

equal opportunity for women in the workplace agency

0910

# Annual Report



**Australian Government**

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



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The Hon Kate Ellis 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 for the year 2009-2010.

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

This Annual Report covers the period from 1 July 2009 – 30 June 2010 but also includes EOWA's most current report assessment data from compliance reports submitted for the 1 April 2009 – 31 May 2010 reporting year.

Yours sincerely

Mairi Steele  
Acting Director  
28 November 2010

# Our Vision

To achieve equal opportunity for women in Australian workplaces.

# Our Mission

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

- Providing unique education and leading edge solutions;
- Building sustainable partnerships; and
- Engaging community debate to increase the rate of change.

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For more information about EOWA and its role and functions, please visit our **website:** [eowa.gov.au](http://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\\_09\\_10.asp](http://www.eowa.gov.au/Information_Centres/Resource_Centre/EOWA_Publications/Annual_Reports/EOWA_Annual_Report_09_10.asp)

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# 01

Review by Director



## Review by Director



**Mairi Steele**  
Acting Director, EOWA

It was with enthusiasm and optimism that I embarked on another twelve months as Acting Director of the Equal Opportunity for Women in the Workplace Agency. The beginning of the 2009-10 financial year saw the commencement of the Review of EOWA and its underlying legislation. The Review provided an opportunity for staff and important stakeholders to reflect on the good work the Agency has been doing, and at the same time challenge existing practises to find out where and what we can do better.

The report on the consultations undertaken for the Review showed that EOWA's work continues to be valued by the majority of reporting organisations, and that the Agency fares well despite challenging circumstances. There was an array of suggestions for areas of improvement, including the reporting processes, and the Agency is positive about the prospect of new and better ways of achieving its objectives.

During my time as Acting Director I have made it a priority to strengthen relationships between the Agency and other areas of government. I have represented the Agency on the Inter-Departmental Committee on Women, at various government roundtable discussions, and have again ensured that the Agency contributes specialist knowledge to all relevant reviews and inquiries. These have included submissions to the Office of the Fair Work Ombudsman Review of Community Based Employment Services, the Reform of Australian Government Administration: Building the World's Best Public Service, and of course the Review of EOWA and its legislation.

While our own Review was underway, each of the Agency's functions continued with a 'business as usual' focus. EOWA Client Consultants continued to provide tailored feedback to over 2500 reporting organisations to reduce barriers to women's full participation in Australian workplaces. It is vital that we continue this work given the need to address skills and labour shortages, and the important contribution women make in supporting Australia's economic productivity.

However, there have been some mixed results from EOWA reporting data this year with only a slight change in the percentage of women CEOs (up to 10.8% from 10.6% last year) and a decline in women managers (down from 33.7% to 32.5%). The annual survey of reporting organisations showed an increase in the provision of paid maternity leave to 53.4% (up from 50.8%), representing an increase of 17.8 percentage points since 2003.

In early 2010, while EOWA was busy working on the 2010 Australian Census of Women in Leadership, the Australian Stock Exchange Corporate Governance Council introduced new reporting guidelines requiring organisations to set gender diversity targets and report on these targets each year. During the consultation phase, the Agency provided recommendations and demonstrated support for the changes in a formal submission to the ASX Corporate Governance Council and we are heartened to see this important form of self-regulation initiated by a prominent private sector group. EOWA has been measuring the number of women in senior positions in the ASX since 2002 under the principle of 'what gets measured gets managed' and we look forward to measuring improvements in these numbers over the coming years.

EOWA has also seen a continued commitment to equal opportunity (EO) from our Employer of Choice for Women (EOCFW) organisations. This year 96 leading organisations made it onto the list, having met a stringent set of criteria and pre-requisites. In June this year, following a consultation process involving a wide range of stakeholders, the Agency made changes to the EOCFW application requirements. These will apply to organisations seeking inclusion on the 2011 list and aim to enable organisations that are implementing programs and measuring change, particularly in the area of pay equity, to be recognised. While this citation, and our annual Business Achievement Awards provide positive incentives for organisations to pursue EO, they also add to the Agency's wealth of knowledge, provide case studies, and help set the standard for best practise in the private and non-government sectors.

To complement our focus on business, the Agency turned its attention to community awareness and the persisting gender pay gap through the annual Equal Pay Day campaign. The campaign in September 2009 sparked debate and discussion throughout the community through a series of events, a great deal of media coverage, Avant Card campaign and enhanced web resources. Stakeholders, Government organisations, businesses, trade unions and women's groups collaborated to acknowledge Equal Pay Day on September 4 and remind the community of the damaging effects of pay inequity on women and families, and the financial costs to business and the economy.

In May 2010 the Agency embarked on two new pay equity projects: a free online course for human resource professionals on pay equity, and an Australian Standard on Gender-inclusive Job Evaluation. We hope these tools, which will be available in 2011, will help businesses take action towards reducing the gender pay gap in coming years.

EOWA will continue to use its unique relationship with Australian business to further advance equality of opportunity for working women. I would like to thank the many businesses and non-government organisations that have worked with us towards this aim over the last year. I would also like to personally thank the committed and dedicated staff at EOWA for their support and hard work. I am confident that the Agency will move forward with optimism and positive change firmly in its sights.

# 02

## EOWA Overview

# EOWA Overview

## Role and Functions

EOWA's primary role is to:

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

The principal objects of the Act are to:

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

The functions of EOWA are:

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

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

### Organisational Structure

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

During 2009-10, in accordance with Section 28 of the Act, Mairi Steele was appointed as Acting Director of EOWA by the then Minister for the Status of Women, the Hon. Tanya Plibersek MP.

### Outcome and Output Structure

FIGURE 1

Organisational Structure Relating to Outputs and Outcomes



# 03

## Report on Performance



# Report on Performance

## **Actual Performance in Overall Achievement of Outcome**

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



TABLE 1

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

Outcome	
	Increased influence over Australian employers to achieve equity in the workplace through regulation and education on eliminating discrimination and promoting merit based opportunity.
<b>Impact Measured by Effectiveness Indicators</b>	Agency operation within budget; compliance with the Act; client performance improvement; increase in women in management; increase in paid maternity leave; reduction in pay equity gap amongst EOCFW organisations; eligibility for waiving; EOWA Employer of Choice for Women (EOCFW) citation and Business Achievement Awards (BAAs); requests for information and advice; workshop attendance; and media coverage.
<b>Actual Performance</b>	<ul style="list-style-type: none"> <li>• The Agency operated within budget;</li> <li>• 2,587 compliant and 12 non-compliant organisations (as at 28 October 2010);</li> <li>• Average of 4.4 Employment Matters actioned per organisation (4.3 EMs actioned in 2008-09);</li> <li>• Decrease in women in management among reporting organisations from 33.5% to 32.4%;</li> <li>• Increase in the number of reporting organisations providing paid maternity leave from 50.8% to 53.4%;</li> <li>• Pay equity gap amongst EOCFW organisations sits at 12.7% (10.9% in 2008-09);</li> <li>• 102 waived organisations (as at 30 September 2010). 96 EOCFW organisations. 42 organisations nominated for the 2010 BAAs (38 organisations self-nominated and 8 self-nominated for more than one award);</li> <li>• 4,377 inquiries received and actioned (compared to over 3,844 inquiries in 2008-09);</li> <li>• 25 workshops conducted (compared to 20 in 2008-09); and</li> <li>• The Agency received a significant amount of media coverage, most notably on the 2008 Census of Women in Leadership, the Employer of Choice for Women citation and Equal Pay Day.</li> </ul>

<b>Output</b>	Leading Australian employers to improve equal opportunity outcomes for women in the workplace.
<b>Output Measured by Quality and Quantity</b>	Administration of the Act; workshop attendance and evaluation; complaints to EOWA and the Minister; client site visits; provision/maintenance of website and online educational tools; written materials/publications and presentations; liaisons and partnership events with client organisations; Bullying & Harassment (B&H) online program licences sold; e-newsletters and client updates; and CEO and senior business executive attendance at the BAAs.
<b>Actual Performance</b>	<ul style="list-style-type: none"> <li>• All reporting organisations were telephoned by EOWA and offered tailored feedback on their annual compliance report;</li> <li>• 235 clients attended 25 EOWA workshops in 2009-10 (208 attendees at 20 workshops in 2008-09) and public workshop evaluation sheets measured 99.9% client satisfaction;</li> <li>• No complaints were made to the Minister;</li> <li>• EOWA conducted meetings with 3 organisations, at their request, to advise them on strategies to advance women and remove barriers; hosted visitors from Vietnam and Korea; conducted 3 presentations to HR students at the University of Western Sydney; and delivered 2 presentations to clients on International Women's Day.</li> <li>• Numerous updates made to the EOWA website to increase effectiveness;</li> <li>• A number of research publications were produced including the 2009 EOWA Annual Survey, the EOWA Industry Vertical Series;</li> <li>• A number of speeches/presentations were delivered by the EOWA Acting Director and senior staff during 2009-10;</li> <li>• 10 external partners supported EOWA events and research;</li> <li>• 12 organisations purchased a total of 895 licenses for the B&amp;H online program in 2009-10;</li> <li>• EOWA's e-Newsletter was distributed to nearly 7,000 subscribers several times during the year;</li> <li>• EOWA's <i>Gender workplace statistics at a glance</i> publication was distributed to all CEOs of reporting organisations; and</li> <li>• EOWA's annual Business Achievement Awards attracted approximately 400 attendees including over 25 CEOs and over 70 senior business executives from a diverse range of industry sectors.</li> </ul>

Price in PBS	Actual Expenditure
\$3.406m	\$3.254m

## Reporting

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

- The composition of the employer's workforce
- How the employer consulted with their 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
- Planned future actions

EOWA's reporting clients are assessed as either compliant, non-compliant or waived from reporting for a specified period of time under the *Equal Opportunity for Women in the Workplace Act 1999* (the Act). Should a report be assessed initially as non-compliant, Client Consultants work with that organisation 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 2010, over 2,800 CEOs from reporting organisations were sent a personalised letter on behalf of EOWA's Acting Director updating them on the Agency's activities and also inviting them to contact EOWA for reporting and workplace program assistance. Additionally, all CEOs from compliant organisations received a tailored letter advising compliance with the Act that also included feedback on their workplace program as outlined in their report.

At the end of each calendar year, EOWA publishes all public 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 28 October 2010, there were 12 reporting organisations that are registered with EOWA that did not comply with the *Equal Opportunity for Women in the Workplace Act 1999* (the Act). For the names of the 2009-2010 non-compliant organisations, refer to Appendix 9.

Of the 12 non-compliant employers, 10 did not submit a report. Two organisations, JasNeat Pty Ltd and Johnston's Transport Industries Pty Ltd, submitted reports that did not meet the requirements of the Act. Numerous attempts were made to obtain the required information from those employers but that information has not been forthcoming so the reports remain non-compliant.

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 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.

The Commonwealth Procurement Guidelines can be found at <http://www.finance.gov.au/publications/fmg-series/procurement-guidelines/index.html>

## Achieving a Waiver from Annual Compliance Program Reporting

*The Equal Opportunity for Women in the Workplace Act 1999* (Section 13C) 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;
- Enables organisations to divert resources from reporting into their workplace program.

EOWA offers organisations interested in applying for a waiver a high level of support and assistance. This involves consultation, feedback and guidance relating to EO in their workplace. In addition, EOWA's Workshop 2 focuses on requirements for achieving a waiver. Education and Client Advisors who conduct these workshops provide participants with advice and information to enable them to establish the foundation for a successful application for waiver from reporting.

In the 2009-10 reporting year the EOWA Acting Director, Mairi Steele, approved a recommendation that the 21 organisations on the EOWA Employer of Choice for Women (EOCFW) list for 2010 that were also due to submit a compliance report/application for waiver in 2010 be offered a two year waiver from compliance reporting. This decision was based on the knowledge that organisations which achieved EOCFW provided detailed analysis, took action and achieved outcomes which exceeded the requirements for a waiver from reporting. All of the EOCFW organisations which were offered a waiver accepted the offer.

In addition to the 21 EOCFW organisations granted a waiver, 98 organisations applied to be waived, making a total of 119, a decrease from the total of 127 applications/EOCFW offers last year. In 2009-10, the Acting Director waived the reporting requirements of 102 organisations (compared with 116 organisations in 2008-09).

A list of waived organisations is provided in Appendix 10.

### **Compliance Data**

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

The 2009-10 report assessment data provides insights into how Australian employers are taking action to implement equal opportunity for women in their workplaces.

As at 28 October 2010, 2,587 organisations reported to EOWA and were assessed as compliant under the Act, compared with 2008-09 when 2,556 reporting organisations complied. Of these 2,587 compliant organisations, 102 were approved to be waived from reporting for a future period of up to three years, which compares with 116 in 2008-09. As at 28 October 2010, the number of non-compliant organisations was 12.

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

In 2009-10, the 2,587 organisations reporting to EOWA employed 2,588,318 people, and approximately 47.2% or 1,221,224 of these employees were women. The proportion of women in these organisations is shown by employment category on the following page, together with the final figures for 2008-09 and 2007-08 (updated since the last Annual Report).

TABLE 2

**Women in EOWA Reporting Organisations by Employment Category**

	2009-10 (%)	2008-09 (%)	2007-08 (%)
CEOs	10.8	10.6	9.8
Managers	32.4	33.7	34.3
Employees	47.2	47.8	47.2
Full-time Employees	34.2	36.1	34.3
Part-time Employees	76.6	77.0	77.5
Casual Employees	57.0	56.6	57.4
Part-time Managers	80.6	77.7	81.0
Casual Managers	46.8	57.6	56.6

Source: EOWA Compliance Data

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

FIGURE 2

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

Source: EOWA Compliance Data

\* Interim figures as at 28 October 2010. The data from which these figures were derived was valid on the 28 October but is subject to variation thereafter.

## Annual EOWA Survey of Reporting Organisations

Since 2001, EOWA has conducted voluntary surveys of reporting organisations as part of the annual reporting process. The data is collected through telephone conversations between EOWA Client Consultants and reporting organisations during the reporting period each year. The publications for the 2008, 2009 and 2010 surveys have been sponsored by Alcoa of Australia. The 2009-10 survey focuses on Paid Maternity Leave, Pay Equity and the Impact of the Global Financial Crisis on Equal Opportunity Programs in EOWA Reporting Organisations. 2,400 organisations participated in the survey which constituted a response rate of 94%.

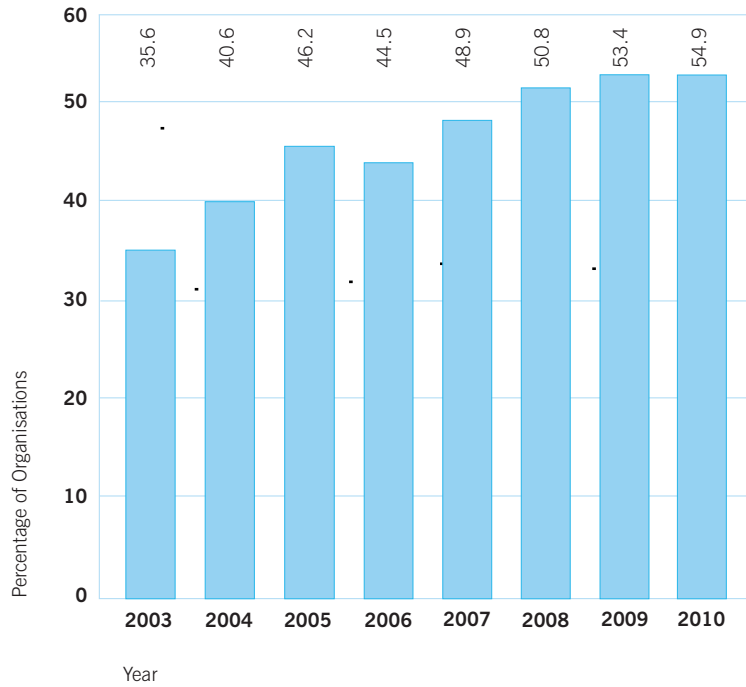
Key findings include:

- 53.4 per cent of EOWA reporting organisations now provide paid maternity leave – an increase of 17.8 percentage points since 2003 (new figures as at 27 October 2010 available in figure 3 page 23).
- The average duration of paid maternity leave in EOWA reporting organisations is 9.9 weeks up slightly from 9.4 weeks in 2009.
- 27.8 per cent of surveyed organisations that currently provide paid maternity leave indicated that they will make changes to their current practice as a result of the government's Paid Parental Leave scheme.
- 59.7 per cent of organisations indicating a change to their parental leave policies said they were waiting on their EBA/Award to be negotiated; 11.2 per cent said they would pay the difference between the government scheme and the employee's salary for the government's 18 weeks; and 10.2 per cent said they will pay the current leave amount on top of the government amount for their current period of leave.
- 39.6 per cent of EOWA reporting organisations conduct an annual gender pay equity analysis.
- Of those that conducted a gender pay gap analysis, 54 per cent said this resulted in an action plan to address the gender pay gap in their organisation.
- 27.7 per cent of all surveyed EOWA reporting organisations said the global financial crisis had an impact on equal opportunity programs in their organisations.



FIGURE 3

Provision of Paid Maternity Leave in EOWA Reporting Organisations



Source: EOWA Survey on Paid Maternity Leave, Pay Equity and the Impact of the Global Financial Crisis on Equal Opportunity Programs in EOWA Reporting Organisations

The full published results of the survey can be viewed on the EOWA website at:

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

## **Educating HR and Diversity Practitioners**

### **Workshops and Education Sessions**

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

Throughout the year, a total of 25 workshops were conducted across Australia, attracting 235 attendees. This is an increase from the 208 participants that attended the 20 workshops offered in 2008-09.

All workshop participants received an evaluation form with which to provide feedback in relation to content and achievement of objectives. 99.9 percent of respondents either agreed or fully agreed that their workshop expectations had been met.

### **Bullying and Harassment Prevention: an EOWA Online Program**

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

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

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

12 organisations purchased a total of 895 licenses in 2009-10.

### **Pay Equity Projects**

In April 2010, EOWA began work on two pay equity projects: an online course for human resource practitioners (and others interested in pay equity), and an Australian Standard on Gender-inclusive Job Evaluation. EOWA engaged Philippa Hall, Pay Equity Consultant, to design and manage these projects.

### **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 (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 either late 2011 or early 2012.

### **Online course on pay equity**

This one-hour interactive course builds understanding of pay equity issues and remedies. It is primarily for human resources practitioners but will be suitable for others interested in pay equity. It covers legislation, statistics, pay equity histories and case studies, and checklists and tools for use with components of remuneration and techniques of valuing work and setting remuneration. The course will be provided free of charge and will be available from December 2010.

Throughout 2009-10 the Agency 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 on the EOWA website.

### **Advice and consultation**

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

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

For the period 1 July 2009 to June 2010, EOWA responded to 4,377 inquiries (compared to over 3,844 inquiries in 2008-09). Additionally, during the 2009-10 reporting year, every reporting organisation was provided with personalised and industry-specific assistance on their workplace program.

## Communications

### Website

EOWA's website continues to offer an extensive range of online tools along with a library of rich resources. These include a pay equity audit tool, up-to-date statistics on employment matters, and leading organisations' policies, practices and case studies designed to enhance the development of successful EO 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 the Agency is to publicly address the current issues facing women in the workplace. Representatives of EOWA deliver speeches throughout the year in order to lead, educate, and create debate around improving outcomes for women and business.

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

### Submissions to Inquiries

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

- ASX Corporate Governance Council: Proposed Amendments to the ASX Corporate Governance Principles and Recommendations Exposure Draft
- Reform of Australian Government Administration: Building the world's best public service
- Federal Government Review of the Equal Opportunity for Women in the Workplace Act 1999
- Office of the Fair Work Ombudsman, Review of Community Based Employment Advice Services

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

## **Community Engagement Campaigns**

In 2008, EOWA named 'Equal Pay Day' for the first time. This day illustrates the number of extra days that women have to work, on average, after the end of the financial year to earn the same as men. The number of extra days represents the national average gender pay gap for adult full-time, ordinary-time earnings which sits between 17-18%. The day is largely symbolic and aims to generate community discussion and media commentary annually on the topic of gender pay equity.

EOWA coordinated an Equal Pay Day Event in September 2009 in partnership with the Work and Organisational Studies Student Society (WOSOC) at The University of Sydney. The event attracted approximately 80 attendees, including Jane Hodges, Director of the ILO Bureau for Gender Equality; Mary Cornish, Canadian human rights and pay equity expert; and Marilyn Forsythe, National President of the Australian Federation of Business and Professional Women. The event was facilitated by The University of Sydney's Women, Work and Research Group, and featured four speakers, including the Sex Discrimination Commissioner, academics specialising in the field of women and employment, and a student representative. There was a generous question and answer session at the end aimed at generating community engagement and debate around pay inequity.

In addition, EOWA conducted an Avant Card campaign through which approximately 140,000 free postcards were distributed across Australia; contacted a variety of stakeholders informing them of the day including government, community and private sector organisations; developed a new range of resources on pay equity for the EOWA website; and conducted an extensive media campaign.

## **Publications**

**[EOWA Survey on Paid Maternity Leave, Pay Equity and the Impact of the Global Financial Crisis on Equal Opportunity Programs in EOWA Reporting Organisations.](#)**

See survey section under compliance data, page 22.

### **[EOWA News Alert](#)**

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

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

## **Media**

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

As well as general media mentions, in 2009-10, the Agency received significant media coverage on its:

- 2008 Australian Census of Women in Leadership
- Employer of Choice for Women citation
- Business Achievement Awards
- Agender in the Boardroom publication
- Equal Pay Day campaign
- Pay Power and Position publication
- Industry Vertical publications
- Annual Survey publication

## **Building Partnerships and Engaging Business Leaders**

During the previous year EOWA has continued to strengthen strategic relationships with leading organisations and networks within Australia. EOWA's senior staff have also worked to further develop the public profile of the Agency through participation in a variety of forums around the country.

EOWA's key projects in 2009-2010, which were aimed at inspiring leaders to take action to help women advance in the workplace, were:

- The EOWA Business Achievement Awards (BAAs);
- Equal Pay Day campaign;
- Speaking Engagements of Acting Director and Senior Staff;
- The EOWA Employer of Choice for Women Citation; and
- The EOWA Survey on Paid Maternity Leave, Pay Equity and the Impact of the Global Financial Crisis on EO Programs in EOWA Reporting Organisations.

## **EOWA Business Achievement Awards (BAAs)**

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

Held in Sydney, on November 11, the 2009 BAAs attracted approximately 400 guests including over 25 CEOs and over 70 Senior Business Executives.

Winners were awarded in eight categories, five of which were endorsed by corporate sponsors including; Australian Industry Group, Commonwealth Bank of Australia, ExxonMobil, Freehills, and IBM Australia. In addition, the Office for Women sponsored the Minister's Award for Outstanding EEO Practice and the not-for-profit organisation 'Suited for Work' was a supporter of the Awards.

The 2009 BAAs received favourable feedback from attendees for demonstrating different approaches to EEO 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 2009 BAA winners are listed in Appendix 11.

### **EOWA Employer of Choice for Women (EOCFW)**

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

In March 2010, 96 organisations were featured on the EOWA Employer of Choice for Women list. This number is a decrease from the 111 organisations which achieved the citation in 2009.

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

Organisations applying in 2009 for the 2010 EOWA Employer of Choice for Women citation, needed to provide sufficient information to demonstrate they met the following six criteria and pre-requisites:

#### **Criteria**

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

### Pre-Requisites

- i) EO for Women is a standing agenda item on a Committee chaired by the CEO or his/her direct report;
- ii) Female managers can work part-time;
- iii) Paid maternity leave – minimum of 6 weeks' paid leave after 12 months service;
- iv) Sex-based harassment training is conducted at Induction for all staff (including management, contract staff and casual staff), and refresher education OR updates are received by all staff (including management, contract staff and casual staff) at least every 2 years;
- v) 5.1 Pay Equity gap at each level of the organisation is less than 16%;  
5.2 The organisation's overall pay gap is less than the industry average;
- vi) At least 28% of managers are women, OR, The organisation's percentage of female managers is greater than the industry sector's percentage of female managers.

### Review of EOCFW Criteria

In 2010 the requirements for EOCFW were reviewed and modified, effective for organisations submitting applications in October 2010 for inclusion on the 2011 list. These changes incorporated feedback from reporting organisations and expert input from academic and stakeholder-group representatives.

The six criteria as outlined above remain the same but the prerequisites have changed. The prerequisites for organisations to meet ABS industry percentages for salary and female managers have been removed and the other prerequisites have been absorbed into the relevant criteria. The information below summarises the requirements in relation to the six criteria:

- Paid maternity leave of a minimum of 6 weeks after a maximum of 12 months service remains the same.
- Instead of being required to meet an ABS benchmark for the gender pay gap, organisations must now conduct a gender pay equity analysis and provide detailed information on:
  - a. the type of analysis conducted;
  - b. an explanation for any gaps both by-level AND overall;
  - c. what strategies are in place and what actions are being taken to address pay equity.



- The analysis, including documenting the salaries in the Workplace Profile, is to include employees' **total** remuneration – not just base salaries.
- Instead of being required to meet an ABS benchmark for the percentage of female managers, organisations must now provide detailed information on strategies and actions to increase the representation of women in management positions.
- In addition to EO for Women as a standing agenda item on a committee chaired by the CEO or his /her direct report, EO for Women must now be a standing agenda item for Executive and Board meetings.
- The CEO must be able to demonstrate s/he is visibly committed to addressing gender pay equity and achieving appropriate representation of women in management and senior management.
- To provide guidance to applicants on the level of information we require, the application form contains more questions in relation to Criterion 3 (strategy and actions to advance women), Criterion 5 (the gender inclusive culture and the role of the CEO as champion), Criterion 6 (outcomes for women and the business).

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

Organisations that no longer demonstrate that they meet the requirements are removed from the list.

### **Equal Pay Day**

An event was hosted in 2009 in partnership with The University of Sydney. See Community Engagement Campaigns in Communication section, p27.

### **Speaking Engagements**

A number of speeches and presentations were delivered by the EOWA Acting Director, Mairi Steele, and senior staff during 2009-10. 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.

The Acting Director participated as a member of the Australian Government delegation to the 54th UN Commission on the Status of Women (CSW) and the 15 year review of the Beijing Declaration (“Beijing Plus 15”) in New York from 1-12 March 2010. The Acting Director was the lead negotiator for the Australian Delegation on a Resolution considering Women’s Economic Empowerment.

Speaking engagements in which EOWA participated in the period 2009-2010 include:

Date	Where	Organisation	Topic of Presentation
July 2009	Sydney	CEDA Boardroom Event	“Understanding the Gender Divide: Equality in the Australian Workplace”
April 2010	Sydney	Australian Institute of Architects	The role of EOWA
June 2010	Brisbane	LexisNexis 4th Annual Industrial & Workplace Conference	Parental rights and flexible work arrangements in practice feature session
June 2010	Sydney	CEDA: Committee for Economic Development of Australia	Women in Leadership Series Part 2

### Networking and Representation of EOWA

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

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

Throughout 2009-10 EOWA’s Acting Director and staff participated in, and attended numerous external events including conferences, award ceremonies, government functions and round-table discussions.

The Director accepted invitations to join the Financial Services Institute of Australia (Finsia) Women in Leadership Advisory Council and the Advisory Board of the Industrial Relations Research Centre at the University of New South Wales.

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

### **Purchaser/Provider Arrangements**

EOWA entered into a purchaser/provider arrangement, under a memorandum of understanding, with the Department Families, Housing, Community Services and Indigenous Affairs (FaHCSIA) for the provision of administrative and information technology services for the financial year 2009-10.

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

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

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

The on-going efficiency dividend measure will impact on the Agency's ability to maintain service delivery standards.

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

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

The Office for Women led the Review, with professional services firm KPMG engaged to manage the consultation process. During the Review the compliance reporting process remained unchanged.

### **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 4,377 calls received in the period from July 09-June 10, 21 calls were from members of the public whom EOWA referred to other agencies as we could not assist them, and 707 calls were relating to rights and obligations under the Act and how EOWA could provide assistance to meet those obligations.

The Service Charter is available on EOWA's website at:  
[http://www.eowa.gov.au/About\\_EOWA/Our\\_Services/EOWA\\_Service\\_Charter.asp](http://www.eowa.gov.au/About_EOWA/Our_Services/EOWA_Service_Charter.asp)

## Financial Performance

The total appropriation for EOWA in 2009-10 was \$2,992,000.

## Significant Changes from Prior Year or from Budget

There were no significant changes.

TABLE 3

Summary Resource Table by Outcome

	(1) Budget* 2009-10 (\$)	(2) Actual Revenue 2009-10 (\$)	(3) Actual Expenses 2009-10 (\$)	Variation (3) – (2)	(4) Budget** 2010-11 (\$)
<b>Price of Output</b>					
Output – Administration of the Act, Advice, Education, Information and Communication	2,992,000	2,992,000	3,253,741	–	2,750,000
Reduction of Appropriations (Appropriation Act Section 9)	–	–	–	–	–
<b>Subtotal of Output</b>	<b>2,992,000</b>	<b>2,992,000</b>	<b>3,253,741</b>	<b>–</b>	<b>2,750,000</b>
<b>Revenue from Government (Appropriation) for Outputs</b>	<b>2,992,000</b>	<b>2,992,000</b>	<b>–</b>	<b>–</b>	<b>2,750,000</b>
<b>Revenue from Other Sources</b>	366,000	330,197	–	–	466,000
Other Sources – Resources received free of charge from Government, EOWA services to external entities and sale of assets	48,000	45,000	–	–	100,000
<b>Total Price of Output</b>	<b>3,406,000</b>	<b>3,367,197</b>	<b>3,253,741</b>	<b>113,456</b>	<b>3,316,000</b>
<b>TOTAL FOR OUTCOME (Total Price of Outputs and Administered Expenses)</b>	<b>3,406,000</b>	<b>3,367,197</b>	<b>3,253,741</b>	<b>113,456</b>	<b>3,316,000</b>
Average Staffing Levels [ASL]	20	23	23	–	20

\* Full-year Budget, including additional Estimates

\*\* Budget prior to additional Estimates

## Developments since end of Financial Year

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

# 04

## Management and Accountability



# Management and Accountability

## Corporate Governance

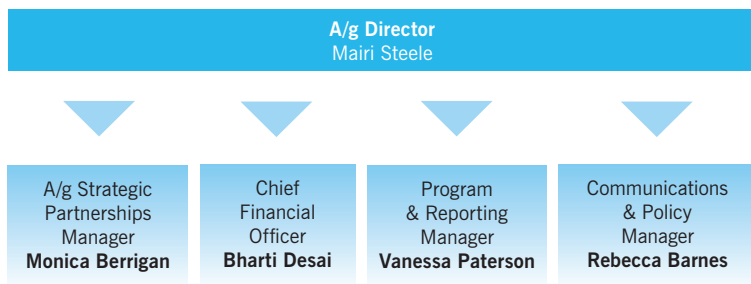
EOWA's Director reports directly to the Minister for the Status of Women. The Executive Managers report to the Director.

The organisational structure remains unchanged during 2009-10. The consolidated structure continues to enable EOWA to better focus resources and respond to business needs and thereby achieve its outcome. Figure 4 displays the corporate management structure.

### Names of the Senior Executive and their Responsibilities

FIGURE 4

#### Corporate Management Structure



### **Financial and Operational Risk**

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

EOWA has met with Comcover throughout 2009-10 to ensure the development of good risk management practices. EOWA implemented one of the recommendations by RMAS of having a live risk register. All new and current projects are continually assessed for potential risks and treatments.

### **Audit Committee**

EOWA had regular Finance and Audit committee meetings throughout the financial year 2009-10. The committee is responsible for ensuring proper use of Commonwealth resources and the management of risks. The members of the committee as at 30 June 2010 were:

- Alison Gatt (independent member)
- Graham Johnson (independent auditor, ANAO)
- Mairi Steele (Acting Director)
- Bharti Desai

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

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

EOWA is working on a draft whistle blowing policy which is due to be implemented in the first half of the financial year 2010-11.

### **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 2009 to June 2010 inclusive, EOWA was not the subject of:

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

## Management of Human Resources

### Impact and Features of Collective Agreement and Individual Industrial Agreements

EOWA current Collective Agreement is effective until March 2012. The main features of the 2009-12 Collective Agreement are:

- **Remuneration:** Employees receive three wage increases over the three-year duration of the agreement. The first increase of 4% took effect upon commencement on 1 April 2009; the second increase of another 4% was effective 1 April 2010, and the final 4% increase will take place on 1 April 2011. The performance bonus was rolled into base ongoing salary and applied across all bands prior to the first 4% wage increase.
- **Paid Maternity Leave:** EOWA has paid maternity leave benefit 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 Carers Leave:** EOWA has paid primary carers leave of 17 weeks at full pay. Employees also have the right to request an additional year of leave without pay. The leave applies for employees who are the primary carers of child and can be taken around the time of birth or placement of the child.



- **Paid Secondary Carers Leave:** EOWA has paid secondary carers leave of two weeks at full pay with access to a further 10 days leave under personal leave provisions. The leave can be taken within three months of the birth or placement of the child.
- **Balancing work and personal life through working flexibly:** EOWA is committed to helping employees balance their work and personal lives through telecommuting, 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 is providing staff with the opportunity to develop skills by provision of training and development and the health-related budgets.

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

### **Training and Development Undertaken and its Impacts**

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

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

A total of \$42,855 was allocated to training, development and networking activities. In 2009-10, the amount spent on EOWA Studybank was \$1,950.

### Staffing Structure and Statistics

No change has occurred to the staffing structure since a review of the structure occurred in June 2008. The structure operates successfully and continues to support the existing focus of the organisation.

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	5,901	263	2,204
PEO	1	Nil	Nil	Nil
<b>Total</b>	<b>20</b>	<b>5,901</b>		

### Purchasing

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

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

## Asset Management

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

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

## Consultants, Competitive Tendering and Contracting

During 2009–10, EOWA spent a total of \$491,657 on ongoing consultancy (as listed in Appendix 7).

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

The previous successful tenders continued to be used in 2009-10. The largest of these was FaHCSIA for IT supplies, Finance, Human Resources and the maintenance and enhancement of the EOWA reporting application, Beethoven Computer Services for the provision of support services for the reporting application and CBRE for the leasing of office premises.

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

### **Providing Access to People with Disabilities**

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

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

# 05 Appendices



# Appendices

## 01 Financial Statements



### Appendix 1 – Financial Statements

#### Independent Auditor's Report

To the Minister for the Status of Women

#### Scope

##### The financial statements and Director's responsibility

The financial statements comprise:

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

For the Equal Opportunity for Women in the Workplace Agency (the Agency) for the year ended 30 June 2010.

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

#### Audit Approach

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

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

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

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

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

## Independence

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

## Audit Opinion

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

- (a) have been prepared in accordance with Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*; and
- (b) give a true and fair view of the Equal Opportunity for Women in the Workplace Agency's financial position as at 30 June 2010 and of its performance and cash flows for the year then ended, in accordance with:
  - (i) the matters required by the Finance Minister's Orders; and
  - (ii) applicable Accounting Standards and other mandatory financial reporting requirements in Australia.

Australian National Audit Office



G Johnson  
Senior Director  
Delegate of the Auditor-General

Sydney  
11 August 2010

# Appendices

## 01 Financial Statements

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

In our opinion, the attached financial statements for the year ended 30 June 2010 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, as amended.



**Mairi Steele**  
Acting Director  
Equal Opportunity for Women  
in the Workplace Agency  
11 August 2010



**Bharti Desai**  
Chief Financial Officer  
Equal Opportunity for Women  
in the Workplace Agency  
11 August 2010



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

for the year ended 30 June 2010

	Notes	30 June 2010 (\$)	30 June 2009 (\$)
<b>Expenses</b>			
Employee benefits	2A	<b>1,970,324</b>	1,994,917
Supplier expenses	2B	<b>1,016,151</b>	1,142,799
Depreciation and amortisation	2C	<b>267,266</b>	267,166
<b>Total expenses</b>		<b>3,253,741</b>	3,404,882
<b>Less: Own-source income</b>			
<b>Own-source revenue</b>			
Sale of goods and rendering of services	3A	<b>330,197</b>	682,231
<b>Total own-source revenue</b>		<b>330,197</b>	682,231
<b>Gains</b>			
Other: resources received free of charge	3B	<b>45,000</b>	44,000
<b>Total gains</b>		<b>45,000</b>	44,000
<b>Total own-source income</b>		<b>375,197</b>	726,231
<b>Net cost of services</b>		<b>2,878,544</b>	2,678,651
Revenue from Government	3C	<b>2,992,000</b>	2,938,000
Total comprehensive income		<b>113,456</b>	259,349
Total comprehensive income attributable to the Australian Government		<b>113,456</b>	259,349

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

# Appendices

## 01 Financial Statements

### Equal Opportunity for Women in the Workplace Agency Balance Sheet for Not-for-Profit Reporting Entities

as at 30 June 2010

	Notes	30 June 2010 (\$)	30 June 2009 (\$)
<b>Assets</b>			
<b>Financial assets</b>			
Cash and cash equivalents	4A	270,337	13,059
Trade and other receivables	4B	1,808,105	2,221,001
<b>Total financial assets</b>		<b>2,078,442</b>	2,234,060
<b>Non-financial assets</b>			
Land and buildings	5A	271,731	373,630
Infrastructure, plant and equipment	5B	2,136	6,965
Intangibles	5D	330,422	465,094
Other non financial assets	5E	2,493	2,491
<b>Total non financial assets</b>		<b>606,781</b>	848,180
<b>Total assets</b>		<b>2,685,224</b>	3,082,240
<b>Liabilities</b>			
<b>Payables</b>			
Suppliers	6A	45,085	24,538
Other payables	6B	406,336	393,665
<b>Total payables</b>		<b>451,420</b>	418,203
<b>Provisions</b>			
Employee provisions	7A	283,478	232,168
<b>Total provisions</b>		<b>283,478</b>	232,168
<b>Total liabilities</b>		<b>734,899</b>	650,371
<b>Net assets</b>		<b>1,950,325</b>	2,431,869
<b>Equity</b>			
Contributed equity		804,000	1,399,000
Reserves		40,043	40,043
Retained surplus		1,106,282	992,826
<b>Total equity</b>		<b>1,950,325</b>	2,431,869
Current assets		2,080,935	2,236,551
Non current assets		604,290	845,689
Current liabilities		643,966	560,888
Non current liabilities		90,934	89,483

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

**Equal Opportunity for Women in the Workplace Agency Statement of Changes in Equity for Not-for-Profit Reporting Entities**  
for the year ended 30 June 2010

Item	Retained Earnings		Asset Revaluation Reserves		Contributed Equity		TOTAL EQUITY	
	2010 (\$)	2009 (\$)	2010 (\$)	2009 (\$)	2010 (\$)	2009 (\$)	2010 (\$)	2009 (\$)
<b>Opening balance as at 1 July</b>	<b>992,826</b>	733,477	<b>40,043</b>	40,043	<b>1,399,000</b>	1,399,000	<b>2,431,869</b>	2,172,520
Surplus	<b>113,456</b>	259,349	n/a	n/a	n/a	n/a	<b>113,456</b>	259,349
<b>Transaction with owner:</b>								
Returns of capital:								
Other (refer to note below)	-	-	-	-	<b>(595,000)</b>	-	<b>(595,000)</b>	-
<b>Sub-total transactions with owners</b>	<b>-</b>	-	-	-	<b>(595,000)</b>	-	<b>(595,000)</b>	-
<b>Closing balance at 30 June</b>	<b>1,106,282</b>	992,826	<b>40,043</b>	40,043	<b>804,000</b>	1,399,000	<b>1,950,325</b>	2,431,869
<b>Closing balance attributable to the Australian Government</b>	<b>1,106,282</b>	992,826	<b>40,043</b>	40,043	<b>804,000</b>	1,399,000	<b>1,950,325</b>	2,431,869

Unused depreciation extinguished, based on the Cash and Appropriations Receivable Reconciliations provided to finance for 2009-10.

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

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## 01 Financial Statements

### Equal Opportunity for Women in the Workplace Agency Cashflow Statement for Not-for-Profit Reporting Entities

for the year ended 30 June 2010

	Notes	30 June 2010 (\$)	30 June 2009 (\$)
<b>Operating activities</b>			
<b>Cash received</b>			
Goods and services		286,722	705,502
Appropriations		2,867,000	2,438,000
GST received from ATO		81,640	94,718
<b>Total cash received</b>		<b>3,235,362</b>	3,238,220
<b>Cash used</b>			
Employees		1,919,014	2,068,228
Suppliers		943,758	1,288,805
GST paid to ATO		89,446	52,771
<b>Total cash used</b>		<b>2,952,218</b>	3,409,804
<b>Net cash flows from/(used by) operating activities</b>	8	<b>283,144</b>	(171,584)
<b>Investing activities</b>			
<b>Cash used</b>			
Purchase of infrastructure, plant and equipment		–	–
Purchase of intangibles		25,866	–
<b>Total cash used</b>		<b>(25,866)</b>	–
<b>Net cash (used by) investing activities</b>		<b>(25,866)</b>	–
Net increase/(decrease) in cash held and cash equivalents		257,278	(171,584)
Cash and cash equivalents at the beginning of the reporting period		13,059	184,643
<b>Cash and cash equivalents at the end of the reporting period</b>	4A	<b>270,337</b>	13,059

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

## Equal Opportunity for Women in the Workplace Agency Schedule of Commitments for Not-for-Profit Reporting Entities

as at 30 June 2010

	30 June 2010 (\$)	30 June 2009 (\$)
<b>By type</b>		
<b>Commitments receivable</b>		
GST recoverable on commitments	55,906	75,442
<b>Total commitments receivable</b>	<b>55,906</b>	<b>75,442</b>
<b>Other commitments</b>		
Operating leases	614,965	829,865
<b>Total other commitments</b>	<b>614,965</b>	<b>829,865</b>
<b>Net commitments by type</b>	<b>559,059</b>	<b>754,423</b>
<b>By maturity</b>		
<b>Commitments receivable</b>		
Other commitments receivable		
One year or less	20,318	19,536
From one to five years	35,588	55,906
<b>Total other commitments receivable</b>	<b>55,906</b>	<b>75,442</b>
<b>Operating lease commitments</b>		
One year or less	223,495	214,899
From one year to five years	391,470	614,966
<b>Total operating lease commitments</b>	<b>614,965</b>	<b>829,865</b>
<b>Net commitments by maturity</b>	<b>559,059</b>	<b>754,423</b>

NB: Commitments are GST inclusive where relevant.

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

### Leases for office accommodation

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

## Schedule of Contingencies for Not-for-Profit Reporting Entities

as at 30 June 2010

There are no contingent liabilities or assets as at 30 June 2010.

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

# 01 Financial Statements

## Schedule of Asset Additions for Not-for-Profit Reporting Entities

as at 30 June 2010

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
<b>Total additions</b>	<b>–</b>	<b>–</b>	<b>25,866</b>	<b>25,866</b>

There were no non-financial non-current asset additions in 2008-09.

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

for the year ended 30 June 2010

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

## **Note 1: Summary of Significant Accounting Policies**

### **1.1 Objectives of Equal Opportunity for Women in the Workplace Agency**

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

- Providing education and leading edge solutions,
- Building sustainable partnerships, and
- Engaging community debate to increase the rate of change.

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

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## 01 Financial Statements

### 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 2009; 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 is in accordance with the historical cost convention, except for certain assets at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

The financial report is presented in Australian dollars.

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

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

### 1.3 Significant Accounting Judgements and Estimates

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



## 1.4 Changes in Australian Accounting Standards

### Adoption of new Australian Accounting Standards requirements

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

### Future Australian Accounting Standard requirements

The following standard issued prior to the signing of the statement by the Chief Executive and Chief financial Officer has not been adopted by the Department of Finance and Deregulation, but if adopted will have an impact on future presentation of the financial statements.

### AASB 1053: Application of Tiers of Australian Accounting Standards – June 2010

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

## 1.5 Revenue

### Revenue from Government

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

Appropriations receivable are recognised at their nominal amounts.

### Other Revenue

Revenue from the sale of goods is recognised when:

- The risks and rewards of ownership have been transferred to the buyer;
- The 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.

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## 01 Financial Statements

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

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

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

### **1.6 Gains**

#### **Resources Received Free of Charge**

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

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

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

#### **Sale of Assets**

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

### **1.7 Transactions with the Government as Owner**

#### **Equity injections**

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

### **1.8 Employee Benefits**

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

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

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

Other long-term employee benefits are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets out of which the obligations are to be settled directly.

### Leave

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

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

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

### Separation and Redundancy

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

### Superannuation

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

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

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## 01 Financial Statements

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

The liability for superannuation recognised as at 30 June 2010 represents outstanding contributions for the final fortnight of the year.

### **1.9 Leases**

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

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

### **1.10 Cash**

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

### **1.11 Financial assets**

EOWA's financial assets comprise 'receivables'.

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

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

#### **Receivables**

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

## Impairment of Financial Assets

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

### 1.12 Financial Liabilities

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

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

#### Supplier and other payables

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

### 1.13 Contingent Liabilities and Contingent Assets

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

### 1.14 Acquisition of Assets

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

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

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## 01 Financial Statements

### 1.15 Property, Plant and Equipment

#### Asset Recognition Threshold

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

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

#### Revaluations

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

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

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

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

#### Depreciation

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

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

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

	2010	2009
Leasehold improvements	<b>Lease term</b>	Lease term
Plant and equipment	<b>3 to 9 years</b>	3 to 9 years

## Impairment

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

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

### 1.16 Intangibles

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

Software is amortised on a straight line basis over its anticipated useful life. The useful life of EOWA's software is 5 years (2008 09: 5years).

All software assets were assessed for indications of impairment as at 30 June 2010.

### 1.17 Taxation

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

Revenues, expenses and assets are recognised net of GST:

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

### 1.18 Comparative Figures

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

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## 01 Financial Statements

### Note 2: Operating Expenses

	2010 (\$)	2009 (\$)
<b>Note 2A: Employee Benefits</b>		
Wages and salaries	<b>1,528,067</b>	1,713,327
Superannuation	<b>246,721</b>	228,700
Leave and other entitlements	<b>165,611</b>	5,026
Separation and redundancy	–	4,730
Other employee expenses	<b>29,925</b>	43,134
<b>Total employee expenses</b>	<b>1,970,324</b>	1,994,917

### Note 2B: Suppliers

<b>Goods and services</b>		
Accommodation and related expenses	<b>237,870</b>	232,738
IT and office equipment	<b>223,001</b>	204,064
Consultants	<b>173,271</b>	164,263
Printing, stationery and publications	109,228	199,950
Travel related expenses	<b>72,567</b>	78,239
Audit, legal, subscription, training and insurance services	<b>122,706</b>	158,922
Other expenses	<b>77,508</b>	104,623
<b>Total goods and services</b>	<b>1,016,151</b>	1,142,799

#### Goods and services are made up of:

Provision of goods – external entities	<b>370,516</b>	497,374
Rendering of services – related entities	<b>224,655</b>	211,756
Rendering of services – external entities	<b>248,463</b>	262,045
Operating lease rentals*	<b>166,207</b>	166,207
Workers' compensation premiums	<b>6,310</b>	5,417
<b>Total supplier expenses</b>	<b>1,016,151</b>	1,142,799

\* These comprise minimum lease payments only.

### Note 2C: Depreciation and Amortisation

<b>Depreciation</b>		
Infrastructure, plant and equipment	<b>101,899</b>	101,899
Building – leasehold improvements	<b>4,829</b>	5,806
<b>Total depreciation</b>	<b>106,728</b>	107,705
<b>Amortisation</b>		
Intangibles – computer software	<b>160,538</b>	159,461
<b>Total amortisation</b>	<b>160,538</b>	159,461
<b>Total depreciation and amortisation</b>	<b>267,266</b>	267,166



## Note 3: Income

	2010 (\$)	2009 (\$)
<b>Revenue</b>		
<b>Note 3A: Sale of Goods and Rendering of Services</b>		
Rendering of services – external entities	<b>330,197</b>	682,231
<b>Total sale of goods and rendering of services</b>	<b>330,197</b>	682,231
<b>Gains</b>		
<b>Note 3B: Other Gains</b>		
Resources received from related entities:		
Auditors remuneration	<b>30,000</b>	29,000
Total resources from related entities	<b>30,000</b>	29,000
Resources received free from external entities:		
Resources free of charge – publications and printing	<b>15,000</b>	15,000
Total resources from external entities	<b>15,000</b>	15,000
<b>Total other gains</b>	<b>45,000</b>	44,000
<b>Note 3C: Revenue from Government</b>		
Appropriations: departmental outputs	<b>2,992,000</b>	2,938,000
<b>Total revenue from Government</b>	<b>2,992,000</b>	2,938,000

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## 01 Financial Statements

### Note 4: Financial Assets

	2010 (\$)	2009 (\$)
<b>Note 4A: Cash and Cash Equivalents</b>		
Cash on hand or on deposit	<b>270,337</b>	13,059
<b>Total cash and cash equivalents</b>	<b>270,337</b>	13,059
<b>Note 4B: Trade and Other Receivables</b>		
Goods and services	<b>93,980</b>	50,505
GST receivable from the Australian Taxation Office	<b>34,125</b>	20,496
Appropriations receivable – for existing outputs	<b>1,680,000</b>	2,150,000
<b>Total receivables (net)</b>	<b>1,808,105</b>	2,221,001

All receivables are current assets.

All receivables are with entities external to the entity. Credit terms are net 30 days (2009: 30 days).

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

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

<b>Current</b>	<b>1,714,125</b>	2,170,496
<b>Overdue by:</b>		
Less than 30 days	<b>93,762</b>	22,000
30 to 60 days	<b>218</b>	6,505
60 to 90 days	–	22,000
<b>Total receivables (gross)</b>	<b>1,808,105</b>	2,221,001

## Note 5: Non-Financial Assets

	2010 (\$)	2009 (\$)
<b>Note 5A: Land and Buildings</b>		
<b>Leasehold improvements</b>		
– At fair value	509,494	509,494
– Accumulated amortisation	(237,763)	(135,864)
<b>Total leasehold improvements</b>	<b>271,731</b>	<b>373,630</b>
<b>Total land and buildings (non-current)</b>	<b>271,731</b>	<b>373,630</b>

No indications of impairment exist for land and buildings.

## Note 5B: Infrastructure, Plant and Equipment

<b>Infrastructure, plant and equipment</b>		
– At fair value	38,393	38,393
– Accumulated depreciation	(36,257)	(31,428)
<b>Total infrastructure, plant and equipment (non-current)</b>	<b>2,136</b>	<b>6,965</b>

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

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

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

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

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## 01 Financial Statements

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

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

### Note 5D: Intangible Assets

	2010 (\$)	2009 (\$)
<i>Computer software at cost:</i>		
Internally developed	<b>1,021,223</b>	<b>995,357</b>
Accumulated amortisation	(690,801)	<b>(530,263)</b>
<b>Total intangibles (non-current)</b>	<b>330,422</b>	<b>465,094</b>

No indications of impairment exist for intangible assets.

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

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

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

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

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

	2010 (\$)	2009 (\$)
Prepayments	<b>2,493</b>	2,491
<b>Total other non-financial assets</b>	<b>2,493</b>	2,491

All other non-financial assets are current assets.

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

#### Note 6: Payables

	2010 (\$)	2009 (\$)
<b>Note 6A: Suppliers</b>		
Trade creditors	<b>45,085</b>	24,538
<b>Total supplier payables</b>	<b>45,085</b>	24,538

All supplier payables are current liabilities.

#### Note 6B: Other Payables

	2010 (\$)	2009 (\$)
Salaries and wages	<b>40,370</b>	26,119
Superannuation	<b>5,553</b>	4,022
GST payable to ATO	<b>70,408</b>	64,585
Accrued expenses	<b>66,887</b>	57,092
Lease incentives	<b>115,842</b>	144,999
Unearned revenue	<b>110,000</b>	91,764
Other	<b>(2,724)</b>	5,084
<b>Total other payables</b>	<b>406,336</b>	393,665

All other payables are current liabilities.

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## 01 Financial Statements

### Note 7: Provisions

	2010 (\$)	2009 (\$)
<b>Note 7A: Employee Provisions</b>		
Leave	283,478	232,168
<b>Total employee provisions</b>	<b>283,478</b>	<b>232,168</b>

Employee provisions are expected to be settled in:

No more than 12 months	192,544	142,685
More than 12 months	90,934	89,483
<b>Total employee provisions</b>	<b>283,478</b>	<b>232,168</b>

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

### Note 8: Cash Flow Reconciliation

	2010 (\$)	2009 (\$)
<b>Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement</b>		
Cash Flow Statement	270,337	13,059
Balance Sheet	270,337	13,059

#### Reconciliation of operating result to net cash from operating activities

Add:		
Net operating result	113,456	259,349
Depreciation and amortisation	267,266	267,166
Net gain/loss on sale of non-current assets	–	–
(Increase) / decrease in net receivables	(43,475)	(45,946)
(Increase) / decrease in OPA receivables	(125,000)	(500,000)
(Increase) / decrease in GST receivable	(13,629)	(1,262)
(Increase) / decrease in prepayments	(2)	2,669
Increase / (decrease) in employee provisions	51,311	(73,311)
Increase / (decrease) in supplier payables	27,394	(137,601)
Increase / (decrease) in GST payable	5,823	57,352
<b>Net cash from / (used by) operating activities</b>	<b>283,144</b>	<b>(171,584)</b>

### Note 9: Senior Executive Remuneration

	2010	2009
<b>Note 9A: Actual Remuneration Paid to Senior Executives</b>		
<b>Executive Remuneration</b>		
The number of senior executives who received:		
\$145,000 to \$159,999	–	1
\$175,000 to \$189,999	1	–
<b>Total</b>	<b>\$183,892</b>	<b>\$151,565</b>

	2010 (\$)	2009 (\$)
<b>Total expense recognised in relation to Senior Executive employment</b>		
Short-term employee benefits:		
Salary (including annual leave taken) <sup>1</sup>	140,598	115,560
Changes in annual leave	(903)	6,888
Other <sup>2</sup>	22,839	13,580
<b>Total short-term employment</b>	<b>165,534</b>	<b>136,028</b>
Superannuation (post-employment benefits)	18,584	13,964
Other long-term benefits	2,774	1,574
<b>Total</b>	<b>183,892</b>	<b>151,565</b>

## Notes

- Salary includes performance bonus for 2008-09
- "Other" includes motor vehicle and other allowances

## Note 9B: Salary Packages for Senior Executives as at 30 June

### Average Annualised remuneration for Substantive Senior Executives

As at 30 June 2010				As at 30 June 2009		
No	Base salary	Total		No	Base salary	Total
SES	(including	remuneration		SES	(including	remuneration
	annual	package			annual	package
	leave)				leave)	
\$190,000 to						
\$204,999	1	143,299	191,657	1	138,700	191,176

## Note 10: Remuneration of Auditors

	2010 (\$)	2009 (\$)
Financial statement audit services are provided free of charge to the Agency.		
The fair value of audit services provided was:	30,000	29,000
No other services are provided by the Auditor-General.		

## Note 11: Financial Instruments

### Note 11A: Categories of Financial Instruments

	2010 (\$)	2009 (\$)
<b>Loans and receivables</b>		
Cash and cash equivalents	270,337	13,059
Trade receivables	93,980	50,505
<b>Carrying amount of financial assets</b>	<b>364,317</b>	<b>63,564</b>
<b>Financial liabilities</b>		
At nominal cost		
Trade creditors	45,085	24,538
Other payables	220,086	184,081
<b>Carrying amount of financial liabilities</b>	<b>265,171</b>	<b>208,619</b>

# Appendices

## 01 Financial Statements

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

#### Financial Assets

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

#### Financial Liabilities

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

### Note 11C: Credit Risk

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

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

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

### Note 11D: Liquidity Risk

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

### Note 11E: Market Risk

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

## Note 12: Appropriations

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

Particulars	Departmental Outputs	
	2010 (\$)	2009 (\$)
<b>Balance brought forward from previous period</b>	<b>2,163,059</b>	<b>1,834,643</b>
Appropriation Act (No. 1) 2009-10	2,992,000	2,938,000
Reduction of appropriations (Appropriation Act section 10)	–	–
Sub total annual appropriation	2,992,000	2,938,000
Determination to reduce departmental appropriations Act 1 2009-10 s14	(595,000)	–
Appropriations to take account of recoverable GST (FMAA s30A)	81,640	150,808
EOWA's receipts (FMA s31)	286,722	636,285
Total Appropriations available for payments	4,928,421	5,559,736
Cash payments made during the year (GST inclusive)	2,978,084	3,396,677
<b>Balance of Authority to Draw Cash from the CRF for Ordinary Annual Services Appropriations</b>	<b>1,950,337</b>	<b>2,163,059</b>
Represented by:		
Cash at bank and on hand	270,337	13,059
Receivable – departmental appropriations	1,680,000	2,150,000
<b>Total</b>	<b>1,950,337</b>	<b>2,163,059</b>



## Note 13: Reporting of Outcomes

EOWA uses an Activity Based Costing System to determine the attribution of its shared items. This system was based on a time and motion study for corporate activities in the year 2009 for the 2008-09 Budget. An update of the time and motion study was concluded for the 2009-10 Budget. The basis of attribution in the table below is consistent with the basis used for the Budget.

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

	Outcome 1	
	2010 (\$)	2009 (\$)
Departmental expenses	<b>3,223,741</b>	3,375,882
<b>Total expenses</b>	<b>3,223,741</b>	3,375,882
<b>Income from non-Government sector</b>		
Departmental		
Goods and services income	<b>345,197</b>	697,231
<b>Total departmental</b>	<b>345,197</b>	697,231
<b>Total income from non-Government sector</b>	<b>345,197</b>	697,231
<b>Net cost / (contribution) of outcome</b>	<b>2,878,544</b>	2,678,651

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.

The net cost does not include intra-Government transactions.

# Appendices

## 01 Financial Statements

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

	Outcome 1	
	2010 (\$)	2009 (\$)
<b>Departmental expense</b>		
Employees	1,970,324	1,994,917
Suppliers	1,017,151	1,142,799
Depreciation	267,266	267,166
<b>Total</b>	<b>3,254,741</b>	<b>3,404,882</b>
<b>Departmental income</b>		
Sale of goods and services	376,197	726,231
Income from government	2,992,000	2,938,000
<b>Total</b>	<b>3,368,197</b>	<b>3,664,231</b>
<b>Departmental assets</b>		
Cash and cash equivalents	270,337	13,059
Trade and other receivables	1,808,105	2,221,001
Land and buildings	271,731	373,630
Property, plant and equipment	2,136	6,965
Intangibles	330,422	465,094
Other non-financial assets	2,493	2,491
<b>Total</b>	<b>2,685,224</b>	<b>3,082,240</b>
<b>Departmental liabilities</b>		
Suppliers	45,085	24,538
Other payables	406,336	393,665
Employee provisions	283,478	232,168
<b>Total</b>	<b>734,899</b>	<b>650,371</b>

The figures above includes intra-Government costs hence figures will differ from Table 13A.

### Note 14: Compensation and Debt Relief

Departmental	2010 (\$)	2009 (\$)
No compensation and debt relief payments were made during the period	–	–
No payments were made under s73 of the <i>Public Service Act 1999</i> during the reporting period	–	–

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

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

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

### **Participation and Involvement**

Member of the public are welcome and invited by EOWA to present their views and opinions on current policy, the operations of EOWA and other procedural matters either to the Acting Director of EOWA, Mairi Steele, or the Minister for Employment Participation and Childcare; Minister for the Status of Women, the Hon. Kate Ellis.

### **Availability**

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

### **Categories of Documents**

EOWA files and maintains the following categories of documents:

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

# Appendices

## 02 Occupational Health and Safety

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

### **OH&S Policy**

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

A Health and Safety representative is in place. Any OH&S issues are discussed at regular staff meetings.

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

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

### **Statistics**

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

### **Investigation**

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

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

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

### **Facilities Provided**

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

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

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

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

#### **Freedom of Information Officer**

Telephone: 02 9448 8500

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

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

# Appendices

## 04 Advertising and Market Research

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

Total payment by or on behalf of EOWA was made to advertising and market research organisations totalling \$20,315. 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	\$20,315.00
	<b>Total</b>	<b>\$20,315.00</b>

## Ecologically Sustainable Development 05 and Environmental Performance

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

EOWA actions and administers internal ecologically sustainable development policies and the *Commonwealth Energy Policy – Energy Efficiency in Government Operations*.

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
- Purchase appliances that meet energy performance standards

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

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

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

## Discretionary Grants 06

No Discretionary Grants have been provided.

# Appendices

## 07 Consultancies Commissioned

### Consultancy Contracts During 2009-2010

#### 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 2009-10 of \$10,000 or More

Name of Consultant	Description of Nature and Purpose	Contract Price	Selection Process Used	Justification Of Decision
Archway Group	Design and construction of additional office workstations	\$11,110	2	A, B
Avant Card	EOCFW – promotional postcards – concept design and printing	\$13,552	3	B
Avenue Graphic Design	Concept designs, art work and printing of publications	\$30,897	2	A, B
Beethoven Computers	Reporting system, scoping and training services	\$107,309	1	A, B
Department of Families, Housing, Community services and Indigenous Affairs	Provision of IT infrastructure, development and Corporate services under a memorandum of understanding	\$202,654	2	A, B
Learning Seat	Design of Pay Equity Tool	\$17,820	3	B
Macquarie University	Census ASX 200 research fees	\$11,000	3	B, C
Media Monitors P/L	Media monitoring services	\$20,315	1	A, B
Standards Australia	Australian Standard on Gender-inclusive Job Evaluation	\$77,000	3	B, C



The staffing profiles of EOWA as at 30 June 2010 and 30 June 2009 are shown respectively in the following tables:

#### 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	
<b>Total</b>	<b>13</b>	<b>17</b>	<b>20</b>	<b>10</b>	<b>0</b>	<b>30</b>	<b>30</b>	<b>Sydney</b>

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

#### General Staffing Profile – 30 June 2009

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

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

#### EEO Groups as at 30 June 2010

Band	Culturally and Linguistically Diverse Backgrounds	Aboriginal or Torres Strait Islander	People with a Disability	Women	All Staff
PEO	0	0	0	1	1
EL 1 and 2	2	0	1	7	7
APS Level 5 and 6	1	0	0	16	16
APS Level 2 to 4	6	0	0	6	6
<b>Total</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>30</b>	<b>30</b>

# Appendices

## 08 EOWA Staffing

### Staff Turnover During 2009-2010

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

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 2010:

Band	Lower Salary	Upper Salary
PEO	Not Applicable	
EL 2	97,501	115,618
EL 1	86,941	93,883
APS Level 6	67,037	76,696
APS Level 5	62,155	65,907
APS Level 4	55,384	60,181
APS Level 3	49,971	53,958
APS Level 2	43,811	48,368
APS Level 1	38,434	42,334

### Certified Agreement (CA) and Individual Industrial Agreement – Employees Covered as at 30 June 2010

Agreement	Band	Employees Covered
Individual Industrial Agreement	SES	0
	Non-SES	4
Collective agreement	APS	28
<b>Total</b>		<b>32*</b>

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

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

## Non-compliant Organisations 09

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

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

The following list names the non-compliant organisations for the 2009-2010 reporting year, as at 18 October 2010.

### 2009-2010 Non-compliant List

Organisation Summary	Head Office Location	Industry Sector	No. of Yrs Non-compliant (including 2010)
1 A J Mills & Sons Pty Ltd	Lismore, NSW	Transport, Postal & Warehousing	More than 3 years
2 Berri Hotel Incorporated	Berri, SA	Accommodation	More than 3 years
3 Charles Hull Contracting Co Pty Ltd	Waroona, WA	Construction Services	More than 3 years
4 JasNeat Pty Ltd Cleaning Services	Carlisle South, WA	Building & Other Industrial	First time on non-compliant list
5 Johnston's Transport Industries Pty Ltd	Marrickville, NSW	Road Transport & Machinery Handling	Previously non-compliant in 1999, 2001 and 2002
6 Nowshire Pty Ltd	Brisbane, QLD Services	Other Administrative	More than 3 years
7 Red Lea Chickens (including Express Transport & Packing Pty Ltd and Leaf Administration Pty Ltd)	Blacktown, NSW	Poultry Processing	First time on non-compliant list
8 Rivers Australia	Prahran, VIC	Clothing Retailing	More than 3 years
9 Roverworth Pty Ltd	Brisbane, QLD	Meat & Meat Product Manufacturing	More than 3 years
10 Sanity Entertainment (including Sanity Music Stores Pty Ltd)	Milperra, NSW	Entertainment Media Retailing	First time on non-compliant list
11 Thomas Jewellers (Aust) Pty Ltd	Melbourne, VIC	Retail Trade	More than 3 years
12 Tyrrell's Vineyards Pty Ltd Manufacturing	Pokolbin, NSW	Wine & Other Alcoholic Beverage	2 years

# Appendices

## 10 Waived Organisations

Waived organisations demonstrate they are taking all reasonable and practicable measures to progress equal opportunity for women in the workplace. The following lists those organisations whose application to be waived was approved during the 2009-10 reporting year, as at 30 September 2010:

### Organisations Waived 1 Year

199 George Street Hotel Pty Limited  
t/a Four Seasons Hotel  
Australian Health Management Group  
Pty Ltd t/a ahm  
B&R Enclosures Pty Ltd  
BHP Coal Pty Ltd  
t/a BHP Billiton Mitsubishi Alliance  
Bristol-Myers Squibb Australia Pty Ltd  
Codan Limited  
Cootharinga Society of North Queensland  
Exego Pty Ltd  
General Pants Co Pty Ltd  
Greater Building Society Limited  
IGT (Australia) Pty Ltd  
Illawarra Catholic Club Limited  
J Bloch Pty Ltd  
Jeanswest Corporation Pty Ltd  
t/a Jeanswest  
Macquarie Health Corporation Ltd  
Mind Australia t/a Mind  
Motorola Australia Pty Ltd  
MRAEL Limited  
MTU Detroit Diesel Australia Pty Ltd  
Munich Holdings of Australasia Pty  
Limited  
Nationwide News Pty Ltd  
t/a Cumberland Newspapers  
Newslink Pty Ltd  
Praxa Limited  
Richard Crookes Constructions Pty Ltd  
RSL (QLD) War Veterans Homes Limited  
t/a RSL Care  
Sigma Pharmaceuticals Limited (VIC) –  
(Head Office)  
The Peninsula School  
Tobin Brothers Pty Ltd  
t/a Tobin Brothers Funerals  
Torbay Retirement Villages Limited  
t/a Torbay Aged Care and Retirement  
Village  
TriCare Limited  
Uwswconnect Ltd  
Wollongong UniCentre Ltd  
WSROC Training & Employment

### Organisations Waived 2 Years

Accenture Australia Limited  
Alcoa of Australia Limited  
t/a Alcoa World Alumina, Australia  
Amgen Australia Pty Ltd  
Ausco Fitzroy Pty Ltd  
t/a Park Hyatt Melbourne  
Avant Insurance Limited  
Barro Group Pty Ltd  
Becton Dickinson Pty Ltd  
Blake Dawson  
BlueScope Steel Limited  
t/a BHP Steel Limited  
Churches of Christ Community Care  
Credit Union Australia Limited  
Diabetes Australia – Victoria  
Early Childhood Management Services Inc  
Eltham College  
t/a ELTHAM College of Education  
Epworth Foundation  
ExxonMobil Australia Group of Companies  
Family Planning NSW  
Futuris Automotive Interiors (Australia)  
Pty Ltd  
General Mills Australia Pty Ltd  
Geodis Wilson Australia Pty Ltd  
Gilbert & Tobin  
Griffith University  
Hassell Services Pty Ltd  
atf Hassell Trust No 2  
Henry Davis York  
IBM Australia Ltd  
Imperial Tobacco Australia Limited  
Institute of Chartered Accountants  
in Australia  
Insurance Australia Group Limited  
InvoCare Australia Pty Ltd  
Kimberly-Clark Australia Pty Ltd  
Lafarge Plasterboard Pty Ltd  
Launceston Church Grammar School  
Lauriston Girls' School  
Lavan Legal  
Link Market Services Limited  
Lion Nathan National Foods Pty Ltd  
Loreto College Murrumbidgee Association  
Incorporated

## Waived Organisations 10

McKesson Asia Pacific Pty Ltd  
Media Monitors Pty Ltd  
Mercy Community Services Inc  
Mercy Health and Aged Care Inc  
t/a Mercy Health  
Meriden School  
Monash University  
National Australia Bank Limited  
National Information Communication  
Technology Australia Limited  
Pfizer (Perth) Pty Ltd  
RBC Dexia Investor Services Trust  
Ruyton t/a Ruyton Girls' School  
South East Regional Group  
Apprenticeship Scheme Inc  
t/a Group Training Employment  
Sparke Helmore  
t/a Sparke Helmore Lawyers  
St Andrew's Toowoomba Hospital  
St Hilda's School  
St Vincents & Mater Health Sydney  
t/a St Vincent's Private Hospital and  
The Mater Hospital

Superpartners Pty Ltd  
Taylor Nelson Sofres (TNS) Australia  
Pty Ltd  
The Benevolent Society  
The Geelong College  
The MTA Group Training Scheme Inc  
The Society of The Sacred Advent –  
St Aidan's Trust  
t/a St Aidan's Anglican Girls' School  
The University of Newcastle  
Thomson Reuters (Markets) Australia  
Pty Ltd  
t/a Thomson Reuters Markets  
Tomago Aluminium Company Pty Limited  
Uniting Aged Care Victoria and Tasmania  
University of New England  
University of Southern Queensland  
University of Wollongong  
Villa Maria Society  
Virgin Blue Airlines Pty Ltd  
t/a Virgin Blue  
Wollondilly Anglican College – Tahmoor

In recognition of equal employment opportunity excellence, EOWA congratulates the following 2009 EOWA Business Achievement Award winners:

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

Ross Milbourne, University of Technology Sydney

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

Kim Schmidt, Woolworths

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

Savings & Loans Credit Union (SA)

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

Mercy Health

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

St Aidan's Anglican Girls' School

**Award 6: Outstanding Workplace Flexibility Achieved Through Job Design**

Carnival Australia

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

SP AusNet

**Award 8: The Minister's Award for Outstanding EEO Practice in one of the following areas:**

- i) The Advancement of Indigenous Women, or
- ii) The Advancement of Culturally or Linguistically Diverse Women, or
- iii) Action towards the Elimination of Occupational Segregation of Women in Lower Paying Roles / Action towards the Elimination of the Gender Pay Gap.

Cement Australia

## 2010 EOWA Employer of Choice for Women List 12

In March 2010, 96 organisations were featured on the EOWA Employer of Choice for Women list. These organisations are:

Alcoa of Australia Limited	HSBC Bank Australia Limited
Allens Arthur Robinson	IBM Australia Ltd
Allianz Australia Services Pty Ltd	Illawarra Technology Corporation Limited
American Express Australia Pty Ltd	John Wiley & Sons Australia Ltd
Anglican Aged Care Services Group	KPMG Australian Services Pty Ltd
t/a Benetas	t/a KPMG Australian Services Trust
ASX Limited	La Trobe University
Avant Insurance Limited	Lauriston Girls' School
Baker & McKenzie	Loreto Normanhurst Association
Baptist Community Services –	Incorporated
NSW & ACT	Luxtistica Retail Pty Ltd
Becton Dickinson Pty Ltd	Macquarie Group Limited
Bedford Industries Incorporated	Maddocks
t/a Bedford	Mallesons Stephen Jaques
Blake Dawson	McCullough Robertson
Boral Limited	t/a McCullough Robertson Lawyers
Brisbane Girls Grammar School	Medtronic Australasia Pty Ltd
Brisbane Water (NSW) Legacy	t/a Medtronic
BUPA Australia Holdings Pty Ltd	Mercy Health and Aged Care Inc
Canberra Girls' Grammar School	t/a Mercy Health
Catholic Care of the Aged	Meriden School
t/a CatholicCare Hunter-Manning	Microsoft Pty Ltd
Catholic Education Office – Adelaide	Monash University
Child And Family Services Ballarat Inc	Murdoch Childrens Research Institute
Citigroup Pty Ltd	National Australia Bank Limited
t/a Citi	National Childcare Accreditation
Cooper Grace Ward Lawyers	Council Inc
Corrs Chambers Westgarth	NSW Teachers Credit Union Limited
Credit Union Australia Limited	t/a Teachers Credit Union
Curtin University of Technology	PricewaterhouseCoopers
Deakin University	t/a PricewaterhouseCoopers Services
Deloitte Touche Tohmatsu	Queensland University of Technology
t/a Deloitte	Royal Automobile Club of Victoria
Edith Cowan University	(RACV) Limited
Epworth Foundation	Royal Melbourne Institute of
Ernst & Young Services Pty Ltd	Technology University
t/a Ernst & Young Services	t/a RMIT University
ExxonMobil Australia Group of Companies	Santa Sabina College
Flinders University of South Australia	Savings & Loans Credit Union (SA)
Freehills	Limited
Fullarton Lutheran Homes Inc	t/a Savings & Loans Credit Union
Gilbert & Tobin	Southern Cross University
GlaxoSmithKline Australia Pty Ltd	Sparke Helmore
Goldman Sachs JBWere Services Pty Ltd	t/a Sparke Helmore Lawyers
Griffith University	St Catherine's School – Waverley
Hays	St John of God Health Care Inc
Holding Redlich	State Street Australia Ltd

# Appendices

## 12 2009 EOWA Employer of Choice for Women List

Swinburne University of Technology	The University of Sydney
Taylor Nelson Sofres (TNS) Australia Pty Ltd	The University of Western Australia
t/a Taylor Nelson Sofres (TNS) Australia Pty Ltd	UBS AG, Australia Branch
The Creche & Kindergarten Association of Queensland	Uniting Church in Australia Property Trust (Q)
t/a C&K	t/a UnitingCare Health
The Shell Company of Australia Pty Ltd	Uniting Aged Care Victoria and Tasmania
The Society of the Sacred Advent Schools Pty Ltd	UnitingCare Children, Young People & Families
t/a St Aidan's Anglican Girls' School	University of Canberra
The Spastic Centre of New South Wales	University of New England
The University of Melbourne	University of South Australia
The University of New South Wales	University of Technology Sydney
t/a UNSW	University of the Sunshine Coast
The University of Newcastle	University of Western Sydney
	VicSuper Pty Ltd
	Warrigal Care



### **Employers Covered by the Act**

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

### **Employment Matters**

The seven Employment Matters listed in the Act are:

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

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

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

### **Workplace Program**

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

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

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

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

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

# Appendices

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