





INDEPENDENT AUDIT REPORT

To the Minister for Employment and Workplace Relations

Matters relating to the Electronic Presentation of the Audited Financial Report

This audit report relates to the financial report of the Equal Opportunity for Women in the Workplace Agency for the year ended 30 June 2003 included on the Equal Opportunity for Women in the Workplace Agency's web site. The Equal Opportunity for Women in the Workplace Agency's Chief Executive is responsible for the integrity of the Equal Opportunity for Women in the Workplace Agency's web site.

The audit report refers only to the statements named below. It does not provide an opinion on any other information which may have been hyperlinked to/from the audited financial report.

If the users of this report are concerned with the inherent risks arising from electronic data communications they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on this web site.

Scope

I have audited the financial statements of the Equal Opportunity for Women in the Workplace Agency for the year ended 30 June 2003. The financial statements comprise:

- Statement by the Chief Executive;
- Statements of Financial Performance, Financial Position and Cash Flows;
- Schedules of Contingencies and Commitments;
- 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 Equal Opportunity for Women in the Workplace Agency as at 30 June 2003, 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
18 September 2003

01. Financial Statements

Equal Opportunity for Women in the Workplace Agency Statement of Financial Performance for the year ended 30 June 2003

	Notes	30 June 2003 \$	30 June 2002 \$
Revenues from ordinary activities			
Revenues from Government	3A	3,319,793	3,751,866
Sales of goods and services	3B	243,417	77,701
Interest	3C	6,000	9,850
Revenue from sale of assets	3D	7,888	-
Revenues from ordinary activities		3,577,098	3,839,417
Expenses from ordinary activities (excluding borrowing costs expense)			
Employees	4A	1,270,634	1,582,252
Suppliers	4B	1,534,171	1,520,337
Depreciation and amortisation	4C	363,129	252,009
Write-down of Assets	4D	-	462
Value of assets sold	3D	3,304	116
Expenses from ordinary activities (excluding borrowing costs expense)		3,171,238	3,355,176
Net surplus / (deficit)		405,860	484,241
Total changes in equity other than those resulting from transactions with owners as owners		405,860	484,241

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



Equal Opportunity for Women in the Workplace Agency
Statement of Financial Position
as at 30 June 2003

	Notes	30 June 2003 \$	30 June 2002 \$
ASSETS			
Financial assets			
Cash	5A	63,608	1,215,356
Receivables	5B	1,368,918	86,608
Total financial assets		1,432,526	1,301,964
Non-financial assets			
Infrastructure, plant and equipment	6A,C	328,180	47,463
Intangibles	6B,C	659,266	507,507
Other	6D	60,092	3,490
Total non-financial assets		1,047,538	558,460
TOTAL ASSETS		2,480,064	1,860,424
LIABILITIES			
Other liabilities			
Other	7A	93,427	-
Total other liabilities		93,427	-
Provisions			
Capital use charge	8A	144,000	144,000
Employees	8B	195,199	264,544
Total provisions		339,199	408,544
Payables			
Suppliers	9A	75,098	196,400
Total payables		75,098	196,400
TOTAL LIABILITIES		507,724	604,944
NET ASSETS		1,972,340	1,255,480
EQUITY			
Contributed equity	10A	1,375,041	925,041
Reserves	10A	8,558	71,243
Retained surpluses	10A	588,741	259,196
TOTAL EQUITY	10A	1,972,340	1,255,480
Current assets		1,492,618	1,305,454
Non-current assets		987,446	554,970
Current liabilities		421,377	515,512
Non-current liabilities		86,347	89,432

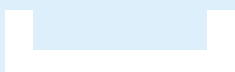
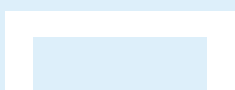
The above statement should be read in conjunction with the accompanying notes.

01. Financial Statements

Equal Opportunity for Women in the Workplace Agency Statement of Cash Flows for the year ended 30 June 2003

	Notes	30 June 2003 \$	30 June 2002 \$
OPERATING ACTIVITIES			
Cash received			
Appropriations		2,970,000	3,501,030
Goods and Services		308,842	66,916
Interest		6,000	9,850
GST received from ATO		111,816	-
Total cash received		3,396,658	3,577,796
Cash used			
Employees		1,339,979	1,106,074
Suppliers		1,273,943	1,534,317
GST paid to ATO		149,949	6,002
Cash paid to OPA		1,300,000	-
Total cash used		4,063,871	2,646,393
Net cash used by operating activities	11	(667,213)	931,403
INVESTING ACTIVITIES			
Cash received			
Proceeds from sales of property, plant and equipment		7,888	-
Total cash received		7,888	-
Cash used			
Purchase of property, plant and equipment		367,187	33,429
Purchase of intangibles		436,236	693,111
Total cash used		803,423	726,540
Net cash used by investing activities		(795,535)	(726,540)
FINANCING ACTIVITIES			
Cash received			
Appropriations - contributed equity		450,000	823,000
Total cash received		450,000	823,000
Cash used			
Capital use charge paid		139,000	12,555
Total cash used		139,000	12,555
Net cash from financing activities		311,000	810,445
Net increase / (decrease) in cash held		(1,151,748)	1,015,308
Cash at the beginning of the reporting period		1,215,356	200,048
Cash at the end of the reporting period	5A	63,608	1,215,356

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 2003

	Notes	30 June 2003 \$	30 June 2002 \$
BY TYPE			
Capital commitments			
Total capital commitments		-	-
Other commitments			
Operating leases ¹		677,344	4,200
Total other commitments		677,344	4,200
Commitments receivable			
Rent		-	(6,827)
Total commitments receivable		-	(6,827)
Net commitments		677,344	(2,627)
BY MATURITY			
Operating lease commitments			
One year or less		169,336	4,200
From one year to five years		508,008	-
Over five years		-	-
Other commitments			
One year or less		-	(6,827)
Net commitments by maturity		677,344	(2,627)

NB: Commitments are GST inclusive where relevant.

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

The above 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 2003

	Notes	30 June 2003 \$	30 June 2002 \$
Contingent liabilities			
Claims for damages/costs ¹		100,000	-
Total contingent liabilities		100,000	-
Contingent assets			
Net contingent liabilities / (assets)		100,000	-

NB: Commitments are GST inclusive where relevant

¹ A contingent liability has been identified in relation to a dispute with a supplier. As at reporting date the dispute had not proceeded to litigation. The Agency's legal representatives (Australian Government Solicitor) believe that the probability of the matter being settled is high, and if the dispute does proceed to court, the prospects of success are high.

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

01. Financial Statements

Notes to and forming part of the Financial Statements

Note 1: Summary of Significant Accounting Policies

1.1 Objectives of Equal Opportunity for Women in the Workplace Agency

The Equal Opportunity for Women in the Workplace Agency's mission is to inspire Australian employers to take action to improve equal opportunity outcomes for women in the workplace by:

- delivering practical solutions;
- building strategic partnerships; and
- leading public debate to increase the pace of change.

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

1.2 Basis of Accounting

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

The statements have been prepared in accordance with:

- Finance Minister's Orders (or FMOs, being the Financial Management and Accountability (Financial Statements for reporting periods ending on or after 30 June 2003) Orders)
- Australian Accounting Standards and Accounting Interpretations issued by the Australian Accounting Standards Board
- Consensus Views of the Urgent Issues Group

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. However, assets and liabilities arising under agreements equally proportionately unperformed are not recognised unless required by an Accounting Standard. Liabilities and assets which are unrecognised are reported in the Schedule of Commitments and the Schedule of Contingencies (other than unquantifiable or remote contingencies).

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



1.3 Changes in Accounting Policy

The accounting policies used in the preparation of these financial statements are consistent with those used in 2001-02, except in respect of:

- the accounting for output appropriations (refer to Note 1.4)
- recognition of equity injections (refer to Note 1.5)
- measurement of certain employee benefits at nominal amounts (refer to Note 1.6)
- the initial revaluation of property plant and equipment on a fair value basis (refer to Note 1.11)
- the imposition of an impairment test for non-current assets carried at cost (refer to Note 1.12)

1.4 Revenue

Revenues from Government

Departmental outputs appropriations for the year (less any savings offered up in Portfolio Additional Estimates Statements) are recognised as revenue, except for certain amounts which relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned.

Resources Received Free of Charge

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

Contributions of assets at no cost of acquisition or for nominal consideration are recognised at their fair value when the asset qualifies for recognition, unless received from another government agency as a consequence of a restructuring of administrative arrangements (Refer to Note 1.5).

The Department of Employment and Workplace Relations (DEWR) provides IT equipment and support services, valued at \$323,866 for the reporting period, to the Agency. 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.

Other Revenue

Revenue from the sale of goods is recognised upon the delivery of goods to customers.

Revenue from rendering of services is recognised by reference to the stage of completion of contracts or other agreements to provide services. The stage of completion is determined according to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

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.

01. Financial Statements

1.5 Transactions by the Government as Owner

Equity injections

From 1 July 2002, the FMOs require that amounts of appropriations designated as 'equity injections' (less any savings offered up in Portfolio Additional Estimates Statements) are recognised directly in Contributed Equity as at 1 July or later date of effect of the appropriation.

This is a change of accounting policy from 2001-02 to the extent any part of an equity injection that was dependent on specific future events occurring was not recognised until the appropriation was drawn down.

The change in policy has no financial effect in 2002-03 because the full amounts of the equity injections for 2001-02 were recognised in that year.

Restructuring of Administrative Arrangements

Net assets received from or relinquished to another Commonwealth agency or authority under a restructuring of administrative arrangements are adjusted at their book value directly against contributed equity.

Capital Use Charge

A Capital Use Charge of 11% (2002: 11%) is imposed by the Government on the departmental net assets of the Agency at year end. The net assets figure is adjusted to take account of asset gifts and revaluation increments during the financial year. The Charge is accounted for as a dividend to Government.

In accordance with the recommendations of a review of Budget Estimates and Framework, the Government has decided that the Charge will not operate after 30 June 2003.

1.6 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 wages and salaries (including non-monetary benefits) and annual leave are measured at their nominal amounts. Other employee benefits expected to be settled within 12 months of the reporting date are also measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability. This is a change in accounting policy from last year required by the initial application of a new Accounting Standard AASB 1028 from 1 July 2002. The financial effect of this change is not material.

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



Leave

The liability for employee benefits includes provision for annual leave and long service leave. No provision has been made for sick leave as 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 leave liabilities are calculated on the basis of employees' remuneration, including the Agency'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 liability for long service leave has been determined by reference to the work of an actuary as at 30 June 2002. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Superannuation

Staff of the Equal Opportunity for Women in the Workplace Agency are members of the Commonwealth Superannuation Scheme and the Public Sector Superannuation Scheme. The liability for their superannuation benefits is recognised in the financial statements of the Commonwealth and is settled by the Commonwealth in due course.

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

No liability is shown for superannuation as the employer contributions fully extinguish the accruing liability, which is assumed by the Commonwealth.

1.7 Leases

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of leased non-current assets and operating leases under which the lessor effectively retains substantially all such risks and benefits.

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-cancelable lease agreements is expensed in the period in which the space becomes surplus.

Lease incentives taking the form of 'free' leasehold improvements and rent holidays are recognised as liabilities. These liabilities are reduced by allocating lease payments between rental expense and reduction of the liability.

The Agency has no finance leases.

1.8 Cash

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

01. Financial Statements

1.9 Financial Instruments

Accounting policies for financial instruments are stated at Note 16.

1.10 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.

1.11 Property (Land, Buildings and Infrastructure), Plant and Equipment

Asset Recognition Threshold

Purchases of property, 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).

Revaluations Basis

Land, buildings, plant and equipment are carried at valuation. Revaluations undertaken up to 30 June 2002 were done on a deprival basis; revaluations since that date are at fair value. This change in accounting policy is required by Australian Accounting Standard AASB 1041 Revaluation of Non-Current Assets.

Frequency

Plant and equipment are revalued progressively in successive five-year cycles. They 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.

Depreciation

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

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

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

	<u>2003</u>	<u>2002</u>
Plant and Equipment	3 to 5 years	3 to 5 years

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

Recoverable Amount Test

From 1 July 2002, the Schedule 1 no longer requires the application of the recoverable amount test in Australian Accounting Standard AAS 10 *Recoverable Amount of Non-Current Assets* to the assets of agencies when the primary purpose of the asset is not the generation of net cash inflows.

No property plant and equipment assets have been written down to recoverable amount per AAS 10. Accordingly, the change in policy has had no financial effect.

1.12 Intangibles

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

From 1 July 2002, Schedule 1 no longer requires the application of the recoverable amount test in Australian Accounting Standard AAS 10 *Recoverable Amount of Non-Current Assets* to the assets of agencies when the primary purpose of the asset is not the generation of net cash inflows.

However Schedule 1 now requires such assets, if carried on the cost basis, to be assessed for indications of impairment. The carrying amount of impaired assets must be written down to the higher of its net market selling price or depreciated replacement cost.

Software is amortised on a straight-line basis over its anticipated useful life.

The useful lives of the Agency's software is 3 years (2001-02: 3 years).

1.13 Taxation

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

Revenues, expenses and assets are recognised net of GST:

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

1.14 Insurance

Equal Opportunity for Women in the Workplace Agency has insured for risks through the Government's insurable risk managed fund, called 'Comcover'.

Workers compensation is insured through Comcare Australia.

01. Financial Statements

1.15 Comparative figures

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

Note 2: Events Occurring After Balance Date

The agency is not aware of any material events occurring balance date, and accordingly no adjustments have been made to these financial statements.

Note 3: Operating Revenues

	30 June 2003 \$	30 June 2002 \$
Note 3A: Revenues from Government		
Appropriations for outputs	2,977,000	3,415,000
Resources received free of charge	342,793	336,866
Total revenues from government	3,319,793	3,751,866
Note 3B: Goods and Services		
Goods	-	6,736
Services	243,417	70,965
Total sales of goods and services	243,417	77,701
Costs of sales of goods	-	6,736
Note 3C: Interest Revenue		
Interest on deposits	6,000	9,850
Note 3D: Net Gains from Sales of Assets		
Infrastructure, plant and equipment:		
Proceeds from disposal	7,888	-
Net book value of assets disposed	(3,304)	(116)
Net gain / (loss) from disposal of infrastructure, plant and equipment	4,584	(116)
TOTAL proceeds from disposals	7,888	-
TOTAL value of assets disposed	(3,304)	(116)
TOTAL net gain / (loss) on disposal of assets	4,584	(116)

Note 4: Operating Expenses

	30 June 2003 \$	30 June 2002 \$
Note 4A: Employee Expenses		
Wages and salaries	955,173	1,273,223
Superannuation	123,142	142,825
Leave and other entitlements	(17,439)	65,715
Separation and redundancy	124,889	20,573
Other employee expenses	84,869	79,916
Total employee expenses	1,270,633	1,582,252

Note 4B: Supplier Expenses

Goods from external entities	1,035,379	1,101,858
Services from related entities	41,808	22,194
Services from external entities	403,216	300,130
Operating lease rentals	5,964	-
Other supplier expenses	47,804	96,155
Total supplier expenses	1,534,171	1,520,337

Note 4C: Depreciation and Amortisation*Depreciation*

Other infrastructure, plant and equipment	91,198	134,241
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Amortisation

Intangibles	271,931	117,768
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Total depreciation and amortisation	363,129	252,009
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Note 4D: Write Down of Assets**Financial assets****Non-financial assets**

Intangibles - revaluation	-	462
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Note 5: Financial Assets

30 June 2003	30 June 2002
\$	\$

Note 5A: Financial Assets

Cash at bank	62,608	1,214,356
Cash on hand	1,000	1,000
Total cash	63,608	1,215,356

All cash recognised is a current asset.

Note 5B: Receivables

Goods and services	23,820	82,260
Less: Provision for doubtful debts	-	(15,426)
	23,820	66,834
GST receivable from the Australian Taxation Office	38,098	19,774
Appropriations receivable	1,307,000	-
Total receivables (net)	1,368,918	86,608

All receivables are current assets.

01. Financial Statements

Note 5: Financial Assets (cont.)

	30 June 2003	30 June 2002
	\$	\$
Receivables (gross) are aged as follows:		
Not overdue	1,350,871	82,171
Overdue by:		
Less than 30 days	1,616	3,960
30 to 60 days	-	-
60 to 90 days	-	-
90 +	16,431	15,903
Total receivables (gross)	1,368,918	102,034
The provision for doubtful debts is aged as follows:		
More than 90 days	-	(15,426)

Note 6: Non-Financial Assets

Note 6A: Infrastructure, Plant and Equipment

	June 30 2003	June 30 2002
	\$	\$
Plant and equipment		
at cost	503,549	33,429
- Accumulated depreciation	(175,388)	(6,357)
	328,161	27,072
Plant and Equipment – at 1999-2000 Valuation	62,780	175,044
- Accumulated depreciation	(62,761)	(154,653)
	19	20,391
Total Infrastructure, Plant and Equipment (non-current)	328,180	47,463

Note 6B: Intangibles

Computer software:		
At cost - Internally developed	1,128,050	697,478
- Accumulated amortisation	(468,784)	(189,971)
Total intangibles	659,266	507,507

Note 6C: Analysis of Property, Plant and Equipment and Intangibles

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

Item	Other IP&E \$	Computer Software - Intangibles \$	Total \$
As at 1 July 2002			
Gross book value	208,473	697,478	905,951
Accumulated depreciation/amortisation	(161,010)	(189,971)	(350,981)
Net book value	47,463	507,507	554,970
Additions			
by purchase	367,187	436,236	803,423
by finance lease	-	-	-
from acquisition of operations	-	-	-
Net revaluation increment/(decrement)			
Reclassifications	-	-	-
Depreciation/amortisation expense	(80,263)	(282,866)	(363,129)
Recoverable Amount write-downs	-	-	-
Other movements	-	-	-
Disposals			
From disposal of operations	-	-	-
Other disposals	(9,331)	(5,664)	(14,995)
As at 30 June 2003			
Gross book value	566,329	1,128,050	1,694,379
Accumulated depreciation/amortisation	(238,149)	(468,784)	(706,933)
Net book value	328,180	659,266	987,446

TABLE B - Assets at valuation

Item	Other IP&E \$
As at 30 June 2003	
Gross value	62,780
Accumulated depreciation / amortisation	(62,761)
Net book value	19
As at 30 June 2002	
Gross value	175,044
Accumulated depreciation / amortisation	(154,653)
Net book value	20,391

01. Financial Statements

Note 6D: Other Non-Financial Assets	30 June 2003	30 June 2002
	\$	\$
Prepayments	60,092	3,490

All other non-financial assets are current assets.

Note 7: Other Liabilities	2003	2002
	\$	\$

Note 7A: Other Liabilities		
Lease incentives	93,427	-

Other liabilities are represented by:

Current	23,357	-
Non-current	70,070	-
Total other liabilities	93,427	-

Note 8: Provisions	2003	2002
	\$	\$

Note 8A: Capital Use Charge Provision		
Capital Use Charge	144,000	144,000
Balance owing 1 July	144,000	144,000
Capital Use Charge provided for during the period	139,000	-
Capital Use Charge paid	(139,000)	-
Balance owing 30 June	144,000	144,000

The Capital Use Charge provision is a current liability.

Note 8B: Employee Provisions		
Salaries and wages	44,196	35,191
Leave	151,003	229,353
Aggregate employee benefit liability and related on-costs	195,199	264,544

Employee provisions are represented by:

Current	178,922	175,112
Non-current	16,277	89,432
	195,199	264,544

Note 9: Payables	2003	2002
	\$	\$

Note 9A: Supplier Payables		
Trade creditors	29,914	121,399
Other creditors	42,582	75,001
Goods and services tax payable	2,602	-
Total supplier payables	75,098	196,400

All supplier payables are current liabilities.

Note 10: Equity

Note 10A: Analysis of Equity

Item	Accumulated Results		Asset Revaluation Reserve		Contributed Equity		Total Equity	
	2003	2002	2003	2002	2003	2002	2003	2002
Opening Balance as at 1 July	\$	\$	\$	\$	\$	\$	\$	\$
Net surplus/deficit	259,196	(81,219)	71,243	71,243	925,041	102,041	1,255,480	92,065
	405,860	484,415	n/a	n/a	n/a	n/a	405,860	484,415
Transactions with owner:								
Distributions to owner:								
Returns on Capital								
Capital use charge	(139,000)	(144,000)	-	-	-	-	(139,000)	(144,000)
Contributions by owner:								
Appropriations (equity injections)	-	-	-	-	450,000	823,000	450,000	823,000
Other	62,685	-	(62,685)	-	-	-	-	-
Closing balance as at 30 June	588,741	259,196	8,558	71,243	1,375,041	925,041	1,972,340	1,255,480
Less: outside equity interests	-	-	-	-	-	-	-	-
Total equity attributable to the Commonweath	588,741	259,196	8,558	71,243	1,375,041	925,041	1,972,340	1,255,480

01. Financial Statements

Note 11: Cash Flow Reconciliation

	30 June 2003 \$	30 June 2002 \$
Reconciliation of cash per Statement of Financial Position to Statement of Cash Flows		
Cash at year end per Statement of Cash Flows	63,608	1,215,356
Statement of Financial Position items comprising above cash:		
‘Financial Asset – Cash’	63,608	1,215,356
Reconciliation of net cash from operating activities:		
Add:		
Net surplus	405,860	484,415
Depreciation and amortisation	363,129	251,983
Write down of non-current assets	(4,584)	578
(Increase) / decrease in net receivables	36,014	13,851
(Increase) / decrease in GST Receivable	(18,324)	-
(Increase) / decrease in prepayments	(56,602)	46,193
Increase / (decrease) in employee provisions	(69,345)	35,009
Increase / (decrease) in supplier payables	(30,477)	99,374
Increase / (decrease) in cash to OPA	(1,300,000)	-
Increase / (decrease) in GST Payable	2,602	-
Net cash from / (used by) operating activities	(671,727)	931,403

Note 12: Executive Remuneration

	2003 \$	2002 \$
The number of executives who received or were due to receive total remuneration of \$100,000 or more:		
\$100 000 to \$109 999	1	-
\$170 000 to \$179 999	1	1
The aggregate amount of total remuneration of executives shown above.	278,305	174,247

Note 13: Remuneration of Auditors

	2003 \$	2002 \$
Financial statement audit services are provided free of charge to the Agency.		
The fair value of audit services provided was:	15,000	22,000
No other services are provided by the Auditor-General.		

Note 14: Average Staffing Levels

	2003 \$	2002 \$
The average staffing levels for the business operation and the Agency during the year were:	27	24

Note 15: Act of Grace Payments, Waivers and Defective Administration Scheme

	2003 \$	2002 \$
No ‘Act of Grace’ payments were made during the reporting period, and there were no amounts owing as at year end.		
No waivers of amounts owing to the Commonwealth were made pursuant to subsection 34(1) of the Financial Management and Accountability Act 1997.		
No payments were made under the ‘Defective Administration Scheme’ during the reporting period. (2002: No payments made)		

Note 16 Financial Instruments

Note 16A: Terms, Conditions and Accounting Policies

Financial Instrument	Notes	Accounting Policies and Methods (including recognition criteria and measurement basis)	Nature of Underlying Instrument (including significant terms and conditions affecting the amount, timing and certainty of cash flows)
Financial Assets			
Cash	5A	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 on cash at bank 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 (2001-02: 2%)
Receivables for goods and services	5B	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 (2002: 30 days)
Appropriations receivable	5	These receivables are recognised at their nominal amounts.	
Financial Liabilities			
Capital Use Charge payable	8A	Financial liabilities are recognised when a present obligation to another party is entered into and the amount of the liability can be reliably measured. This payable is recognised as the amount outstanding on the estimated amount to be paid in accordance with the calculations outlined by the Department of Finance and Administration.	
Trade creditors	9A	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 and 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.

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Note 16B – Interest Rate Risk

Financial Instrument	Notes	Floating Interest Rate		Fixed Interest Rate Maturing In						Non-Interest Bearing		Total		Weighted Average Effective Interest Rate	
		2003	2002	1 Year or Less	1 to 5 Years	> 5 Years	2003	2002	2003	2002	2003	2002	%	2002	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	%	%
Financial assets		62,608	1,214,356	-	-	-	-	-	-	-	-	62,608	1,214,356	2.0	2.0
Cash at bank	5A	-	-	-	-	-	-	-	-	-	-	-	-	n/a	n/a
Cash on hand	5A	-	-	-	-	-	-	-	-	1,000	1,000	1,000	1,000	n/a	n/a
Receivables for goods and services	5	-	-	-	-	-	-	-	-	66,834	66,834	23,820	66,834	n/a	n/a
Other receivables	5B	-	-	-	-	-	-	-	-	19,774	19,774	38,098	19,774	n/a	n/a
Appropriation receivable	5B	-	-	-	-	-	-	-	-	-	-	1,307,000	-	n/a	n/a
Total		62,608	1,214,356	-	-	-	-	-	-	87,608	87,608	1,432,526	1,301,964		
Total Assets												2,480,064	1,860,424		
Financial liabilities															
Trade creditors	9A	-	-	-	-	-	-	-	-	75,098	196,400	75,098	196,400	n/a	n/a
Capital Use Charge	8A	-	-	-	-	-	-	-	-	144,000	144,000	144,000	144,000	n/a	n/a
Total		-	-	-	-	-	-	-	-	219,098	340,400	219,098	340,400		
Total Liabilities												507,724	604,944		

Note 16C: Net Fair Values of Financial Assets and Liabilities

	Note	2003		2002	
		Total Carrying Amount \$	Aggregate Net Fair Value \$	Total Carrying Amount \$	Aggregate Net Fair Value \$
Departmental Financial Assets					
Cash at bank	5A	62,608	62,608	1,214,356	1,214,356
Cash on hand	5A	1,000	1,000	1,000	1,000
Receivables for goods and services	5B	23,820	23,820	66,834	66,834
Other receivables	5B	38,098	38,098	19,774	19,774
Appropriation receivable	5B	1,307,000	1,307,000	-	-
Total Financial Assets		1,432,526	1,432,526	1,301,964	1,301,964
Financial Liabilities (Recognised)					
Trade creditors	9A	75,098	75,098	196,400	196,400
Capital Use Charge	8A	144,000	144,000	144,000	144,000
Total Financial Liabilities (Recognised)		219,098	219,098	340,400	340,400

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 amounts.

Note 16D: Credit Risk Exposures

The Agency's maximum exposures to credit risk at reporting date in relation to each class of recognised financial assets ie 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.

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Note 17: Appropriations

Note 17A: Cash Basis Acquittal of Appropriations from Acts 1 and 3

Particulars	Administered Expenses	Departmental Outputs	Total
	Outcome 1		
Year ended 30 June 2003	\$	\$	\$
Balance carried from previous year	-	1,131,451	1,131,451
Appropriation for reporting period (Act 1)	-	2,970,000	2,970,000
Appropriation for reporting period (Act 3)	-	7,000	7,000
GST credits (FMA s 30A)	-	111,816	111,816
Annotations to 'net appropriations' (FMA s 31)	-	322,730	322,730
Available for payments	-	4,542,997	4,542,997
Payments made	-	(4,459,834)	(4,459,834)
Appropriations credited to special accounts	-	-	-
Balance carried to next year	-	83,163	83,163

Represented by:

Cash	-	63,608	63,608
Other	-	19,555	19,555
Total	-	83,163	83,163

Year ended 30 June 2002

Balance carried from previous year	-	200,048	200,048
Total annual appropriation	-	3,501,030	3,501,030
Annotations to 'net appropriations' (FMA s 31)	-	76,766	76,766
Available for payments	-	3,777,844	3,777,844
Payments made during the year	-	(2,646,393)	(2,646,393)
Appropriations credited to special accounts	-	-	-
Balance carried to the next year	-	1,131,451	1,131,451

Represented by:

Cash	-	1,118,896	1,118,896
Other	-	12,555	12,555
Total	-	1,131,451	1,131,451



Note 17B: Cash Basis Acquittal of Appropriations from Acts 2 and 4

Particulars	Administered Outcome 1		Non-operating				Total
	SPPs	New	Equity	Loans	Previous years' outputs	Admin assets and liabilities	
Year ended 30 June 2003	\$	\$	\$	\$	\$	\$	\$
Balance carried from previous year	-	-	96,460	-	-	-	96,460
Appropriation for reporting period (Act 2)	-	-	450,000	-	-	-	450,000
Appropriation for reporting period (Act 4)	-	-	-	-	-	-	-
Available for payments	-	-	546,460	-	-	-	546,460
Payments made	-	-	(546,460)	-	-	-	(546,460)
Appropriations credited to special accounts	-	-	-	-	-	-	-
Balance carried to the next year	-	-	-	-	-	-	-
<i>Represented by:</i>							
Cash	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Year ended 30 June 2002	\$	\$	\$	\$	\$	\$	\$
Balance carried from previous year	-	-	-	-	-	-	-
Total annual appropriation	-	-	823,000	-	-	-	823,000
Adjustments and annotations to appropriations	-	-	-	-	-	-	-
Available for payments	-	-	823,000	-	-	-	823,000
Payments made during the year	-	-	(726,540)	-	-	-	(726,540)
Appropriations credited to special accounts	-	-	-	-	-	-	-
Balance carried to the next year	-	-	96,460	-	-	-	96,460
<i>Represented by:</i>							
Cash	-	-	96,460	-	-	-	96,460
Total	-	-	96,460	-	-	-	96,460

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Appendix

Note 18: Reporting of Outcomes
Note 18A: Net Cost of Outcome Delivery

	Outcome 1		Total	
	2003	2002	2003	2002
	\$	\$	\$	\$
Administered expenses	-	-	-	-
Departmental expenses	3,171,238	3,355,176	3,171,238	3,355,176
Total expenses	3,171,238	3,355,176	3,171,238	3,355,176
<i>Costs recovered from provision of goods and services to the non-government sector</i>				
Administered	-	-	-	-
Departmental	243,417	-	243,417	-
Total costs recovered	243,417	-	243,417	-
<i>Other external revenues</i>				
Administered	-	-	-	-
Total Administered	-	-	-	-
Departmental	-	-	-	-
Goods and Services Revenue from Related Entities	-	-	-	-
Interest	6,000	9,850	6,000	9,850
Other	7,888	-	7,888	-
Total Departmental	13,888	9,850	13,888	9,850
Total other external revenues	13,888	9,850	13,888	9,850
Net cost/(contribution) of outcome	2,913,933	3,345,326	2,913,933	3,345,326

Note 18B: Major Classes of Departmental Revenues and Expenses by Output Groups and Outputs

Outcome 1	Output Group 1		Outcome 1 Total	
	2003	2002	2003	2002
	\$	\$	\$	\$
Departmental expenses				
Employees	1,270,634	1,582,252	1,270,634	1,582,252
Suppliers	1,534,171	1,520,337	1,534,171	1,520,337
Depreciation and amortisation	363,129	252,009	363,129	252,009
Other expenses	3,304	578	3,304	578
Other expenses	-	-	-	-
Other expenses	-	-	-	-
Other expenses	-	-	-	-
Total departmental expenses	3,171,238	3,355,176	3,171,238	3,355,176
Funded by:				
Revenues from government	3,319,793	3,751,866	3,319,793	3,751,866
Sale of goods and services	243,417	77,701	243,417	77,701
Other non-taxation revenues	13,888	9,850	13,888	9,850
Other non-taxation revenues	-	-	-	-
Total departmental revenues	3,577,098	3,839,417	3,577,098	3,839,417

02. Occupational Health and Safety

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

OH&S Policy

An Occupational Health and Safety (OH&S) Officer exists within EOWA to 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, and during this year there were 2 different members of staff in the position of OH&S officer. Any OH&S issues are discussed at regular staff meetings.

Measures taken During the Year

The following initiatives to promote health and safety were carried out during the year:

- The health and fitness and well-being policy was extended
- First aid officers trained
- Screen-based eye testing was carried out
- The microwave oven was checked regularly
- The water filter was replaced

The dollar figure for staff utilising EOWA's Health & Fitness and Well-being Policy has been increased as has the items that can be claimed under the policy. The purpose of the policy is to promote the involvement of EOWA staff in activities that contribute to a healthy lifestyle.

Statistics

During the year EOWA has 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 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

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 provide equal opportunity for women.

EOWA receives annual reports from over 2700 organisations covered by the Act on the progress of their workplace programmes.

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

Categories of Documents

EOWA files and maintains the following categories of documents:

- Cabinet documents—relating to 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 enquiries

03. Freedom of Information

- 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.
- Documents received by external sources—EOWA receives a variety of documents including consultants' reports, external research papers and reports.

Facilities Provided

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

The public may also gain physical access to documents of EOWA readily and efficiently by means of an electronic document register and a 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 anyone has trouble identifying or obtaining the relevant and necessary information, they will be contacted by the Freedom of Information Officer as soon as practically possible to resolve their enquiry.



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 \$23,439.93. A detailed list is as follows:

Advertising Agencies

Name	Summary of the nature and purpose of the consultancy	Cost
Australian Public Service Commission	Advertise APS Positions in the Gazette	\$963.85
Starcom Worldwide	Advertise Senior vacancies in the Press	\$3,346.41
HMA Blaze	Advertise vacancies in the Press	\$2,876.92
	Total	\$7187.18

Market Research Organisations

No market research organisations were used during the year.

Direct Mail Organisations

Name	Summary of the nature and purpose of the consultancy	Cost
The Mailing House	Action News Editions	\$15,021.62
	MGSM Conference	
	CEO Letters	
	Invitations to BAAs	
	Total	\$15,021.61

Media Advertising Organisations

Name	Summary of the nature and purpose of the consultancy	Cost
Media Monitors	Retainer services	\$231.14
	Total	\$231.14

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)
- Purchase appliances that meet energy performance standards

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

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

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

06. Discretionary Grants

No Discretionary Grants have been provided.



07. Consultancies Commissioned

Consultancy Contracts During 2002–2003

Name of Consultant	Description of Nature and Purpose	Contract Price	Selection process Used	Justification of Decision
Abbott Tout Solicitors	Lease of North Sydney Offices	\$3,245.00	Solicitor used by Lessor	Terms under the Lease Arrangements
Arts Events Management	EOWA Business Achievement Awards	\$26,136.10	Selective tenderer	Specialist expertise not available within EOWA
Bipona Pty Ltd	Speech & Presentation Training	\$3,987.50	Selective tender	Specialist expertise not available within EOWA
B-Line Business Solutions	Coordinate the 2002 Australian Women in Leadership Census Project	\$47,833.60	Selective tender	Specialist expertise not available within EOWA
Catalyst USA	Catalyst Census of Corporate Officer & Top Earners in Australia	\$32,784.94	Direct engagement of a recognised and pre-eminent expert	Specialist expertise not available within EOWA & Australia
Clare Gallagher	EOWA Database/Intranet	\$79,560.25	Continued contract from last financial year	Specialist expertise not available within EOWA
Credible Communications	EOWA Business Achievement Awards Public Relations Services	\$42,865.77	Selective tender	Specialist expertise not available within EOWA
Department of Employment & Workplace Relations	EOWA Database	\$121,594.74	Continued contract from last financial year	Specialist expertise not available within EOWA
E-Media	Design and construction of EOWA Website	\$7,295.98	Continued contract from last financial year	Specialist expertise not available within EOWA
INGUZ Consulting Pty Ltd	Facilitator and Emotional Intelligence Training	\$41,974.90	Selective tender	Specialist expertise not available within EOWA
Jackson Wells Morris	Media Services for 2002 Catalyst Publication/ Speechwriting	\$27,496.98	Selective tender	Specialist expertise not available within EOWA
Leadership Without Borders	Transformational Culture Change	\$70,290.00	Selective tender	Specialist expertise not available within EOWA
Lehman & Associates	Event Management of 2003 EOWA Business Achievement Awards	\$3,300.00	Selective tender	Specialist expertise not available within EOWA

07. Consultancies Commissioned

PPR Consulting	Workshop Facilitation	\$990.00	Selective tender	Specialist expertise not available within EOWA
Prodigi Solutions	Website Services	\$2,508.00	Selective tender	Specialist expertise not available within EOWA
Q Social Research	Payroll Analysis Tool Development	\$10,450.00	Selective tender	Specialist expertise not available within EOWA
Ree Izett Pty Ltd	Media Management for 2002 EOWA Business Achievement Awards	\$9,636.00	Selective tender	Specialist expertise not available within EOWA
Reid Campbell	Design/Fitout of EOWA Premises	\$34,978.78	Selective tender	Specialist expertise not available within EOWA
Take One Productions	Video Services for 2002 EOWA Business Achievement Awards	\$12,116.50	Selective tender	Specialist expertise not available within EOWA
Ulrike Shuermann	Strategic Partnerships Training	\$13,477	Selective tender	Specialist expertise not available within EOWA
Work + Life Strategies	EOWA Educative Services Framework & Services Delivery	\$17,765.00	Selective tender	Specialist expertise not available within EOWA
Public Service Merit and Protection*	Advertise APS Positions in the Gazette	\$963.85	A recognised and pre-eminent expert	Not Applicable
Starcom Worldwide*	Advertise Senior vacancies in the Press	\$3,346.41	DEWR tenders on behalf of all portfolio agencies	Not Applicable
HMA Blaze	Advertise vacancies in the Press	\$2,876.92	DEWR tenders on behalf of all portfolio agencies	Not Applicable
The Mailing House*	Action News Editions MSGM Conference CEO Letters Publications	\$15,021.62	A consultant who had previously undertaken closely related work for EOWA	Specialist expertise not available within EOWA
Media Monitors*	Census Media	\$231.14		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 2002 and 30 June 2003 are shown respectively in the following tables:

General Staffing Profile—30 June 2002

Band	F/T	P/T	Ongoing (included in F/T and P/T totals)	Non- ongoing	Men	Women	Employee under the <i>Public Service Act</i>	Location
PEO	1		1			1	0	Sydney
SES Band 1	1		1			1	0	Sydney
EL 1 and 2	4	2	6			6		Sydney except one in Brisbane
APS Level 5 and 6	10	2	4	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	
Total	21	4	17	8	2	23	24	Sydney and Brisbane

General Staffing Profile—30 June 2003

Band	F/T	P/T	Ongoing (included in F/T and P/T totals)	Non- ongoing	Men	Women	Employee under the <i>Public Service Act</i>	Location
PEO	1		1			1	0	Sydney
SES B and 1	1		1			1	1	Sydney
EL 1 and 2	3	1	1	3		4	4	Sydney except one in Brisbane
APS Level 5 and 6	8	6	4	10	0	14	14	Sydney
APS Level 2 to 4	8	0	4	4	3	5	8	Sydney
APS Level 1	0	0	0	0	0	0	0	
Total	21	7	11	17	3	25	27	Sydney and Brisbane

EEO Groups

Band	Culturally and Linguistically Diverse Backgrounds	Aboriginal or Torres Strait Islander	People with a Disability	Women	All Staff
PEO				1	1
SES Band 1				1	1
EL 1 and 2				4	4
APS Level 5 and 6	1			14	14
APS Level 2 to 4	2		1	5	8
APS Level 1					0
Total	3		1	25	28

08. EOWA Staffing

Staff Turnover during 2002–2003

Band	Male	Female	Total
PEO			0
SES Band1			0
EL 1 and 2		5	5
APS Level 1 and 6	2	9	11
	2	14	16

Salary Ranges available for APS Employees

The flowing 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	\$87354	\$87354
EL 2	\$73458	\$89624
EL 1	\$63693	\$70844
APS Level 6	\$49944	\$61802
APS Level 5	\$46065	\$52831
APS Level 4	\$41262	\$48495
APS Level 3	\$37025	\$43241
APS Level 2	\$32639	\$38975
APS Level 1	\$28820	\$34335

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

Agreement	Band	Employees Covered
Australian Workplace Agreement	SES	1
	Non-SES	4
Certified Agreement	APS	22
Total		27

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

09. 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 2002–03 reporting year, as at 10 September 2003. For a continually updated list of non-compliant organisations, please refer to our website.

Organisation	Location	Industry Sector
A J Mills & Sons Pty Ltd	Lismore, NSW	Road Transport
Bell Commodities Limited trading as C A & L Bell Commodities	Melbourne, VIC	Services to Finance and Investment
Berri Hotel Incorporated	Berri, SA	Accommodation
Cairns Hardware Co Pty Ltd	Cairns, QLD	Machinery and Motor Vehicle Wholesaling
Charles Hull Contracting Co Pty Ltd	Waroona, WA	Construction Trade Services
Corinthian Industries (Holdings) Pty Ltd	St. Mary's, NSW	Wood and Paper Product Manufacturing
Rilin Investments Pty Ltd	Artarmon, NSW	N/A
F R Ireland Pty Ltd	Cairns, QLD	Motor Vehicle Retailing and Services
Fashion Fair Pty Ltd	Lidcombe, NSW	Personal and Household Good Retailing
Kays Bag Stores (NSW) Pty Ltd	Surry Hills, NSW	Personal and Household Goods Retailing
Milstern Health Care Pty Ltd	Sydney, NSW	Health Services
Pt Garuda Indonesia Ltd	Sydney, NSW	Air and Space Transport
Ross Cosmetics Australia Pty Ltd	Tullamarine, VIC	Cosmetic and Toiletry Preparation Manufacturing
Sunshine Plantation Pty Ltd ("Big Pineapple")	Woombye, QLD	Sport and Recreation
Thomas Jewellers (Aust) Pty Ltd	Melbourne, VIC	Personal and Household Good Retailing

10. Waived Organisations

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

The following list names those organisations whose application to be Waived was approved in 2002–03:

Waived for 1 year

Allied Pickfords Pty Ltd
Barker College
Fletcher International Exports Pty Ltd
George Weston Foods Limited—Baking Division
Kelly Services (Australia) Ltd
Master Builders Association of NSW
Mt Isa Group Apprenticeship, Traineeship & Employment Inc trading as Migate
National Australia Bank Ltd
Reckitt Benckiser (Australia) Pty Ltd trading as Reckitt Benckiser
RACQ Group (including the Royal Automobile Club of Queensland Limited, RACQ Operations Pty Ltd & RACQ Insurance Limited)
Southern Cross Care (Qld) Inc
Westminster School

Waived for 2 years

ACH Group (Aged Care and Housing Group Inc)
Albany International (Australia) Pty Ltd
Alphapharm Pty Ltd
Anglican Church Grammar School
Apple Computer Australia
Australian Gas Light Company
Australian Health Management Group Ltd
Australian Weaving Mills Pty Ltd
Boeing Australia Limited
Cabrin Hospital
Cairns Region Group Apprentices Ltd trading as Cairns Region Group Training
Catholic Education Office, Diocese of Lismore
Catholic Schools Office, Diocese of Wagga Wagga
Christian Brothers Incorporated trading as Rostrevor College
Claude Group Pty Ltd
Credit Suisse First Boston Australia Management Limited
Cutting Edges Pty Ltd
DDB Worldwide Pty Ltd
Deloitte Touche Tohmatsu
Freehills
General Mills Australia Pty Ltd
GlaxoSmithKline Australia Pty Ltd
Harvey Norman

Hunt & Hunt
JP Morgan Holdings Australia Limited
John Paul College
KPMG Australian Services Pty Ltd trading as KPMG Australia Pty Ltd
La Trobe University
Mentone Girls' Grammar School
Microsoft Pty Ltd
Nestle Australia Ltd
Nutrimetics International (Australia) Pty Limited
Orlando Wyndham Group Pty Ltd
Peerless Holdings Pty Ltd trading as Peerless Foods Pty Ltd and Pridham Organic Recyclers Pharmacia Pty Ltd
Presbyterian Ladies' College, Melbourne
Ramsay Health Care Australia Pty Ltd
Roman Catholic Trust Corporation trading as Diocesan Catholic Education Office
Royal Automobile Club of Victoria (RACV) Ltd
Royal Blind Society
RSL Care (Qld) War Veterans Homes Limited trading as RSL Care
Schenker Australia Pty Ltd
S Kidman & Co Ltd
SingTel Optus Pty Ltd trading as Optus Communications
Smith & Nephew (Healthcare) Pty Ltd
Solution 6 Pty Limited
St George Bank Limited
St John of God Health Care Inc
State Super Financial Services Limited
The Trustees of Church Property for the Diocese of Newcastle trading as Anglican Care
TXU Australia trading as TXU Pty Ltd
UnitingCare Burnside
UnitingCare Moorfields Community
University of Technology, Sydney
Vision Australia Foundation Pty Ltd
WA Baptist Hospitals and Homes Trust Inc trading as Baptistcare
Wesfarmers Energy Ltd
Wittner's Australia Pty Ltd trading as Wittner Shoes

Waived for 3 years

Mt Olivet Community Services

For a list of all current and previously Waived organisations, please see the following page of our website: http://www.owa.gov.au/Waiving/List_of_Waived_Organisations.asp

11. EOWA Business Achievement Award Winners

The EOWA Business Achievement Awards were held on 29 October 2002.

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

Award 1: Leading CEO for the Advancement of Women

Robert Franklin, Managing Director, Autoliv Australia Pty Ltd

Award 2: Diversity Leader for the Advancement of Women

Wilma Stevens, National Manager – EEO and Diversity, Commonwealth Bank of Australia

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

Sara Lee Household & Body Care (Australia) Pty Ltd

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

Autoliv Australia Pty Ltd

Award 5: Outstanding EEO Practice for the Advancement of Women

Tabcorp

Award 6: Most Promising Person or Organisation for the Advancement of Women

Canberra Girls' Grammar School

12. EOWA Employers of Choice for Women

In October 2002, 93 organisations were lauded the citation of *EOWA Employer of Choice for Women* (EOCFW). Of these, 53 had previously received the citation in 2001, the first year in which the citation was awarded.

These organisations are:

Agilent Technologies
Alcoa World Alumina
Aldersgate
American Express Australia
AMP Limited
ANZ Banking Group
Arup Australasia
Austral Nursing Home
Australian National Credit Union
Autoliv Australia
Avis Australia
Avon Products
Basell Australia
Baxter Healthcare Australia/NZ
Bishop Davies Court Nursing Home
Blake Dawson Waldron
Boots Health Care Company
BP Australia
Brisbane Water (NSW) Legacy
BT Financial Group
BTR Automotive Drivetrain Systems
Cairns Colonial Club Resort
Calvary Health Care Tasmania
Canberra Girls' Grammar School
Citibank Ltd
Commonwealth Bank of Australia
Curtin University of Technology
Deloitte Touche Tohmatsu
Edith Cowan University
Eliza Purton Home for the Aged
Energy Resources of Australia
Epworth Hospital
Ernst & Young
Exxon-Mobil Corporation
Flinders University
Ford Motor Company
Fullarton Lutheran Homes Inc
Griffith University
Hays Personnel Services (Australia)
Hewlett-Packard Australia
IBM Australia
IGT Australia
Illawarra Technology Corporation
Institute of Chartered Accountants
John Wiley & Sons Australia
Kilbreda College
La Trobe University
Lend Lease Corporation
Loreto Mandeville Hall – Toorak
Loreto Normanhurst
Macquarie University
Mars Incorporated
McDonald's Australia
Meat & Livestock Australia Ltd
Merck Sharp & Dohme (Australia)
Monash University
Moreton Bay College
OPSM Pty Ltd
Optus
Oracle Corporation Australia
Overnewton Anglican Community College
Pitney Bowes Australia
Pymble Ladies' College
Queensland University of Technology
Ravenswood School for Girls
Royal Far West Children's Health Scheme & Services for the Aged
Royal Melbourne Institute of Technology
Royal Sydney Golf Club
S C Johnson & Son
Saint-Gobain Abrasives Australia
Santa Sabina College
Sara Lee Household & Body Care Australia
Savings & Loans Credit Union (SA)
Sea World Enterprises
Sitel Pty Ltd
Somerville Community Services
St John of God Health Care Inc
Star City Pty Ltd
Sun Microsystems
The Frank Whiddon Masonic Homes of NSW
The Friends' School
The Pharmacy Guild of Australia, Qld Branch
Toorak College, Mt Eliza
United Water International
Uniting Church Frontier Services
University of Melbourne
University of New England
University of Queensland
University of Technology, Sydney
University of Western Australia
Villa Maria Centre
Westpac Banking Corporation
Windsor Hotel



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 people as employees
- The promotion, transfer and termination of employment of employees
- Training and development for employees
- Work organisation
- Conditions of service of employment
- Arrangements for dealing with sex-based harassment of women in the workplace
- Arrangements for dealing with pregnant, potentially pregnant employees and employees who are breastfeeding their children

Equal Opportunity for Women in the Workplace

Equal Opportunity is a goal of a *workplace program*. 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 against women in relation to the seven Employment Matters by the employer
- Measures are taken by the employer to contribute to the achievement of equal opportunity for women in relation to the seven Employment Matters.

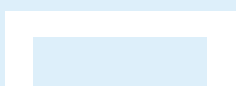
Under the amended Act, employers have to develop a workplace program by:

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

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

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