggregate bonus payment for EOWA as a whole totalled \$528.*” should have read “*The aggregate bonus payment for EOWA as a whole totalled \$17,197.35.*”

## Contact Officer

For any enquires in relation to information contained in the Annual Report, please contact the Contact Officer:

Broderick Smith  
Communications Officer and Annual Report Coordinator  
e-mail: **Broderick.Smith@eowa.gov.au**

Equal Opportunity for Women in the Workplace Agency  
Level 6, 1 Elizabeth Plaza  
North Sydney NSW 2060

PO Box 712  
North Sydney NSW 2059

**Telephone:** 1300 720 161  
**Facsimile:** (02) 9448 8572

For more information about EOWA, its role and functions, please visit our website. The website also features a new range extensive educational material and tools to assist organisations comply with legislation, report to EOWA and develop their workplace programmes.

An electronic copy of the annual report is available at:  
**[http://www.eowa.gov.au/Resource\\_Centre/EOWA\\_Publications/Annual\\_Reports.asp](http://www.eowa.gov.au/Resource_Centre/EOWA_Publications/Annual_Reports.asp)**

# Glossary

## Employers Covered by the Act

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

## Employment Matters

The seven Employment Matters listed in the Act are:

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

## Employment Matter Coding Definitions

Each Employment Matter was coded with respect to the following coding structure:

### Code Definition

Code	Definition
No issues	Having analysed the employment matter the organisation has determined that there are no issues for women in their workplace in that employment matter.
Issues prioritised for	An issue has been identified through the analysis and future action the organisation has not actioned the issue although they have prioritised it for future action.
Issues but no action no priority set	Issues identified but no action put in place or planned for the future.
Issues and actions	Issues identified and majority of issues in employment matter actioned or planned to be actioned.
Innovative action	Innovative action in place, something unusual or unusual for the industry. This will usually result in a case study.
Effective action	The results flowing from the actions are great.
No comment	This employment matter is not mentioned.

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

Equal Opportunity is a goal of a *workplace programme*. 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 Programme**

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

- Appropriate action is 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 have to develop a workplace programme 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 programme to EOWA.

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## Notes



# Notes



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