

equal opportunity for women in the workplace agency

Annual Report 10 | 11



Australian Government

Equal Opportunity for
Women in the Workplace Agency

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The Hon Julie Collins MP
Minister for the Status of Women
PO Box 6022
House of Representatives
Parliament House
CANBERRA ACT 2600

Dear Minister

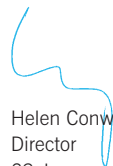
I have pleasure in presenting to you the Annual Report of the Equal Opportunity for Women in the Workplace Agency (EOWA) for the year 2010–2011.

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

Appendix 1, containing the Financial Statements for the period ended 30 June 2011, has been prepared in accordance with the Finance Minister's orders and as required by Section 49 of the *Financial Management and Accountability Act 1997*.

This Annual Report covers the period from 1 July 2010 to 30 June 2011, and also includes EOWA's most current report assessment data from compliance reports submitted for the 1 April 2010–31 May 2011 reporting year.

Yours sincerely



Helen Conway
Director
23 January 2012

Our Vision

To achieve equal opportunity for women in Australian workplaces.

Our Mission

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

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

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

An electronic copy of the annual report is available at:
http://www.eowa.gov.au/Information_Centres/Resource_Centre/EOWA_Publications/Annual_Reports/EOWA_Annual_Report_10_11.asp

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01

Review by Director



Review by Director



Helen Conway
Director, EOWA

I commenced my term as Director of the Agency on 27 April 2011, taking over from Mairi Steele who led the Agency very capably for the first ten months of the year.

Once again, it was an interesting year for the Agency. Most significantly, on 9 March 2011, the Minister for the Status of Women, the Honourable Kate Ellis, announced the government's response to the review of the Agency and its underlying legislation. This response reflected a commitment to retaining and improving the Agency in recognition of its position as an important component of the Australian Government's efforts to support and improve women's workforce participation and to increase gender equality in the workplace.

Another significant event for the Agency during the year was the publication of its biennial *Census of Women in Leadership* in October 2010. The Agency has been conducting this census since 2002. It provides very important trend data relating to the representation of women at board and executive management levels in the ASX top 200 companies. Disappointingly, the 2010 Census revealed that the number of women in these leadership positions had barely changed in the eight years since 2002. Clearly, there has been insufficient effort made to address the systemic inequality which prevents talented and capable women contributing at senior levels.

The 2010 Census made an impact. It received significant media coverage and continues to be regularly cited in publications and discussions about gender diversity in corporate leadership. Following the release of the 2010 Census results, we have seen a renewed enthusiasm for, and commitment to, change in this area. While the Agency was working on the 2010 Census, the Australian Securities Exchange Corporate Governance Council introduced new guidelines in relation to gender diversity. The guidelines recommend that listed companies establish and disclose in their annual report their diversity policy, including

measurable objectives for achieving gender diversity, and also disclose the proportion of women employees in the whole organisation, in senior executive positions and on the board. While these recommendations only apply from 1 January 2011, so we are yet to see the results of the first reporting year, some companies have already shown commitment to change by publicly announcing their proposed actions, including the setting of gender targets for board and management positions. We are also seeing an increasing number of mentoring programs and talent management programs, and an improved focus on ensuring management accountability for gender diversity. Over time, as these initiatives gain traction, we believe they will contribute to a significant improvement in gender diversity in corporate leadership positions.

Since taking up my position as Director of the Agency, in addition to maintaining “business as usual”, my focus has been on preparing the Agency to be able to deliver effectively under the reforms announced by the Minister. Importantly, the manner in which the Agency has always operated will not change. We will continue to work cooperatively with employers, and will put particular focus on building key external relationships, raising the profile of gender equality issues and assisting in the aggregation of efforts being made by many to improve gender equality in the workplace.

I would like to pay tribute to the work of Mairi Steele. Mairi led the efforts by the Agency to provide valuable input to the government’s review and also worked very hard to strengthen relationships between the Agency and other areas of government. She did this while also ensuring the Agency continued to operate effectively under its existing legislation. I am delighted we will continue to have a relationship with Mairi in her current role as Branch Manager of the Office for Women in Canberra.

I would also like to thank the staff of the Agency. Notwithstanding the uncertainty created by the review, they have continued to work very professionally and have remained focussed on assisting employers in their gender diversity efforts.

I consider it a privilege to be the Director of the Agency. The issue of gender diversity in the workplace is both challenging and exciting. I look forward to working with my colleagues at the Agency and with our external stakeholders to deliver better outcomes for gender equality in Australian workplaces.

EOWA Overview

02



EOWA Overview

Role, Functions and Powers

EOWA's primary role is to:

- administer the *Equal Opportunity for Women in the Workplace Act 1999* (the Act).

The principal objects of this Act are:

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

The functions and powers of EOWA are:

- to advise and assist relevant employers in the development and implementation of workplace programs;
- to issue guidelines to assist relevant employers to achieve the purposes of this Act;
- to monitor the lodging of reports by relevant employers as required by this Act and to review those reports and deal with them in accordance with this Act;
- to monitor and evaluate the effectiveness of workplace programs in achieving the purposes of this Act;

- to undertake research, educational programs and other programs for the purpose of promoting equal opportunity for women in the workplace;
- to promote understanding and acceptance, and public discussion, of equal opportunity for women in the workplace;
- to review the effectiveness of this Act in achieving its purposes; and
- to report to the Minister on such matters in relation to equal opportunity for women in the workplace as the Agency thinks fit (including a review under paragraph (g)).

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

Organisational Structure

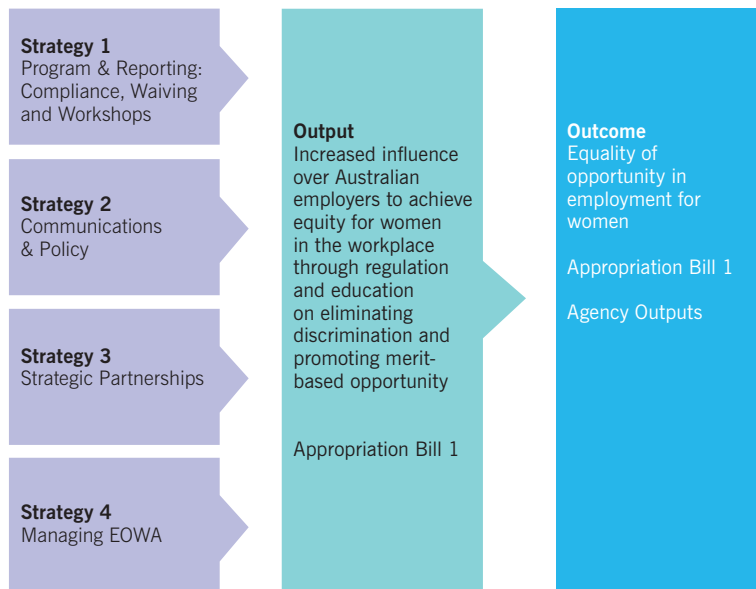
EOWA is a statutory authority located within the portfolio of the Australian Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA). The Directorship of EOWA is a statutory appointment made by the Governor-General of Australia. The Director reports directly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

In accordance with Section 20 of the Act, Helen Conway was appointed as Director of EOWA, effective 28 April 2011, taking over from the Acting Director, Mairi Steele.

Outcome and Output Structure

FIGURE 1

Organisational Structure Relating to Outputs and Outcomes



Report on Performance

03



Report on Performance

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

TABLE 1

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

Outcome	
	Increased influence over Australian employers to achieve equity in the workplace through regulation and education on eliminating discrimination and promoting merit-based opportunity.
Impact Measured by Effectiveness Indicators	Agency operation within budget; compliance with the Act; client performance improvement; increase in women in management; increase in paid maternity leave; reduction in pay equity gap amongst EOWA Employer of Choice for Women (EOCFW) organisations; eligibility for waiving; EOCFW citations; requests for information and advice; and workshop attendance.
Actual Performance	<ul style="list-style-type: none"> • EOWA operated within budget; • there were 2,908 organisations identified by the Agency for reporting purposes in 2010–2011, compared with 2,826 in 2009–2010; • there were 2,720 compliant organisations and five non-compliant organisations in 2010–2011, compared with 2,587 compliant and 12 non-compliant organisations in 2009–2010; • there was an average of 4.5 employment matters actioned per reporting organisation in 2010–2011, compared with 4.4 matters in 2009–2010; • the number of women within reporting organisations holding managerial roles increased from 32.4 per cent in 2009–10 to 33.8 per cent in 2010–2011; • the number of reporting organisations providing paid maternity leave decreased from 54.9 per cent in 2009–2010 to 53.9 per cent in 2010–2011; • the pay equity gap among EOCFW organisations increased from 12.7 per cent in 2009–2010 to 15 per cent in 2010–2011; • the number of organisations waived from reporting was 130 in 2010–2011, compared with 102 in 2009–2010; • the number of organisations receiving the EOCFW citation increased from 96 in 2009–2010 to 99 in 2010–2011; • there were 3,457 inquiries received and actioned regarding compliance with the Act in 2010–2011, compared with 4,377 inquiries in 2009–2010; and • participation in EOWA workshops increased from 235 attendees in 2009–2010 to 269 during 2010–2011.

Output

Leading Australian employers to improve equal opportunity outcomes for women in the workplace.

Output Measured by Quality and Quantity

Administration of the Act; workshop attendance and evaluation; client site visits; provision/maintenance of website and on-line educational tools; written materials publications and presentations; on-line bullying and harassment training program licences sold; e-newsletters and client updates; and CEO and senior business executive attendance at the BAAs.

Actual Performance

- all reporting organisations were contacted with offers of feedback and support on their annual compliance reports;
- there were 269 participants at 22 educational workshops conducted in 2010–2011;
- an evaluation revealed 99.6 per cent of workshop participants were satisfied that the workshop had met their expectations;
- there were two client site visits;
- the website was regularly updated with current research, tools and information to meet the needs of clients and other stakeholders;
- several research pieces were produced, including the *EOWA 2010 Australian Census of Women in Leadership*, the 2010 EOWA Annual Survey, *Case Studies of Work/Life Innovation*, *Gender Workplace Statistics at a Glance* and the *EOWA Industry Verticals*;
- there were three customised workshops developed for clients;
- presentations were given to human resources students at three universities and two community colleges;
- the Agency hosted two delegations from China;
- the Director and senior staff delivered speeches and presentations throughout 2010–2011;
- seven individual organisations purchased a total of 449 licences to use the Agency's on-line bullying and harassment training program during 2010–2011;
- the e-newsletter was distributed to about 7,500 subscribers;
- the *Gender Workplace Statistics at a Glance* publication was distributed to CEOs of all reporting organisations; and
- the annual BAAs event attracted approximately 500 people, including around 100 senior business executives from a diverse range of industries.

Reporting

Employers who must comply with the Act are required to develop and implement a workplace program and report annually to EOWA on their program's effectiveness. These reports include information on:

- the composition of the employer's workforce;
- how the employer consulted with staff to identify issues for women in their workplace;
- the employer's analysis and issues identified for women in their organisation across the seven employment matters;
- actions taken to address prioritised issues;
- the evaluation of the actions taken; and
- planned future actions.

EOWA's reporting clients are assessed as either compliant, non-compliant or waived from reporting for a specified period of time under the Act. Should a report be assessed initially as non-compliant, Client Consultants work with that organisation to seek to obtain the necessary additional information for them to reach compliance with the Act.

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

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

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

In March 2011, 2,870 CEOs from reporting organisations were sent a personalised letter on behalf of EOWA's Acting Director updating them on the Agency's activities and also inviting them to contact EOWA for reporting and workplace program assistance. Additionally, all CEOs from compliant organisations received a letter advising compliance with the Act.

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

Non-Compliant Organisations

As at 18 October 2011, there were five reporting organisations that are registered with EOWA that did not comply with the Act due to non-submission of their report. For the names of the 2010–2011 non-compliant organisations, refer to Appendix 9.

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

Federal and some state governments have policies in place that prevent them from buying goods and services from, or entering into a contract with, a non-compliant organisation. Non-compliant organisations may also be ineligible for federal grants under specified industry assistance programs.

Achieving a Waiver from Annual Compliance Program Reporting

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

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

In order to be waived from reporting, an organisation must demonstrate that it has consulted with all staff (particularly women) on issues for women in its workplace; provide a detailed analysis of its progress in relation to the seven employment matters relating to equal opportunity for women in its workplace; and present supporting information which confirms that the organisation has done everything reasonably practicable to advance women and remove barriers.

If a waiver is granted, the employer is not required to submit a report to EOWA for a period of up to three years. Under the Act, organisations which have been waived from reporting are required to continue to develop their workplace programs during the period of the waiver.

The granting of a waiver from reporting:

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

In March 2011 EOWA Acting Director, Mairi Steele, approved a recommendation that the 49 organisations on the EOWA Employer of Choice for Women (EOCFW) list for 2011, which were also due to submit a compliance report/application for waiver for 2010–2011, be offered a waiver from annual compliance reporting. This decision was based on the knowledge that organisations which achieved EOCFW status provided detailed analysis, took action, and achieved outcomes which exceeded the requirements for a waiver from annual compliance reporting. All of the EOCFW organisations which were offered a waiver accepted the offer.

In addition to the 49 EOCFW organisations granted a waiver, 91 organisations applied to be waived, making a total of 140, an increase from the total of 119 waiver applications/EOCFW waiver offers in the 2009–2010 reporting year. In 2010–2011, EOWA Director Helen Conway waived the reporting requirements of a total of 130 organisations (compared with 102 organisations in 2009–2010).

A list of waived organisations is provided in Appendix 10.

Women in EOWA Reporting Organisations

In 2010–2011 reporting organisations employed 2,846,140 people and 47.9 per cent, or 1,363,626, were women. The proportion of women in these organisations is shown by employment category on the following page, together with the figures for 2010–2011 and the previous three years.

TABLE 2

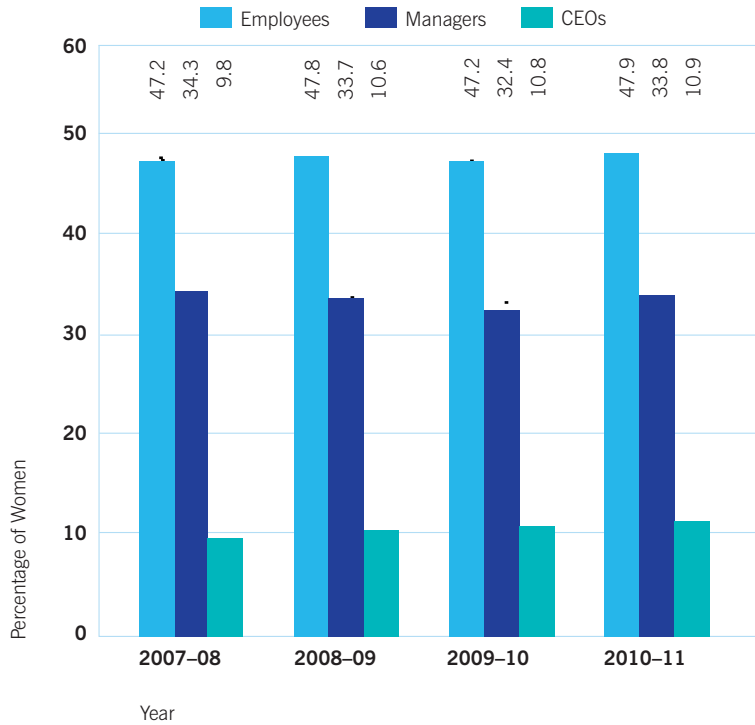
Women in EOWA Reporting Organisations by Employment Category

	2010–11 (%)	2009–10 (%)	2008–09 (%)	2007–08 (%)
CEOs	10.9	10.8	10.6	9.8
Managers	33.8	32.4	33.7	34.3
Employees	47.9	47.2	47.8	47.2
Full-time Employees	35.0	34.2	36.1	34.3
Part-time Employees	76.2	76.6	77.0	77.5
Casual Employees	57.9	57.0	56.6	57.4
Part-time Managers	77.0	80.6	77.7	81.0
Casual Managers	43.6	46.8	57.6	56.6

Source: EOWA Compliance Data

FIGURE 2

Women's Employment Participation in EOWA Reporting Organisations



Source: EOWA Compliance Data

Annual EOWA Survey of Reporting Organisations

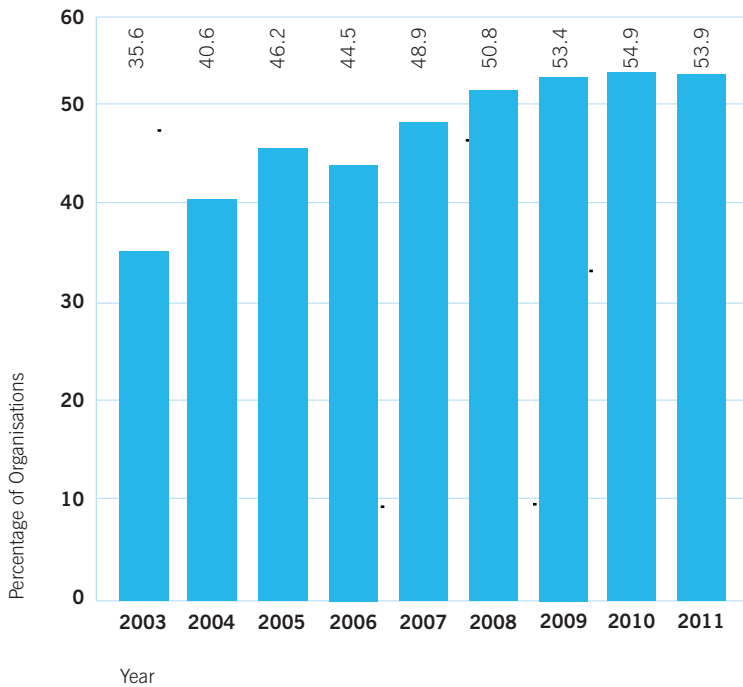
Since 2001, EOWA has conducted voluntary surveys of reporting organisations as part of the annual reporting process. The data is collected through telephone conversations between EOWA Client Consultants and reporting organisations during the reporting period each year. The 2010–2011 survey focused on paid maternity leave, paternity leave, gender pay equity analysis and sex-based harassment refresher training. A total of 2,461 organisations participated in the survey, which constituted a response rate of approximately 90 per cent.

Key findings of those surveyed include:

- 53.9 per cent now provide paid maternity leave – an increase of 18.3 per cent since 2003;
- 36.9 per cent now provide paid paternity leave;
- 36.6 per cent conducted an annual gender pay equity analysis; and
- 76 per cent conducted sex-based harassment refresher training.

FIGURE 3

Provision of Paid Maternity Leave in EOWA Reporting Organisations



Source: EOWA Survey of Paid Maternity Leave

Educating HR and Diversity Practitioners

Workshops and Education Sessions

EOWA conducts workshops and provides other services to help clients develop equal opportunity workplace programs, and to educate employers about the business benefits of removing barriers to women's participation in the workplace.

A total of 269 participants attended 22 workshops across Australia during 2010–2011. Workshops attracted a similar attendance in 2009–2010 – with 235 people participating in 25 workshops during that period.

All workshop participants were asked to fill in an evaluation form to provide feedback about the sessions. More than 99.5 per cent of respondents either agreed or fully agreed that their workshop expectations had been met.

Bullying and Harassment Prevention: an EOWA On-line Program

EOWA developed an on-line multi-media training program in 2008, to help employers educate their workforce about appropriate behaviour at work.

This education program aimed to protect employees from harm and provided protection for organisations from potential costly and time-consuming claims. Seven organisations purchased a total of 449 on-line bullying and harassment training program licences as part of the program.

In March 2011, as part of an overall change in focus and strategy for EOWA, it was decided not to continue to provide the program and to channel resources into other initiatives.

Advice and Consultation

EOWA provides advice and consultation both over the telephone and in person to reporting clients, media, academics, students, government organisations, women's groups and the general public.

EOWA provides detailed assistance to employers regarding interpretation of the Act, how to comply with the Act, workplace program development, the use of workplace development tools, case studies from leading organisations and general information on issues for women in the workplace.

Pay Equity Projects

In April 2010, EOWA began work on two pay equity projects: an on-line course for human resource practitioners (and others interested in pay equity); and an Australian Standard on Gender-Inclusive Job Evaluation and Grading. EOWA engaged pay equity specialist, Philippa Hall, to design and manage these projects.

On-line Course on Pay Equity

Mind the Gap is an interactive course which builds understanding of pay equity issues and remedies. It is primarily for human resources practitioners and is suitable for others interested in pay equity. It covers legislation, statistics, pay equity histories and case studies, and provides checklists and tools for use with components of remuneration and techniques for valuing work and setting remuneration. The course is provided free of charge.

Australian Standard on Gender-Inclusive Job Evaluation

This project involves working with Standards Australia and stakeholders, and builds on the existing New Zealand Standard on Gender-Inclusive Job Evaluation and Grading (P8007/2006). The Standard will enable users to check that job evaluation is conducted according to best practice in gender equity, and is for use with any job evaluation system. It will be informed by international best practice, research and jurisprudence on job evaluation, pay equity and sex discrimination.

The Standard is expected to be available in early 2012.

Throughout 2010–11, EOWA continued to offer a variety of pay equity resources free of charge to organisations including: a pay equity audit tool; the business case; case studies; and research data and information on the EOWA website.

Communications

Website

EOWA's website continues to offer an extensive range of on-line tools along with a library of rich resources. These include: the *Mind the Gap* pay equity course; a pay equity audit tool; up-to-date statistics on employment matters; and policies, practices and case studies from leading organisations designed to enhance the development of successful equal opportunity workplace programs.

These updates and improvements help in providing a user-friendly website that is an informative resource for business, the media, government and the general public.

Speeches and Presentations

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

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

Submissions to Inquiries

EOWA did not make any submissions to inquiries in the 2010–2011 financial year.

Community Engagement Campaigns

In 2008, EOWA named Equal Pay Day for the first time in Australia. Equal Pay Day 2010 was 4 September, a date chosen for its significance as marking the additional time after the close of the financial year (66 days) that women have to work to match men's earnings in that financial year. This calculation is based on ABS average full-time weekly earnings data which found that Australian women earn 17.2 per cent less than men do in a year.

In September, an Equal Pay Day event was coordinated by EOWA, in partnership with the Diversity Council of Australia (DCA), and hosted by Ernst & Young. The event, which attracted approximately 50 attendees, featured several speakers including EOWA Acting Director, Mairi Steele, and EOWA pay equity specialist, Philippa Hall. There was a generous question and answer session at the end, aimed at generating a greater understanding of what pay equity is and what business can do to address it.

EOWA also:

- conducted an Avant Card campaign through which approximately 240,000 free postcards were distributed across Australia;
- contacted a variety of stakeholders informing them of the day, including government, community and private sector organisations;
- provided a range of resources on pay equity via the EOWA website; and
- conducted an extensive media campaign.

Publications

EOWA 2010 Australian Census of Women in Leadership

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

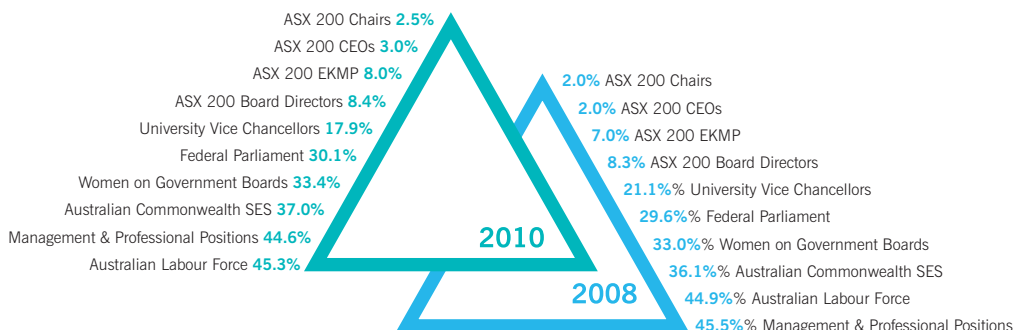
Key findings of the research revealed that in ASX200 companies:

- Women made up 8.4 per cent of Board Directors and 8.0 per cent of Executive Key Management Personnel (compared to 8.3 per cent and 7.0 per cent in 2008 respectively).
- Women made up 3 per cent of CEOs (a total of 6) and 2.5 per cent of Board Chairs (a total of 5) (compared with 2 per cent (4) and 2 per cent (4) in 2008, respectively).

The 2010 Census featured a number of data analyses. These included an international comparison of data against five other nations, including the United Kingdom and New Zealand, and a list of top performing companies, defined as those companies which have 25 per cent or more women on both their board and senior executive team.

FIGURE 4

Status of Women in the ASX 200 and Other Key Areas



This publication can be accessed via EOWA's website at:
http://www.eowa.gov.au/Information_Centres/Resource_Centre/EOWA_Publications/EOWA_Census/2010_Census/2010_Census_Report.asp

EOWA Industry Verticals

The EOWA Industry Verticals are a series of research publications that present an analysis of data derived from equal opportunity reports submitted by employers to EOWA. They each offer insights into their industry-specific trends and issues for women in the workplace. In February 2011, fact sheets on the following industries were released:

- administration and support;
- accommodation and food;
- arts and recreation;
- construction;
- education and training;
- finance and insurance;
- healthcare and social assistance;
- information, media and telecommunications;
- manufacturing;
- mining;
- other services;
- professional, scientific and technical services;
- retail;
- transport, postal and warehousing; and
- wholesale trade.

These publications can be accessed via EOWA's website at:
http://www.eowa.gov.au/Information_Centres/Resource_Centre/EOWA_Publications/Industry_Verticals/2011/2011_Industry_Verticals.asp

EOWA and DCA's Auspoll Survey on Australian Attitudes to Gender Pay Equity

In September 2010, EOWA and DCA released the results of an online poll examining knowledge of, and attitudes towards, gender pay equity. The last time a similar poll was conducted was in 2008.

A group of 1,052 individuals participated in the poll, consisting of a mix of professionals from Workplace Training Advisory Australia and the general population.

Following the release of the results, the DCA generated a report titled *Australian attitudes to pay equity*. Key findings included:

- 80 per cent of the general community are aware Australian women, on average, earn less than Australian men (compared with 82 per cent in 2008);
- 76 per cent of the general community believe that action must be taken to close the gap between men's and women's earnings (compared with 80 per cent in 2008);
- 86 per cent of the general community don't have a full understanding of pay equity (compared with 89 per cent in 2008); only 14 per cent believe that pay equity means "equal pay for men and women doing different but equivalent jobs" (compared with 12 per cent in 2008).
- 33 per cent of young people aged 18–24 years underestimated the gap in wages saying they thought women either earned the same as men, or earned more than men (compared with 48% in 2008).

This publication can be accessed via EOWA's website at:
http://www.eowa.gov.au/Pay_Equity/Pay_Equity_Information.asp
under Research Reports

EOWA News Alert

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

Each edition provides reporting information, updates on relevant internal or external events and information on equal opportunity issues. The publication is distributed to about 7,500 subscribers.

Media

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

In 2010–2011 the Agency received significant media coverage on:

- the *EOWA 2010 Australian Census of Women in Leadership*;
- the EOWA Employer of Choice for Women Citation;
- the EOWA Business Achievement Awards;
- Equal Pay Day; and
- general issues regarding women and work.

Building Partnerships and Engaging Business Leaders

In 2010–2011, EOWA continued to strengthen strategic relationships with leading organisations and networks within Australia. EOWA's senior staff also worked to further develop the public profile of the agency through participation in a variety of forums around the country.

EOWA's key initiatives in 2010–2011, aimed at inspiring leaders to take action to help women advance in the workplace, included:

- the EOWA Business Achievement Awards;
- Equal Pay Day campaign;
- speaking engagements by the Director and senior staff;
- the EOWA Employer of Choice for Women Citation;
- the 2010 *EOWA Census of Women in Leadership*; and
- case studies of work-life innovation.

EOWA Business Achievement Awards

Each year, the prestigious EOWA Business Achievement Awards recognise business leaders and leading-edge organisations that have strategically driven the advancement of women in their workplaces.

Held in Melbourne on 10 November, the 2010 BAAs attracted approximately 500 guests, including more than 25 CEOs and more than 80 senior business executives.

Winners were awarded across six categories, all of which were endorsed by corporate sponsors, including Australian Industry Group, Commonwealth Bank of Australia, ExxonMobil, Freehills, IBM Australia and McDonald's Australia.

The 2010 BAAs received favourable feedback from attendees for demonstrating different approaches to employment-related equal opportunity and highlighting the ways in which organisations could adopt new measures to better advance women in their businesses. As in previous years, the event also attracted positive media coverage.

The 2010 BAA winners are listed in Appendix 11.

EOWA Employer of Choice for Women

In March 2011, 99 organisations were featured on the EOWA Employer of Choice for Women list (compared with 96 organisations in 2010).

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

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

- have policies in place (across employment matters) that support women across the organisation;
- have effective processes (across employment matters) that are transparent and gender inclusive;
- have strategies in place that support a commitment to fully utilising and developing all staff, removing barriers to women;
- educate its employees (including managers, casual and contract staff) on their rights and obligations regarding sex-based harassment;
- have an inclusive organisational culture that is championed by the CEO, driven by senior executives and holds line managers accountable; and
- deliver improved outcomes for women and the business.

Organisations seeking the EOCFW citation, including current citation holders, are required to submit an application each year to ensure their current workplace programs are meeting the six criteria.

The EOWA Census of Women in Leadership

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

See **Publications** under **Communications** on page 26 for key findings and further information

Equal Pay Day

The Equal Pay Day event was hosted in 2010 in partnership with Diversity Council of Australia. See **Community Engagement Campaigns** in the **Communications** section on page 25.

Speaking Engagements

A number of speeches and presentations were delivered by the EOWA Director and EOWA senior staff during 2010–2011. These speaking engagements helped to build the profile of the Agency, while also raising awareness of the issues women face in the workplace and the ways in which businesses can better promote female talent.

In the past financial year, speeches or presentations have been delivered to:

Australian Institute of Company Directors
Australian Human Resources Institute
Brown-Forman Australia Pty Ltd
Business and Professional Women's Foundation
China-Australia Human Rights Technical Cooperation
Chinese Women Federation Ningxia Branch
Committee for Economic Development of Australia
Confoil Pty Ltd
Diversity Council Australia
Equal Opportunity Network of Victoria
ExxonMobil Australia Pty Ltd
Financial Services Institute of Australasia
Gender Equality Summit
Griffith University
National Tertiary Education Union
NSW Equal Employment Opportunity Practitioners' Association
RMIT University
Sparke Helmore
State Public Services Federation
University of Sydney
University of Sydney Law School and Workplace Research Centre
WEA Community College
Women on Boards – Gender Matters Conference

Networking and Representation of EOWA

During the year, EOWA held membership of a number of external organisations including:

- The NSW Equal Employment Opportunity Practitioners' Association;
- The Equal Employment Opportunity Network, Victoria;
- The Equal Employment Opportunity Network Australasia; and
- Catalyst Inc.

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

Financial Performance

Purchaser/Provider Arrangements

EOWA entered into a purchaser/provider arrangement, under a memorandum of understanding, with the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) for the provision of administrative and information technology services for the financial year 2010–2011.

Where Performance Targets Differ from PBS

Performance targets did not differ from the PBS.

Service Charter

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

Of the 3,457 calls received in the period between July 2010–June 2011, five calls were from members of the public whom EOWA referred to other agencies as we could not assist them, and 1,477 calls were relating to rights and obligations under the Act and how EOWA could provide assistance to meet those obligations.

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

Financial Performance

The total appropriation for EOWA in 2010–2011 was \$2,750,000.

Significant Changes from Prior Year or from Budget

There were no significant changes.

TABLE 3

Summary Resource Table by Outcome

	(1) Budget* 2010–11 (\$)	(2) Actual Revenue 2010–11 (\$)	(3) Actual Expenses 2010–11 (\$)	Variation (3) – (2) (\$)	(4) Budget** 2011–12 (\$)
Price of Output					
Output – administration of the Act, advice, education, information and communication	2,750,000	3,002,000	3,308,820	–	5,324,000
Reduction of appropriations (Appropriation Act Section 9)	–	–	–	–	–
Subtotal of Output	2,750,000	3,002,000	3,308,820	–	5,324,000
Revenue from Government (Appropriation) for Outputs	2,750,000	3,002,000	–	–	5,324,000
Revenue from Other Sources	424,686	426,000	–	–	366,000
Other sources – resources received free of charge from Government, EOWA services to external entities and sale of assets	40,000	40,000	–	–	–
Total Price of Output	3,214,686	3,468,000	3,308,820	94,134	5,690,000
TOTAL FOR OUTCOME (Total Price of Outputs and Administered Expenses)	3,214,686	3,468,000	3,308,820	94,134	5,690,000
Average Staffing Levels [ASL]	20	20	20	–	26

* Full-year budget, including additional estimates

** Budget including additional estimates

Developments Since End of Financial Year

In March 2011, the Government announced its commitment to strengthen the role of EOWA and the Act. The name of the Agency is to be changed to the Workplace Gender Equality Agency and the Act to be renamed the Workplace Gender Equality Act. It is expected that the new legislation will be effective from the fourth quarter of the 2011–12 Financial Year. Until the new legislation has been drafted and passed, the full extent of the impact on the organisation will not be fully known.

Management and Accountability

04



Management and Accountability

Corporate Governance

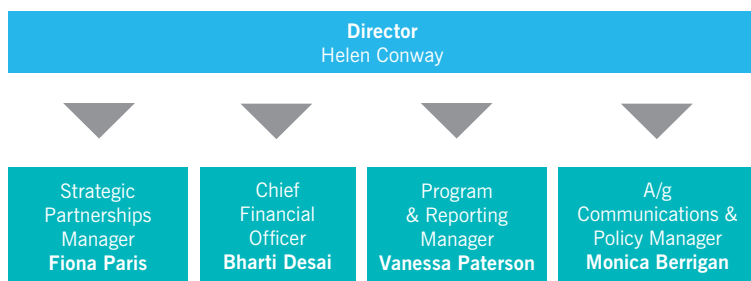
EOWA's Director reports directly to the Minister for the Status of Women. The Senior Managers report to the Director.

The organisational structure remained unchanged during 2010–2011. The existing structure continued to enable EOWA to focus resources and respond to business needs and thereby achieve its outcome. Figure 4 displays the corporate management structure as at 30 June 2011.

Names of the Senior Managers and their Responsibilities

FIGURE 4

Corporate Management Structure



Financial and Operational Risk

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

All new and current projects are continually assessed for potential risks and treatments.

Audit Committee

EOWA had regular Audit Committee meetings throughout the 2010–2011 financial year. The members of the committee as at 30 June 2011 were:

- Alison Gatt (independent member)
- Helen Conway (Director, EOWA)

Certification of Fraud Measures in Place

The Fraud Control Plan is part of the EOWA induction program for all new employees and consultants. Most of the risks have been, and will continue to be, addressed by the implementation and documentation of appropriate procedures. EOWA has appropriate fraud prevention, in addition to detection and investigation procedures and processes, that meet the specific needs of the agency and comply with the Commonwealth Fraud Control Guidelines.

EOWA has a whistle-blowing policy which is to be read in conjunction with the Fraud Control Plan.

Ethical Standards

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

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

External Scrutiny

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

During the period from July 2010 to June 2011 inclusive, EOWA was not the subject of:

- judicial decisions or decisions of administrative tribunals that have, or may have, significant impact on operations; or
- reports on the operations of EOWA by the Auditor-General (other than an independent audit report relating to EOWA financial statements), any Parliamentary Committee or Commonwealth Ombudsman.

Management of Human Resources

Industrial Agreements

EOWA's current Collective Agreement is effective until March 2012. The main features of the 2009–2012 Collective Agreement are:

- **Remuneration:** Employees receive three wage increases over the three-year duration of the agreement: the first increase of 4 per cent took effect upon commencement, on 1 April 2009; the second increase of a further 4% was effective as of 1 April 2010; and the final 4% increase took place on 1 April 2011. The performance bonus was rolled into base ongoing salary and applied across all bands prior to the first 4% wage increase.
- **Paid maternity leave:** EOWA offers paid maternity leave of 17 weeks at full pay, with the option of a pay-out at half-pay over a 34-week period. Employees also have the right to request an additional year of leave without pay.
- **Paid primary carer's leave:** EOWA offers paid primary carer's leave of 17 weeks at full pay. Employees also have the right to request an additional year of leave without pay. The leave applies for employees who are the primary carers of a child and can be taken around the time of birth or the placement of the child.
- **Paid secondary carer's leave:** EOWA has paid secondary carer's leave of two weeks at full pay with access to a further 10 days leave under personal leave provisions. The leave can be taken within three months of the birth or placement of the child.
- **Balancing work and personal life through working flexibly:** EOWA helps employees balance their work and personal lives through telecommuting, flex time, part-time work, providing an increased provision for purchased leave, access to two volunteer days per year, and other arrangements.
- **Recognising, building and using our employees' skills:** EOWA provides staff with the opportunity to develop skills by provision of training and development.

The number of employees covered by a Collective Agreement or Individual Industrial Agreement, and the salary ranges available for APS employees by classification structure, are outlined in Appendix 8.

EOWA will commence negotiations for the next Enterprise Agreement in late 2011, with a new Enterprise Agreement planned to be finalised by 1 April 2012.

Training and Development

During the year, there were internal development opportunities for staff wishing to expand their skills base, by way of extension projects, formal training and temporary transfers to higher duties.

Staff were encouraged to attend conferences, seminars and other networking events, in addition to structured external courses. Staff received various training and development opportunities including attending courses on project management, personal development, mentoring, computer skills, networking, legislative obligations, APS policy foundation and financial and human resource management.

A total of \$50,793 was spent on training, development and networking activities.

Staffing Structure and Statistics

No change occurred to the staffing structure prior to the end of the 2010–2011 financial year. A review of the staffing structure and supporting functions has been conducted with an amended structure to commence operation from 1 July 2011. This new structure reflects the changes EOWA will be required to deliver under the reforms to EOWA announced by the Minister in March 2011.

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

Performance Pay

EOWA provided performance pay to staff as described below.

Classification	Number	Total Paid (\$)	Min. paid (\$)	Max. paid (\$)
APS Level 1 to 6	11	Nil	Nil	Nil
Executive Level 1	3	Nil	Nil	Nil
Executive Level 2	5	7,273	211	2,384
PEO	1	Nil	Nil	Nil
Total	20	7,273		

Purchasing

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

EOWA is committed to the Government's general and SME payment policy, and ensures that all payments are processed in time. It also publishes an annual procurement plan on AusTender, in accordance with the requirements of the procurement guidelines.

Asset Management

EOWA's policies ensure that assets are properly recorded and that efficient, effective and ethical use of Commonwealth resources is promoted. EOWA's IT assets are predominately provided through a Memorandum of Understanding with FaHCSIA.

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

Consultants, Competitive Tendering and Contracting

During 2010–2011, EOWA spent a total of \$346,864 on ongoing consultancy (as listed in Appendix 7).

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

The previous successful tenderers continued to be used in 2010–2011. The largest of these was FaHCSIA, for IT supplies, finance, human resources, and the maintenance and enhancement of the EOWA reporting application. EOWA also engaged Beethoven Computer Services for the provision of support services for the EOWA reporting application.

Contracts for purchases over \$100,000 contain a clause for the Auditor-General to have access to the contractor's premises. All contracts over \$10,000 are published on the AusTender website. EOWA has not exempted contracts on the basis that it would disclose exempt matters under the *Freedom of Information Act, 1982*.

Providing Access to People with Disabilities

EOWA's Workplace Diversity Policy includes reference to equal opportunities for people with a disability. Reference to the policy is included in all staff inductions. EOWA has a Workplace Diversity Contact Officer to assist in the implementation of EOWA's Workplace Diversity Policy.

Appendices





Appendix 1 – Financial Statements

Independent Auditor's Report

To the Minister for the Status of Women

I have audited the accompanying financial statements of the Equal Opportunity for Women in the Workplace Agency (EOWA) for the year ended 30 June 2011, which comprise:

- Statement by the Director and Chief Financial Officer;
- Statement of Comprehensive Income, Balance Sheet, Cash Flow Statement;
- Statement of Changes in Equity;
- Schedules of Commitments and Contingencies; and
- Notes to, and forming part of, the Financial Statements, including a Summary of Significant Accounting Policies.

Director's Responsibility for the Financial Statements

EOWA's Director is responsible for preparing financial statements that give a true and fair view in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards, and for such internal control as the Director determines are necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the agency's preparation of the financial statements that give a true and fair view in order to design audit

Appendices

01 Financial Statements

procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the agency's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the agency's Director as well as evaluating the overall presentation of the financial statements.

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

Independence

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

Opinion

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

- (a) have been prepared in accordance with Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*; and
- (b) give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Equal Opportunity for Women in the Workplace Agency's financial performance as at 30 June 2011, and of its financial performance and cash flows for the year then ended.

Australian National Audit Office



Ron Wah
Audit Principal
Delegate of the Auditor-General

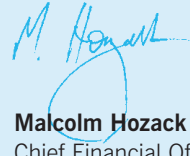
Sydney
5 August 2011

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

In our opinion, the attached financial statements for the year ended 30 June 2011 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, as amended.



Helen Conway
Director
Equal Opportunity for Women
in the Workplace Agency
5 August 2011



Malcolm Hozack
Chief Financial Officer
Equal Opportunity for Women
in the Workplace Agency
5 August 2011

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01 Financial Statements

Equal Opportunity for Women in the Workplace Agency Statement of Comprehensive Income

for the period ended 30 June 2011

	Notes	30 June 2011 (\$)	30 June 2010 (\$)
Expenses			
Employee benefits	3A	2,044,833	1,970,324
Suppliers	3B	988,739	1,016,151
Write-down and impairment of assets	3D	26	–
Depreciation and amortisation	3C	275,222	267,266
Total expenses		3,308,820	3,253,741
Less: Own-source income			
Own-source revenue			
Sale of goods and rendering of services	4A	424,686	330,197
Total own-source revenue		424,686	330,197
Gains			
Other: resources received free of charge	4B	40,000	45,000
Total gains		40,000	45,000
Total own-source income		464,686	375,197
Net cost of services		2,844,134	2,878,544
Revenue from Government	4C	2,750,000	2,992,000
Total comprehensive income / (deficit)		(94,134)	113,456

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

Equal Opportunity for Women in the Workplace Agency Balance Sheet

as at 30 June 2011

	Notes	30 June 2011 (\$)	30 June 2010 (\$)
Assets			
Financial assets			
Cash and cash equivalents	5A	362,419	270,337
Trade and other receivables	5B	2,021,732	1,800,262
Total financial assets		2,384,151	2,070,599
Non-financial assets			
Land and buildings	6A	169,832	271,731
Infrastructure, plant and equipment	6B	1,181	2,136
Intangibles	6D	158,027	330,422
Other non-financial assets	6E	4,697	2,492
Total non-financial assets		333,737	606,781
Total assets		2,717,888	2,677,380
Liabilities			
Payables			
Suppliers	7A	0	45,085
Other payables	7B	309,155	398,492
Total payables		309,155	443,577
Provisions			
Employee provisions	8A	300,542	283,478
Total provisions		300,542	283,478
Total liabilities		609,697	727,055
Net assets		2,108,191	1,950,325
Equity			
Contributed equity		1,056,000	804,000
Reserves		40,043	40,043
Retained surplus		1,012,148	1,106,282
Total equity		2,108,191	1,950,325

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

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Equal Opportunity for Women in the Workplace Agency Statement of Changes in Equity for the period ended 30 June 2011

Item	Retained Earnings		Reserves		Contributed Equity		TOTAL EQUITY	
	2011 (\$)	2010 (\$)	2011 (\$)	2010 (\$)	2011 (\$)	2010 (\$)	2011 (\$)	2010 (\$)
Opening balance as at 1 July	1,106,282	992,826	40,043	40,043	804,000	1,399,000	1,950,325	2,431,869
Surplus for the period	(94,134)	113,456	-	-	-	-	(94,134)	113,456
Transaction with owner:								
<i>Returns of capital:</i>								
Other (refer to note below)	-	-	-	-	-	(595,000)	-	(595,000)
Equity injection – Appropriation	-	-	-	-	252,000	-	252,000	-
Sub-total transactions with owners	-	-	-	-	252,000	(595,000)	252,000	(595,000)
Closing balance at 30 June	1,012,148	1,106,282	40,043	40,043	1,056,000	804,000	2,108,191	1,950,325

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

Equal Opportunity for Women in the Workplace Agency Cashflow Statement

for the period ended 30 June 2011

	Notes	30 June 2011 (\$)	30 June 2010 (\$)
Operating activities			
Cash received			
Sale of goods and rendering of services		479,259	286,722
Appropriations		2,716,000	2,867,000
Total cash received		3,195,259	3,153,722
Cash used			
Employees		2,027,770	1,919,014
Suppliers		1,009,724	943,758
GST paid to ATO		65,683	7,806
Total cash used		3,103,177	2,870,578
Net cash flows from operating activities	9	92,082	283,144
Investing activities			
Cash used			
Purchase of intangibles		–	(25,866)
Total cash used		–	(25,866)
Net cash (used by) investing activities		–	(25,866)
Net increase/(decrease) in cash held and cash equivalents		92,082	257,278
Cash and cash equivalents at the beginning of the reporting period		270,337	13,059
Cash and cash equivalents at the end of the reporting period	5A	362,419	270,337

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

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01 Financial Statements

Equal Opportunity for Women in the Workplace Agency Schedule of Commitments

as at 30 June 2011

	30 June 2011 (\$)	30 June 2010 (\$)
By type		
Commitments receivable		
Net GST recoverable on commitments	35,588	55,906
Total commitments receivable	35,588	55,906
Other commitments		
Operating leases	391,470	614,965
Total other commitments	391,470	614,965
Net commitments by type	355,882	559,059
By maturity		
Commitments receivable		
One year or less	21,130	20,318
From one to five years	14,458	35,588
Total commitments receivable	35,588	55,906
Operating lease commitments		
One year or less	232,435	223,495
From one year to five years	159,035	391,470
Total operating lease commitments	391,470	614,965
Net commitments by maturity	355,882	559,059

NB: Commitments are GST inclusive where relevant.

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

Leases for office accommodation

Lease payments are subject to an increase of 4% per annum as per lease agreement. The lease term is 5 years with no option to extend.

Schedule of Contingencies

as at 30 June 2011

There are no contingent liabilities or assets as at 30 June 2011.

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

Schedule of Asset Additions

as at 30 June 2011

There were no asset acquisitions in 2010–11.

The following non-financial non-current assets were added in 2009–10

	Buildings (\$)	Other Property, Plant & Equipment (\$)	Intangibles (\$)	Total (\$)
By purchase – internally funded	–	–	25,866	25,866
Total additions	–	–	25,866	25,866

01 Financial Statements

Notes to and forming part of the financial statements

for the period ended 30 June 2011

- Note 1: Summary of Significant Accounting Policies
- Note 2: Events After the Reporting Period
- Note 3: Expenses
- Note 4: Income
- Note 5: Financial Assets
- Note 6: Non-Financial Assets
- Note 7: Payables
- Note 8: Provisions
- Note 9: Cash Flow Reconciliation
- Note 10: Senior Executive Remuneration
- Note 11: Remuneration of Auditors
- Note 12: Financial Instruments
- Note 13: Appropriations
- Note 14: Reporting of Outcomes
- Note 15: Comprehensive Income (Loss) Attributable to the Entity (DCB)

Note 1: Summary of Significant Accounting Policies

1.1 Objectives of Equal Opportunity for Women in the Workplace Agency

The Equal Opportunity for Women in the Workplace Agency (EOWA) is an Australian Government controlled entity. EOWA's vision is to achieve equal opportunity for women in Australian workplaces. EOWA's mission is to lead Australian employers to create workplaces where the contribution of women is equally valued, recognised and rewarded by:

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

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

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

1.2 Basis of Preparation of the Financial Report

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

The financial statements and notes have been prepared in accordance with:

- Finance Minister's Orders (FMOs) for reporting periods ending on or after 1 July 2010; and
- Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

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

The financial report is presented in Australian dollars.

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

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

1.3 Significant Accounting Judgements and Estimates

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

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01 Financial Statements

1.4 New Australian Accounting Standards

Adoption of New Australian Accounting Standards Requirements

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

Future Australian Accounting Standard Requirements

New standards, amendments to standards, and interpretations that are applicable to future periods, have been issued by the Australian Accounting Standards Board, and are applicable to future reporting periods, are not expected to have a financial impact on EOWA.

1.5 Revenue

Revenue from the sale of goods is recognised when:

- the risks and rewards of ownership have been transferred to the buyer;
- the agency retains no managerial involvement or effective control over the goods;
- the revenue and transaction costs incurred can be reliably measured; and
- it is probable that the economic benefits associated with the transaction will flow to EOWA.

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

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

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

Revenue from Government

Amounts appropriated for departmental outputs appropriations for the year (adjusted for any formal additions and reductions) are recognised as revenue when the Agency gains control of the appropriation, except for certain amounts which relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. Appropriations receivable are recognised at their nominal amounts.

1.6 Gains

Resources Received Free of Charge

Services received free of charge are recognised as gains when, and only when, a fair value can be reliably determined, and the services would have been purchased if they had not been donated.

Use of those resources is recognised as an expense.

Resources received free of charge are recorded as either revenue or gains depending on their nature.

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

Sale of Assets

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

1.7 Transactions with the Government as Owner

Equity Injections

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) and Departmental Capital Budgets (DCBs), are recognised directly in contributed equity.

1.8 Employee Benefits

Liabilities for 'short-term employee benefits' (as defined in AASB 119) and termination benefits due within 12 months of the end of the reporting period, are measured at their nominal amounts.

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

Leave

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

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Leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates applying at the time the leave is taken, including EOWA's employer superannuation contribution rates, to the extent that the leave is likely to be taken during service rather than paid out on termination.

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

Separation and Redundancy

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

Superannuation

Staff of EOWA are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) or the PSS accumulation plan (PSSap). The liability for defined benefit schemes is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported by the Department of Finance and Deregulation as an administered item.

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

EOWA makes employer contributions to the employee superannuation Scheme, at rates determined by an actuary to be sufficient to meet the cost to the Government. EOWA accounts for the contributions as if they were contributions to defined contribution plans.

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

1.9 Leases

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

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

1.10 Cash

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

1.11 Financial Assets

EOWA's financial assets comprise 'receivables' only. Financial assets are recognised and derecognised upon 'trade date'.

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

Receivables

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

Impairment of Financial Assets

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

1.12 Financial Liabilities

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

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

Supplier and Other Payables

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

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1.13 Contingent Liabilities and Contingent Assets

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

1.14 Property, Plant and Equipment

Asset Recognition Threshold

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

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located.

Revaluations

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

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

Following initial recognition at cost, property, plant and equipment were carried at fair value less subsequent accumulated depreciation.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve, except to the extent it reverses a previous revaluation decrement of the same asset class previously recognised resulting the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit, except to the extent they reverse a previous revaluation increment for that class.

Accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset, and the asset is restated to the revalued amount.

Depreciation

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

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

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

	2011	2010
Leasehold improvements	Lease term	Lease term
Plant and equipment	3 to 9 years	3 to 9 years

Impairment

All assets are assessed for impairment at 30 June 2011. Where indications of impairment exist, the asset's recoverable amount is estimated and impairment adjustment made, if the asset's recoverable amount is less than its carrying amount.

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

De-Recognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

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1.15 Intangibles

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

Software is amortised on a straight line basis over its anticipated useful life. The useful life of EOWA's software is 5 years (2009–10: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2011.

1.16 Taxation

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

Revenues, expenses and assets are recognised net of GST except:

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

1.17 Comparative Figures

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

Note 2: Events After the Reporting Period

In March 2011, the Government announced its commitment to strengthen the role of EOWA and the Act. The name of the agency is to be changed to the Workplace Gender Equality Agency and the Act to be re-named as *Workplace Gender Equality Act*. It is expected that the new legislation will be in place by the end of the second quarter of the 2011–12 financial year. Until the new legislation has been drafted and passed, the full extent of the impact on the organisation will not be fully known.

Note 3: Expenses

	2011 (\$)	2010 (\$)
Note 3A: Employee Benefits		
Wages and salaries	1,662,230	1,528,067
Superannuation	262,581	246,721
Leave and other entitlements	55,552	165,611
Separation and redundancy	32,830	–
Other employee expenses	31,640	29,925
Total employee expenses	2,044,833	1,970,324

Note 3B: Suppliers

Goods and services		
Accommodation and related expenses	237,822	237,870
IT and office equipment	215,968	223,001
Consultants	131,763	173,271
Printing, stationery and publications	99,754	109,228
Travel related expenses	85,007	72,567
Audit, legal, subscription, training and insurance services	119,882	122,706
Other expenses	98,543	77,508
Total goods and services	988,739	1,016,151

Goods and services are made up of:

Provision of goods – external entities	387,350	370,516
Rendering of services – related entities	217,548	224,655
Rendering of services – external entities	211,279	248,463
Operating lease rentals*	166,207	166,207
Workers' compensation premiums	6,355	6,310
Total supplier expenses	988,739	1,016,151

* These comprise minimum lease payments only.

Note 3C: Depreciation and Amortisation

Depreciation		
Land and buildings	101,899	101,899
Property, plant and equipment	929	4,829
Total depreciation	102,828	106,728

Amortisation		
Intangibles – computer software	172,394	160,538
Total amortisation	172,394	160,538
Total depreciation and amortisation	275,222	267,266

Note 3D: Write-Down and Impairment of Assets

Write-down		
Property, plant and equipment	26	–
Total write-down and impairment	26	–

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Note 4: Income

	2011 (\$)	2010 (\$)
Own-Source Revenue		
Note 4A: Sale of Goods and Rendering of Services		
Rendering of services – external parties	424,686	330,197
Total sale of goods and rendering of services	424,686	330,197
Gains		
Note 4B: Other Gains		
Resources received free from related entities:		
Auditors remuneration	30,000	30,000
Total resources from related entities	30,000	30,000
Resources received free from external entities:		
Resources free of charge – publications and printing	10,000	15,000
Total resources from external entities	10,000	15,000
Total other gains	40,000	45,000
Note 4C: Revenue from Government		
Appropriations: departmental appropriation	2,750,000	2,992,000
Total revenue from Government	2,750,000	2,992,000

Note 5: Financial Assets

	2011 (\$)	2010 (\$)
Note 5A: Cash and Cash Equivalents		
Cash on hand or on deposit	362,419	270,337
Total cash and cash equivalents	362,419	270,337
Note 5B: Trade and Other Receivables		
Goods and services – external parties	39,409	93,980
GST receivable from the Australian Taxation Office	16,323	26,282
Appropriations receivable for existing programs	1,966,000	1,680,000
Total receivables (net)	2,021,732	1,800,262

All receivables are current assets.

All receivables are with entities external to the entity. Credit terms are net 30 days (2010: 30 days).

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

Receivables (gross) are aged as follows:

Current	1,976,823	1,706,282
Overdue by:		
Less than 30 days	33,556	93,762
30 to 60 days	11,353	218
60 to 90 days	–	–
Total receivables (gross)	2,021,732	1,800,262

No impairment allowance needs to be made with respect to aged receivables.

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Note 6: Non-Financial Assets

	2011 (\$)	2010 (\$)
Note 6A: Land and Buildings		
Leasehold improvements		
– At fair value	509,494	509,494
– Accumulated amortisation	(339,662)	(237,763)
Total leasehold improvements	169,832	271,731
Total land and buildings (non current)	169,832	271,731

No indications of impairment exist for land and buildings.

Note 6B: Property, Plant and Equipment

Property, plant and equipment		
– At fair value	36,193	38,393
– Accumulated depreciation	(35,012)	(36,257)
Total property, plant and equipment (non current)	1,181	2,136

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

Note 6C: Analysis of Land and Buildings & Property, Plant and Equipment

Table A – Reconciliation of the opening and closing balances of property, plant and equipment (2010–11)

Item	Land and Buildings (\$)	PP&E (\$)	Total (\$)
As at 1 July 2010			
Gross book value	509,494	38,393	547,887
Accumulated depreciation/ amortisation	(237,763)	(36,257)	(274,020)
Opening net book value	271,731	2,136	273,867
<i>Additions:</i>			
By purchase			
Depreciation/amortisation expense	(101,899)	(929)	(102,828)
<i>Disposals:</i>			
Original cost on disposal	–	(2,200)	(2,200)
Accumulated depreciation on disposal	–	2,174	2,174
As at 30 June 2011			
Gross book value	509,494	36,193	545,687
Accumulated depreciation/ amortisation	(339,662)	(35,012)	(374,674)
Closing net book value	169,832	1,181	171,013

Table A – Reconciliation of the opening and closing balances of property, plant and equipment (2009–10)

Item	Land and Buildings (\$)	PP&E (\$)	Total (\$)
As at 1 July 2009			
Gross book value	509,494	38,393	547,887
Accumulated depreciation/amortisation	(135,864)	(31,428)	(167,292)
Opening net book value	373,630	6,965	380,595
<i>Additions:</i>			
By purchase			
Depreciation/amortisation expense	(101,899)	(4,829)	(106,728)
<i>Disposals:</i>			
Original cost on disposal	–	–	–
Accumulated depreciation on disposal	–	–	–
As at 30 June 2010			
Gross book value	509,494	38,393	547,887
Accumulated depreciation/amortisation	(237,763)	(36,257)	(274,020)
Closing net book value	271,731	2,136	273,867

Note 6D: Intangible Assets

	2011 (\$)	2010 (\$)
<i>Computer software at cost:</i>		
Internally developed	1,021,223	1,021,223
Accumulated amortisation	(863,196)	(690,801)
Total intangibles (non-current)	158,027	330,422

No indications of impairment exist for intangible assets.

Table B – Reconciliation of the opening and closing balances of intangibles (2010–11)

Item	Computer Software (\$)	Intangibles Total (\$)
As at 1 July 2010		
Gross book value	1,021,223	1,021,223
Accumulated depreciation/amortisation	(690,801)	(690,801)
Opening net book value	330,422	330,422
<i>Additions:</i>		
By purchase or internally developed	–	–
Depreciation/amortisation expense	(172,395)	(172,395)
As at 30 June 2011		
Gross book value	1,021,223	1,021,223
Accumulated depreciation/amortisation	(863,196)	(863,196)
Closing net book value	158,027	158,027

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Table B – Reconciliation of the opening and closing balances of intangibles (2009–10)

Item	Computer Software (\$)	Intangibles Total (\$)
As at 1 July 2009		
Gross book value	995,357	995,357
Accumulated depreciation/amortisation	(530,263)	(530,263)
Opening net book value	465,094	465,094
<i>Additions:</i>		
By purchase or internally developed	25,866	25,866
Depreciation/amortisation expense	(160,538)	(160,538)
As at 30 June 2010		
Gross book value	1,021,223	1,021,223
Accumulated depreciation/amortisation	(690,801)	(690,801)
Closing net book value	330,422	330,422

Note 6E: Other Non-Financial Assets

	2011 (\$)	2010 (\$)
Prepayments	4,697	2,492
Total other non-financial assets	4,697	2,492

All other non-financial assets are current assets.

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

Note 7: Payables

	2011 (\$)	2010 (\$)
Note 7A: Suppliers		
Trade creditors	–	45,085
Total supplier payables	–	45,085

All supplier payables are current liabilities.

Note 7B: Other Payables

Salaries and wages	50,870	40,370
Superannuation	7,280	5,552
Accrued expenses	101,822	106,416
Lease incentives	78,871	115,842
Unearned revenue	50,000	110,000
Other	20,312	20,312
Total other payables	309,155	398,492

All other payables are current liabilities.

Note 8: Provisions

	2011 (\$)	2010 (\$)
Note 8A: Employee Provisions		
Leave	267,712	283,478
Redundancy	32,830	–
Total employee provisions	300,542	283,478
Employee provisions are expected to be settled in:		
No more than 12 months	245,458	192,544
More than 12 months	55,084	90,934
Total employee provisions	300,542	283,478

Note 9: Cash Flow Reconciliation

	2011 (\$)	2010 (\$)
Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement		
Cash Flow Statement	362,419	270,337
Balance Sheet	362,419	270,337
Reconciliation of operating result to net cash from operating activities:		
Net cost of services	(2,804,134)	(2,833,544)
Add revenue from Government	2,750,000	2,992,000
Adjustments for non-cash items		
Depreciation and amortisation	275,222	267,266
Net gain/loss on sale of non-current assets	26	–
Resources received free of charge	(40,000)	(45,000)
Changes in assets / liabilities		
(Increase) / decrease in net receivables	54,571	(43,475)
(Increase) / decrease in OPA receivables	(34,000)	(125,000)
(Increase) / decrease in GST receivable	9,959	(7,806)
(Increase) / decrease in prepayments	(2,205)	(2)
Increase / (decrease) in employee provisions	17,064	51,311
Increase / (decrease) in supplier payables	(134,421)	27,394
Net cash from / (used by) operating activities	92,082	283,144

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Note 10: Senior Executive Remuneration

	2011 (\$)	2010 (\$)
Note 10A: Senior Executive Remunerations Expense for the Reporting Period		
Total expense recognised in relation to Senior Executive employment		
<i>Short-term employee benefits:</i>		
Salary (including annual leave taken)	117,796	140,598
Annual accrued leave	–	(903)
Other	18,485	22,839
Total short-term employment	136,281	162,534
Superannuation (post-employment benefits)	14,313	18,584
Other long-term benefits (long service benefits)	–	2,774
Total	150,594	183,892

Notes

1. "Other" includes motor vehicle and other allowances.
2. Salary includes leave paid on leaving EOWA for Acting Director.

Note 10B: Average Annual Remuneration Packages and Bonus Paid for Substantive Senior Executive as at the end of the Reporting Period

As at 30 June 2011 Fixed elements				As at 30 June 2010 Fixed elements			
No SES	Salary (\$)	Allowances (\$)	Total (\$)	No SES	Salary (\$)	Allowances (\$)	Total (\$)
				1	143,299	25,000	168,299
1	201,241	–	201,241				

Note 11: Remuneration of Auditors

	2011 (\$)	2010 (\$)
Financial statement audit services are provided free of charge to the Agency.		
The fair value of audit services provided was:	30,000	30,000
No other services are provided by the Auditor-General.		

Note 12: Financial Instruments

Note 12A: Categories of Financial Instruments

	2011 (\$)	2010 (\$)
Financial Assets		
Loans and receivables		
Cash and cash equivalents	362,419	270,337
Trade receivables	39,409	93,980
Carrying amount of financial assets	401,828	364,317
Financial liabilities		
At nominal cost		
Trade creditors	–	45,085
Other payables	172,134	236,728
Carrying amount of financial liabilities	172,134	281,813

Note 12B: Fair Value of Financial Instruments

Financial Assets

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

Financial Liabilities

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

Note 12C: Credit Risk

EOWA's maximum exposure to credit risk is the risk that arises from potential default from a debtor.

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

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

Note 12D: Liquidity Risk

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

Note 12E: Market Risk

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

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Note 13: Appropriations

Table A: Annual Appropriations ('Recoverable GST Exclusive')

Particulars	2010–11 Appropriations							Variance (\$)
	Appropriation Act			FMA Act				
	Annual Appropriations (\$)	Appropriation Reduced (\$)	Section 30 (\$)	Section 31 (\$)	Total Appropriations (\$)	Appropriation Applied in 2011 (current and prior years) (\$)		
Departmental								
Ordinary annual services	2,750,000	–	39,809	479,259	3,269,068	3,037,494	231,574	
Equity	252,000	–	–	–	252,000	–	252,000	
Total departmental	3,002,000	–	39,809	479,259	3,521,068	3,037,494	483,574	
Particulars	2009–10 Appropriations							Variance (\$)
	Appropriation Act			FMA Act				
	Annual Appropriations (\$)	Appropriation Reduced (\$)	Section 30 (\$)	Section 31 (\$)	Total Appropriations (\$)	Appropriation Applied in 2011 (current and prior years) (\$)		
Departmental								
Ordinary annual services	2,992,000	(595,000)	81,640	286,722	2,765,362	2,862,772	(97,410)	
Total departmental	2,992,000	(595,000)	81,640	286,722	2,765,362	2,862,772	(97,410)	

Table B: Unspent Departmental Annual Appropriations ('Recoverable GST Exclusive')

Authority	2011 (\$)	2010 (\$)
Appropriation Act (No.1) 2004–05	405,000	405,000
Appropriation Act (No.1) 2005–06	50,000	50,000
Appropriation Act (No.1) 2006–07	600,000	600,000
Appropriation Act (No.1) 2008–09	400,000	400,000
Appropriation Act (No.1) 2009–10	225,000	225,000
Appropriation Act (No.1) 2010–11	34,000	–
Appropriation Act (No.1) 2010–11 Capital Budget (DCB)-Non Operating	252,000	–
Total	1,966,000	1,680,000

Note 14: Reporting of Outcomes

EOWA uses an Activity Based Costing System to determine the attribution of its shared items. This system was based on a time and motion study for corporate activities in the year 2009 for the 2008–09 Budget. An update of the time and motion study was concluded for the 2010–11 Budget. The basis of attribution in the table below is consistent with the basis used for the Budget.

Note 14A: Net Cost of Outcome Delivery

	Outcome 1	
	2011 (\$)	2010 (\$)
Departmental expenses	3,308,820	3,253,741
Total expenses	3,308,820	3,253,741
Income from non-Government sector		
Departmental		
Goods and services income	434,686	330,197
Total departmental	434,686	330,197
Total income from non-Governmental sector	434,686	330,197
Net cost/(contribution) of outcome	2,874,134	2,923,544

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

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

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Note 14B: Major Classes of Department Assets and Liabilities by Outcome

	Outcome 1	
	2011 (\$)	2010 (\$)
Departmental expense		
Employees	2,044,833	1,970,324
Suppliers	988,739	1,016,151
Write-down and impairment of assets	26	–
Depreciation	275,222	267,266
Total	3,308,820	3,253,741
Departmental income		
Sale of goods and services	464,686	375,197
Income from government	2,750,000	2,992,000
Total	3,214,686	3,367,197
Departmental assets		
Cash and cash equivalents	362,419	270,337
Trade and other receivables	2,021,732	1,800,262
Land and buildings	169,832	271,731
Property, plant and equipment	1,181	2,136
Intangibles	158,027	330,422
Other non-financial assets	4,697	2,493
Total	2,717,888	2,677,380
Departmental liabilities		
Suppliers	–	45,085
Other payables	309,155	398,492
Employee provisions	300,542	283,478
Total	609,697	727,055

Note 15: Comprehensive Income (Loss) Attributable to the Entity (DCB)

	2011 (\$)	2010 (\$)
Total comprehensive income attributable to the entity		
Total comprehensive income/(deficit) attributable to the entity*	(94,134)	113,456
Plus: non-appropriated expenses		
Depreciation and amortisation expenses	275,222	–
Total comprehensive income attributable to the entity*	181,088	113,456

* As per Statement of Comprehensive Income.

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

OH&S Policy

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

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

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

Statistics

EOWA did not report any accidents or dangerous occurrences requiring notice to be given under section 68 of the *Occupational Health and Safety Act 1991*. EOWA has reported no cases of Occupational Overuse Syndrome (OOS).

Investigations

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

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

The following Section 8 Statement covers the period 1 July 2010-30 April 2011 inclusive. From 1 May 2011 agencies subject to the *Freedom of Information Act 1982* (FOI Act) are required to publish information to the public as part of the Information Publication Scheme (IPS). This requirement is in Part II of the FOI Act and has replaced the former requirement to publish a section 8 statement in an annual report. The EOWA plan showing what information is published in accordance with the IPS requirements is accessible from EOWA website.

Section 8 Statement

Organisation

Details of the organisational structure and the role, functions and powers of EOWA are set out in Chapter 2 of this Report.

Arrangements for outside participation in policy development

No formal arrangements currently exist for outside participation in the affairs of EOWA.

Categories of documents

The following categories of documents are held by EOWA:

- documents relating to compliance of organisations within the terms of the Act.
- documents relating to leading practice awards and citations.
- documents relating to the administration of EOWA, including annual reports, records relating to human, financial resource and other operational management, statistical information and other internal documents and correspondence.

Access

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

Freedom of Information Officer
Telephone: 02 9432 7000
Email: eowa@eowa.gov.au

Requests for access to documents are to be made in writing and posted or delivered to:

Freedom of Information Officer
Equal Opportunity for Women in the Workplace Agency
PO Box 712
North Sydney NSW 2059

Advertising and Market Research 04

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

A total payment of \$15,856 by, or on behalf of, EOWA was made to advertising and market research organisations. A detailed list is as follows:

Media Advertising Organisations

Name	Summary description of the nature and purpose of the consultancy	Cost
Media Monitors P/L	Media monitoring services	\$15,856
	Total	\$15,856

Appendices

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 systems ensure that internal ecologically sustainable development is practised in line with the Commonwealth Energy Policy – Energy Efficiency in Government Operations (EEGO).

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

- meet new energy intensity targets by June 2011;
- report annually to the Minister on performance in improving energy usage; and
- purchase appliances that meet energy performance standards.

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

EOWA complies with government business programs in the areas of greenhouse and energy usage, waste management and recycling, and utilises FaHCSIA's information technology, which abides by strict ecologically sustainable development guidelines.

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

06 Discretionary Grants

No discretionary grants have been provided.

Consultancy Contracts during 2010–2011

Justification

- a. Skills currently unavailable within agency
- b. Need for specialised or professional skills
- c. Need for independent research or assessment

Selection Process Used

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

Consultancies let in 2010–11 of \$10,000 or more

Name of Consultant	Description of Nature and Purpose	Contract Price	Selection Process Used	Justification Of Decision
Avenue Graphic Design	Concept designs, art work and printing of publications	\$35,608	2	B
Beethoven Computers	Reporting system, scoping and training services	\$18,535	1	B
Department of Families, Housing, Community Services and Indigenous Affairs	Provision of IT infrastructure and corporate services under a memorandum of understanding	\$197,141	2	B
Learning Seat	Design of Pay Equity Tool	\$14,630	3	B
Macquarie University	2010 Census research fees	\$14,500	3	B, C
Media Monitors P/L	Media monitoring services	\$15,856	1	B
Workplace Research Associates	Job grading evaluation and training	\$50,594	3	B

Appendices

08 EOWA Staffing

The staffing profiles of EOWA as at 30 June 2010 and 30 June 2011 are shown respectively in the following tables:

General Staffing Profile – 30 June 2011

Band	Ongoing	Non ongoing	F/T	P/T	Men	Women	Employee under Public Service Act	Location
PEO	1	0	1	0	0	1	1	Sydney
SES Band 1	0	0	0	0	0	0	0	Sydney
EL 1 and 2	4	3	4	3	1	6	7	Sydney
APS Level 5 and 6	7	10	10	7	0	17	17	Sydney
APS Level 2 to 4	4	4	4	4	1	7	8	Sydney
APS Level 1	0	0	0	0	0	0	0	
Total	16	17	19	14	2	31	33	Sydney

Note: One employee included in staffing numbers engaged to assist with Review.

General Staffing Profile – 30 June 2010

Band	Ongoing	Non ongoing	F/T	P/T	Men	Women	Employee under Public Service Act	Location
PEO	1	0	1	0	0	1	1	Sydney
SES Band 1	0	0	0	0	0	0	0	Sydney
EL 1 and 2	4	3	5	2	0	7	7	Sydney
APS Level 5 and 6	6	10	8	8	0	16	16	Sydney
APS Level 2 to 4	2	4	5	1	0	6	6	Sydney
APS Level 1	0	0	0	0	0	0	0	
Total	13	17	19	11	0	30	30	Sydney

Note: One employee included in staffing numbers engaged to assist with Review.

EEO Groups as at 30 June 2011

Band	Culturally and Linguistically Diverse Backgrounds	Aboriginal or Torres Straight Islander	People with a Disability	Women	All Staff
PEO	0	0	0	1	1
EL 1 and 2	0	0	1	6	7
APS Level 5 and 6	1	0	0	17	17
APS Level 2 to 4	6	0	0	7	8
Total	7	0	1	31	33

Staff Turnover During 2010–2011

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

Note: Seasonal staff not included in turnover.

Salary Ranges Available for APS Employees

The flowing ranges indicate the full range available under a Collective Agreement (CA) or Individual Industrial Agreement as at 30 June 2011:

Band	Lower Salary	Upper Salary
PEO	Not Applicable	
EL 2	101,401	120,242
EL 1	90,419	97,638
APS Level 6	69,719	79,764
APS Level 5	64,642	68,544
APS Level 4	57,600	62,589
APS Level 3	51,970	56,116
APS Level 2	45,563	50,303
APS Level 1	40,231	44,313

Certified Agreement (CA) and Individual Industrial Agreement – Employees Covered as at 30 June 2011

Agreement	Band	Employees Covered
Individual Industrial Agreement	SES	0
	Non-SES	3
Collective Agreement	APS	29
Total		32*

* PEO not covered by CA or Individual Industrial Agreement.

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

Appendices

09 Non-Compliant Organisations

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

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

2010–2011 Non-Compliant List

Organisation Summary	Head Office Location	Industry Sector
1. Berri Hotel Incorporated, trading as Berri Resort Hotel	Berri, SA	Accommodation & Food Services
2. Johnston's Transport Industries Pty Ltd	Marrickville, NSW	Road Transport
3. Nowshire Pty Ltd	Brisbane, QLD	Administrative & Support Services
4. Roverworth Pty Ltd	Brisbane, QLD	Meat & Meat Product Manufacturing
5. Thomas Jewellers (Aust) Pty Ltd	Melbourne, VIC	Retail Trade

List of Organisations Waived until 2013

A B Paterson College Limited	ITC Limited
Acclaim Apprentices and Trainees Ltd	JBWere Pty Ltd
Alphapharm Pty Ltd	Jemena Limited
American Express Australia Limited	John Wiley & Sons Australia Ltd
AMP Limited	Johnson & Johnson Medical Pty Ltd
Anglican Aged Care Services Group	Karingal Inc
Ardent Leisure Limited	Korowa Anglican Girls' School
ARRB Group Limited	LeasePlan Australia
Arup Pty Ltd	L'Oreal Australia Pty Ltd
ASX Limited	Loreto Normanhurst Limited
Australia and New Zealand Banking Group Limited	LyondellBasell Australia Pty Ltd
Australian Unity Group Services Pty Ltd	Maddocks
Bain International Inc	McDonald's Australia Limited
Baker & McKenzie	Members Equity Bank
Baldwin Care Group Pty Ltd	Merrill Lynch (Australia) Pty Ltd
Billanook College Limited	Microsoft Pty Ltd
BP Australia Group Pty Ltd	Middletons
Calvary Health Care (Newcastle) Limited	Mincom Pty Ltd
Carter & Spencer Group Pty Ltd	Minter Ellison
Catholic Education Office Adelaide	Mulpha Hotels Pty Ltd
Catholic Healthcare Limited	National Childcare Accreditation Council Inc
Catholic Homes for the Elderly Incorporated	National Roads & Motorists' Association Limited
Charles Sturt University	Nestle Australia Limited
Citigroup Pty Ltd	Newcastle Permanent Building Society Limited
Clayton Utz	North Sydney Leagues Club
Colgate-Palmolive Pty Ltd	Olympus Australia Pty Ltd
Cooperative Centrale Raiffeisen Boerenleenbank BA	Optus Mobile Investments Pty Ltd
Corporate Express Australia Pty Limited	Origin Energy Limited
Corrs Chambers Westgarth	Overnewton Anglican Community College
Credit Suisse Management (Australia) Pty Ltd	Parmalat Australia Limited
CSC Australia Pty Ltd	Penrhos College
Curtin University of Technology	Pitney Bowes Australia Pty Ltd
Cutting Edges Equipment Parts Pty Ltd	PresCare
Deakin University	Queensland University of Technology
Edith Cowan University	RBS Group (Australia) Pty Ltd
Ernst & Young Services Pty Ltd	Reckitt Benckiser (Australia) Pty Ltd
Fintona Girls' School	Rio Tinto Coal Australia Pty Ltd
Fletchers International Exports Pty Ltd	Rio Tinto Exploration Pty Ltd
Flinders University	Royal Melbourne Institute of Technology University
Freehills	Royal Society for the Blind of South Australia Inc
Goodman Property Services (Australia) Pty Ltd	Santa Sabina College Limited
Grenda Corporation Pty Ltd	Schenker Australia Pty Ltd
H.J. Heinz Company Australia Limited	Scotch Oakburn College
Harvest FreshCuts Pty Ltd	SDN Children's Services
Harvey Norman Holdings Limited	SEW-Eurodrive Pty Ltd
Hays	Sinclair Knight Merz Pty Ltd
Hazell Bros Group Pty Ltd	Somerville Community Services Inc
Holding Redlich	Southern Cross Care (Qld) Inc
	St Barbara Limited

Appendices

10 Waived Organisations

St Paul's Grammar School Penrith Limited
State Street Australia Limited
Stockland Development Pty Ltd
Sussan Corporation Pty Ltd
Swiss Reinsurance Company Limited
Taylor Thomson Whitting (NSW) Pty Ltd
Teachers Credit Union Limited
The Creche & Kindergarten Association
of Queensland
The Frank Whiddon Masonic Homes of
New South Wales
The PepsiCo Australia Group
The University of Melbourne
The University of New South Wales
The University of Sydney
The University of Western Australia
The Walt Disney Company (Australia)
Pty Ltd
Thomson Reuters (Professional) Australia
Limited

Toshiba (Australia) Pty Ltd
Toyota Finance Australia Limited
Trident Plastics (SA) Pty Ltd
Triumph International (Australia) Pty Ltd
UBS AG, Australia Branch
UG Manufacturing Co Pty Ltd
Uniting Church in Australia Frontier
Services
University of South Australia
University of the Sunshine Coast
University of Western Sydney
UTS Union Limited
Watpac Limited
Westpac Banking Corporation
Willow Ware Australia Pty Ltd
Windgap Foundation Limited
Wise Employment Limited
Yarra Valley Grammar

Award 1: Leading CEO for the Advancement of Women

Paul Hitchcock, Corporate Express Australia Limited

Award 2: Diversity Leader for the Advancement of Women

Kate McCormack, Mercy Health

Award 3: Leading Organisation for the Advancement of Women (<800 employees)

St Aidan's Anglican Girls School

Award 4: Leading Organisation for the Advancement of Women (>800 employees)

Griffith University

Award 5: Outstanding EEO Practice for the Advancement of Women in a Non-Traditional Area/Role

Synnex Australia Pty Ltd

Award 6: The Minister's Award for Outstanding EEO Initiative/Result for the Advancement of Women

Shine Lawyers

Appendices

12 2011 EOWA Employer of Choice for Women List

Alcoa of Australia Limited	John Wiley & Sons Australia Ltd
Allens Arthur Robinson	Korowa Anglican Girls' School
Allianz Australia Services Pty Ltd	KPMG Australian Services Pty Ltd
American Express Australia Limited	La Trobe University
Amgen Australia Pty Ltd	Lauriston Girls' School
AMP Limited	Little Company of Mary Health Care Limited
Anglican Aged Care Services Group	Loreto Normanhurst Limited
Arup Pty Ltd	Luxtottica Retail Australia Pty Ltd
ASX Limited	Maddocks
Australia and New Zealand Banking Group Limited	Mallesons Stephen Jaques
Australian Catholic University Limited	McCullough Robertson
Australian Unity Limited	Medtronic Australasia Pty Ltd
Avant Insurance Limited	Mercy Health and Aged Care Inc
Baker & McKenzie	Meriden School
Becton Dickinson Pty Ltd	Minter Ellison
Blake Dawson	Murdoch Childrens Research Institute
BP Australia Group Pty Ltd	National Australia Bank Limited
Brisbane Girls Grammar School	National Childcare Accreditation Council Inc
Canberra Girls' Grammar School	Norton Rose Australia
Cancer Council Queensland	Origin Energy Limited
CatholicCare Hunter-Manning	PricewaterhouseCoopers
Catholic Education Office – Adelaide	Queensland Country Credit Union Limited
Cerebral Palsy Alliance	Queensland University of Technology
Child and Family Services Ballarat Inc	Royal Melbourne Institute of Technology University
Citigroup Pty Ltd	Santa Sabina College Limited
Cooper Grace Ward Lawyers	SDN Children's Services
Corporate Express Australia Pty Limited	Sinclair Knight Merz Pty Ltd
Corrs Chambers Westgarth	State Street Australia Limited
Credit Union Australia Limited	Stockland Development Pty Ltd
Curtin University of Technology	Swinburne University of Technology
Deakin University	Teachers Credit Union Limited
Deloitte Touche Tohmatsu	Teachers Federation Health Limited
Epworth Foundation	The Creche & Kindergarten Association of Queensland
Ernst & Young Services Pty Ltd	The Frank Whiddon Masonic Homes of New South Wales
ExxonMobil Australia Pty Ltd	The PepsiCo Australia Group
Flinders University	The Society of The Sacred Advent – St Aidan's Trust
Freehills	The University of New South Wales
Gilbert + Tobin	The University of Sydney
GlaxoSmithKline Australia Pty Ltd	The University of Western Australia
Griffith University	Thoughtworks Australia Pty Ltd
Hays	UBS AG, Australia Branch
Henry Davis York	
Holding Redlich	
IBM Australia Ltd	
ITC Limited	
JBWere Pty Ltd	

2011 EOWA Employer of Choice for Women List 12

Uniting Aged Care Victoria and Tasmania
UnitingCare Children, Young People &
Families
University of Canberra
University of South Australia
University of Technology Sydney
University of the Sunshine Coast
University of Western Sydney
University of Wollongong
VicSuper Pty Ltd
Villa Maria Society
Warrigal Care
Westpac Banking Corporation

Appendices

13 Disability Reporting

Since 1994, Commonwealth departments and agencies have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the Commonwealth Disability Strategy. In 2007–2008, reporting on the employer role was transferred to the Australian Public Service Commission's *State of the Service Report* and the *APS Statistical Bulletin*. These reports are available at www.apsc.gov.au. From 2010–2011, departments and agencies are no longer required to report on these functions.

The Commonwealth Disability Strategy has been overtaken by a new National Disability Strategy which sets out a ten-year national policy framework for improving life for Australians with disability, their families and carers. A high level report to track progress for people with disability at a national level will be produced by the Standing Council on Community, Housing and Disability Services to the Council of Australian Governments and will be available at www.fahcsia.gov.au. The Social Inclusion Measurement and Reporting Strategy agreed by the Government in December 2009, will also include some reporting on disability matters in its regular *How Australia is Faring* report and, if appropriate, in strategic change indicators in agency annual reports. More detail on social inclusion matters can be found at www.socialinclusion.gov.au.

The Act

Equal Opportunity for Women in the Workplace Act 1999

APS

Australian Public Service

BAAs

Business Achievement Awards

EOCFW

Employer of Choice for Women

EOWA

Equal Opportunity for Women in the Workplace Agency

DCA

Diversity Council of Australia

FaHCSIA

Australian Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs

PBS

Portfolio Budget Statement

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