



Australian Government



Workplace
Gender Equality
Agency

Annual Report

2012–2013

Learn/Report/Lead



4 November 2013

Senator the Hon Eric Abetz
Leader of the Government in the Senate
Minister for Employment
Minister Assisting the Prime Minister for the Public Service
Parliament House
Canberra ACT 2600

Dear Minister

I have pleasure in presenting to you the annual report of the Workplace Gender Equality Agency for the 2012–13 year.

The report has been prepared in accordance with Part III, subsection 12(1) of the *Workplace Gender Equality Act 2012*, which requires the Agency to submit to the Minister a report on its operations for the year ending 31 May. The report must be submitted as soon as practicable, and in any event within six months, after 31 May.

The report also contains the financial statements for the year ended 30 June 2013. These statements were prepared in accordance with the Finance Minister's orders and as required by section 49 of the *Financial Management and Accountability Act 1997*. The financial statements also accord with applicable accounting standards.

This annual report covers the period from 1 July 2012 to 30 June 2013, and also includes the Agency's most current report assessment data from compliance reports for the 1 April 2012 to 31 March 2013 reporting period.

Yours sincerely



Helen Conway
Director

Reader's guide

This report informs the Minister for Employment, Parliament, relevant employers and the public about the performance of the Workplace Gender Equality Agency in 2012–13. Between 1 July 2012 and 5 December 2012, the Workplace Gender Equality Agency was known as the Equal Opportunity for Women in the Workplace Agency. On 6 December 2012, the Agency name changed following the passage of the *Workplace Gender Equality Act 2012*.

This report has been prepared according to parliamentary reporting requirements.

The year in review

Profiles the Agency's year and includes a review by the Director.

Agency overview

Provides an overview of the Agency and its functions, and a profile of the organisations that report to the Agency.

Report on performance

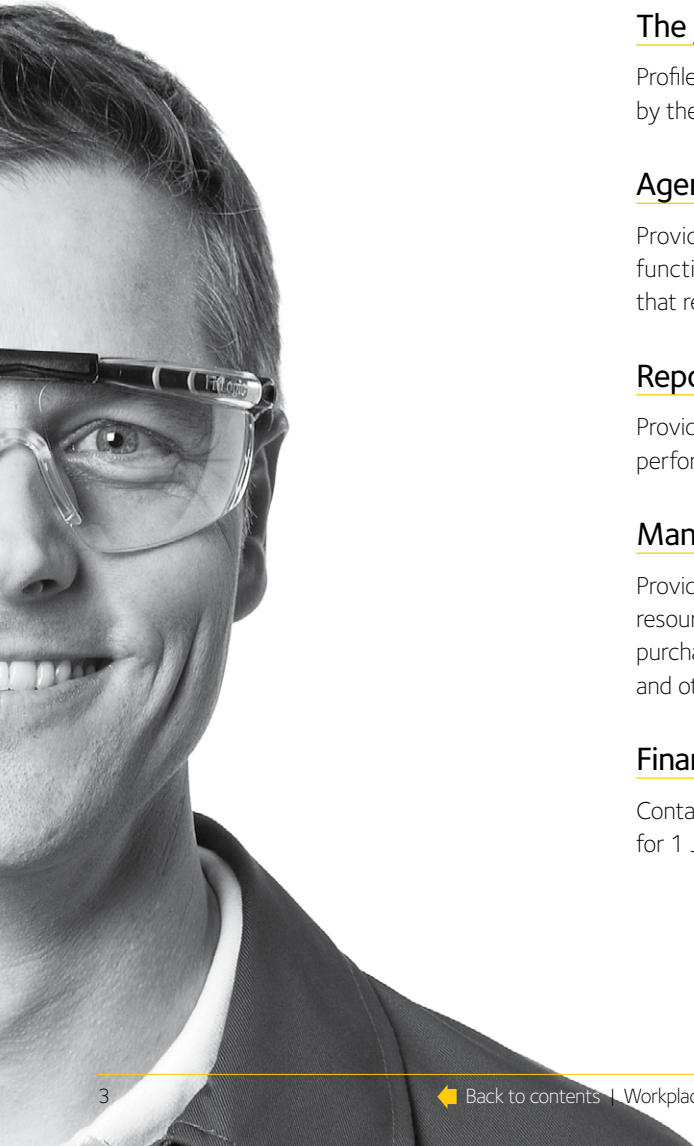
Provides specific information on the Agency's performance in 2012–13.

Management and accountability

Provides information on the Agency's human resource management, financial management, purchasing, consultants, contract management and other management areas.

Financial statements

Contains the Agency's audited financial statements for 1 July 2012 to 30 June 2013.



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Glossary and acronyms

ABS	Australian Bureau of Statistics
ACCI	Australian Chamber of Commerce and Industry
ACOSS	Australian Council of Social Service
Act	<i>Workplace Gender Equality Act 2012</i>
ACTU	Australian Council of Trade Unions
Agency	Workplace Gender Equality Agency
AHRI	Australian Human Resources Institute
Ai Group	Australian Industry Group
AIM	Australian Institute of Management
AIST	Australian Institute of Superannuation Trustees
AmCham	American Chamber of Commerce Australia
ANZSIC	Australian and New Zealand Standard Industrial Classification
APS	Australian Public Service
ASX	Australian Securities Exchange
AWRA	Australian Women in Resources Alliance
Benchmarks	Standard educational measures in relation to reporting matters under the gender equality indicators, to be developed in accordance with paragraph 10(1)(aa) of the <i>Workplace Gender Equality Act 2012</i>
CEDA	Committee for Economic Development of Australia
Census	The <i>Australian Census of Women in Leadership</i> which is the Agency's biennial research report into women's representation in leadership positions in corporate Australia
CEW	Chief Executive Women
DCA	Diversity Council Australia
EOWA	The Equal Opportunity for Women in the Workplace Agency (predecessor to the Workplace Gender Equality Agency)
EPHEA	Equity Practitioners in Higher Education Australasia
Financial year 2012–13	1 July 2012 to 30 June 2013
Finsia	Financial Services Institute of Australia
FOI Act	<i>Freedom of Information Act 1982</i>
Gender equality indicators	Defined in section 3 of the <i>Workplace Gender Equality Act 2012</i>
ICT	Information and communication technology
IPS	Information Publication Scheme
IT	Information technology
NAWIC	The National Association of Women in Construction
NEEOPA	NSW Equal Employment Opportunity Practitioners' Association
New legislation	Refers to the <i>Workplace Gender Equality Act 2012</i>
PAES	Portfolio Additional Estimates Statements
PBS	Portfolio Budget Statement
Relevant organisations / relevant employers	Employers that are covered under the <i>Workplace Gender Equality Act 2012</i> for reporting purposes
Reporting organisations	Relevant employers that submit reports to the Agency, sometimes on behalf of subsidiaries
Reporting period	1 April 2012 to 31 March 2013
WCAG 2.0	Web Content Accessibility Guidelines 2.0
WGEA	Workplace Gender Equality Agency
WH&S	Work, health and safety



2012–13: The year in review

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Review by the Director

This is the first annual report issued by the Agency under its new name – the Workplace Gender Equality Agency.

The passage of the *Workplace Gender Equality Act 2012*, which received assent on 6 December 2012, marked a notable evolution of the Agency that began operations as the Affirmative Action Agency in 1986 and was subsequently re-named the Equal Opportunity for Women in the Workplace Agency in 2000.

Under this new legislation, the focus moves from equal opportunity for women to gender equality in the workplace, specifically recognising equal remuneration between women and men and family and caring responsibilities of women and men as being central to achieving gender equality. This new focus is more contemporary and relevant and reflects societal change.

Following transitional reporting arrangements in 2013, reporting to the Agency will change significantly under the new legislation. From next year, rather than detailing workplace programs, reporting organisations will report against a set of gender equality indicators focused on outcomes. These gender equality indicators address the most pressing contemporary challenges to achieving gender equality and are designed to encourage measures that improve gender equality outcomes over time. To facilitate and streamline reporting, the Agency is developing an online reporting system.

This standardised reporting data is the ‘engine room’ of the new legislation. It will give the Agency an unprecedented picture of the state of gender equality in Australian workplaces and will substantially underpin our efforts to help employers accelerate change. We will use this data to develop educational benchmarks against the gender equality indicators by industry and organisational size. These benchmarks will enable reporting organisations to compare their

performance with their peers and track their progress over time, and will provide the evidence base to inform strategies and initiatives to improve gender equality performance.

I am very encouraged by the feedback we have received from human resources and diversity practitioners in reporting organisations and other stakeholders. This feedback has been overwhelmingly supportive of the new reporting regime and the proposed educational benchmarks.

The Agency is committed to collaboration and consultation to facilitate a smooth transition to the new regime under the *Workplace Gender Equality Act 2012*. We have put in place two consultation groups. The User Working Group comprises representatives from reporting organisations of different sizes and from different industries. This group has worked with us to develop the reporting form and the online reporting system, with a view to ensuring reporting is as simple as possible. The Implementation Consultation Group comprises a broader range of key stakeholders who are providing advice generally on the new legislation.

Following the passage of the new legislation, the Agency implemented a comprehensive re-branding program. The new branding is designed to reflect the Agency’s new focus and project energy and engagement. The Agency also completely revamped its website which was launched in March. As many of our stakeholders interact with us via our website, it is very important it is both easy to use and informative. We have worked hard to substantially enhance the content on the site and have added many practical resources and tools to help our stakeholders improve their gender performance. Traffic to the site has increased significantly and feedback has been very positive.

Review by the Director

In addition to the passage of the *Workplace Gender Equality Act 2012*, the other significant event for the Agency during the year was the publication of our *2012 Australian Census of Women in Leadership*. The Agency has conducted this Census since 2002. It is a definitive measure of the number of women on boards and in executive positions in listed companies and provides valuable longitudinal data. The 2012 Census was launched in Sydney on 27 November 2012 by the Governor-General, Her Excellency the Honourable Quentin Bryce AC CVO, and prompted significant media, business and community reaction. The Census is a key research project and central to the ongoing debate about female representation in corporate leadership.

The Agency faced many challenges and a very heavy workload as it undertook activities relating to the new legislation as well as other business-as-usual tasks. I am particularly appreciative of the ongoing commitment and professionalism of Agency staff during this period. They are passionate about improving gender equality in Australian workplaces and are focused on providing practical advice and support to employers. I am also very grateful for the support we have received from many of our stakeholders. They have given generously of their time and I look forward to continuing to work with them.

The pursuit of gender equality in the workplace has a long history and still has a long way to go. The case for change is clear and it is time for concerted action. The new legislation is a major step in ending the talk and driving tangible outcomes. As the Australian Government agency dedicated to promoting and improving gender equality in the workplace, we will use all available resources to accelerate progress. We will remain a 'light touch' regulator, working cooperatively with reporting organisations to achieve compliance and educating Australian employers on the undeniable economic and social benefits of gender equality.



Helen Conway
Director

2012–13 highlights

- ➔ *The Workplace Gender Equality Act 2012* was passed by Parliament and received assent on 6 December. The Act replaced the *Equal Opportunity for Women in the Workplace Act 1999* and changed the Agency's name from the Equal Opportunity for Women in the Workplace Agency to the Workplace Gender Equality Agency. The new Act changed the Agency's functions and the framework for reporting to the Agency.
- ➔ The *2012 Australian Census of Women in Leadership* was launched in Sydney on 27 November by the Governor-General, Her Excellency the Honourable Quentin Bryce AC CVO, followed by a national road show that travelled to Melbourne, Brisbane and Perth. The Census marked a decade of Agency-led research into women's leadership in ASX-listed companies.
- ➔ The Agency assessed 3,966 reports from reporting organisations, covering 3,739,019 employees.
- ➔ The number of employers registered with the Agency for the purpose of reporting in 2012–13 significantly increased – up from approximately 70% in 2011–12 to 94% of employers registered with the ABS as having 100 or more employees.
- ➔ The Agency analysed 2011–12 reporting data to produce industry-specific factsheets highlighting gender equality issues and trends in 19 different industries.
- ➔ The Agency developed and published educational materials, including instructional videos and podcasts, to help relevant organisations prepare for reporting under the *Workplace Gender Equality Act 2012*.
- ➔ The Agency hosted, or participated in, workshops and teleconferences with a combined audience of 1,227, to help employers prepare for reporting under the *Workplace Gender Equality Act 2012*.
- ➔ The Agency launched a new website on 14 March 2013. It is more informative, easier for users to navigate and is compliant with accessibility requirements.
- ➔ The Agency updated its brand and visual identity, including logo, to reflect its new name and function under the *Workplace Gender Equality Act 2012*.
- ➔ The Agency developed a gender target-setting toolkit and previewed it to reporting organisations in Brisbane in May 2013 before its official launch in July 2013. The tool enables organisations to set realistic and achievable gender diversity targets, based on their own workforce data and projected recruitment rates.
- ➔ The Agency relocated from North Sydney to the Sydney central business district.



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About the Agency

The Workplace Gender Equality Agency is an Australian Government statutory agency charged with promoting and improving gender equality in Australian workplaces.

We are responsible for administering the *Workplace Gender Equality Act 2012*.

The Workplace Gender Equality Agency was formerly known as the Equal Opportunity for Women in the Workplace Agency.

Why gender equality matters

Extensive research indicates that creating gender diverse workplaces delivers benefits at the national, organisational and individual level.

In order to increase Australia's productivity and competitiveness, we should strive to optimise our investment in education by utilising all available talent. The World Economic Forum's *Global Gender Gap Report 2013* rated Australia as 1st in the world for women's educational attainment, but 52nd for female workforce participation. This highlights an opportunity to make better use of our female talent. Increasing workforce participation will also bolster individuals' economic security and reduce reliance on government benefits in retirement – an issue that will become more critical with the ageing population.

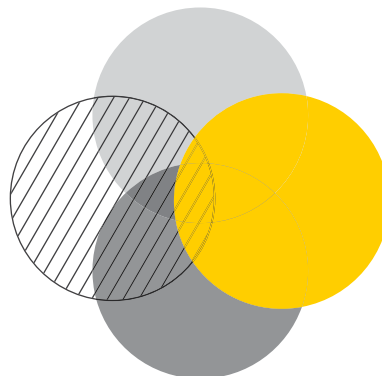
The organisational benefits of gender equality are well documented. They include diversity of thinking, improved decision making, reduced turnover, and attraction of the best talent.

At an individual level, gender equality is a matter of fairness and equity. Society has changed, and it's time workplaces caught up with how we live today so that women and men can reach their full potential in the workforce, while balancing work with their other commitments.

Achieving progress requires organisations to understand and monitor their gender diversity performance. It is important to develop a strategy focused on building management capability and creating an organisational culture that enables women and men to be equally represented, valued and rewarded. Leadership from the top is essential.

The new reporting regime under the *Workplace Gender Equality Act 2012* will ensure employers understand their gender equality track record, while our education program will help organisations build the skills and develop the initiatives that are known to improve gender diversity. And our public communication campaigns help raise awareness and shift the social norms that inhibit progress.

We are committed to working collaboratively with employers and other stakeholders to help them enjoy the well-documented benefits of gender equality.



About the Agency

Our vision

Our vision is for women and men to be equally represented, valued and rewarded in the workplace.

Our values

Lead

The Agency proactively drives positive gender equality outcomes by developing best-practice solutions and inspiring change.

Innovate

The Agency explores, embraces and creates new ways to address gender equality by operating with rigour, flexibility and creativity.

Collaborate

The Agency engages all team members and stakeholders in a respectful and inclusive manner to foster successful partnerships.

Our strategic priorities

- ➔ Position the Agency as a centre of excellence
- ➔ Execute a smooth transition to operation under the *Workplace Gender Equality Act 2012*
- ➔ Raise the Agency's profile and effectiveness externally
- ➔ Optimise capability in the Agency

Our functions

The *Workplace Gender Equality Act 2012* outlines our functions as follows:

- ➔ advise and assist employers in promoting and improving gender equality in the workplace
- ➔ develop, in consultation with relevant employers and employee organisations, benchmarks in relation to gender equality indicators
- ➔ issue guidelines to assist relevant employers to achieve the purposes of the Act
- ➔ review compliance with the Act by relevant employers, review public reports lodged by relevant employers and deal with those reports in accordance with the Act
- ➔ collect and analyse information provided by relevant employers under the Act to assist the Agency to advise the Minister in relation to legislative instruments made under the Act
- ➔ undertake research, educational programs and other programs to promote and improve gender equality in the workplace
- ➔ work with employers to maximise the effectiveness of the administration of the Act, including by minimising the regulatory burden on employers
- ➔ promote and contribute to understanding and acceptance, and public discussion, of gender equality in the workplace
- ➔ review the effectiveness of the Act in achieving its purposes
- ➔ report to the Minister on such matters in relation to gender equality in the workplace as the Agency thinks fit.

Organisational structure

The Workplace Gender Equality Agency is an Australian Government statutory agency.

The Governor-General of Australia appoints the Director of the Agency who has the management of the Agency. Helen Conway was appointed as Director on 27 April 2011, for a period of five years.

The Agency is divided into five business units:

- ➔ Advice and Reporting
- ➔ Education and Innovation
- ➔ Operations
- ➔ Public Affairs
- ➔ Research.

Agency staff

As at 30 June 2013, the Agency employed 38 people, comprising 29 full-time and nine part-time staff members. A breakdown of staff by location, gender and classification is provided on page 39. More information on the management of human resources, and particular developments during 2012–13, is provided on pages 37–39.

Director – Helen Conway

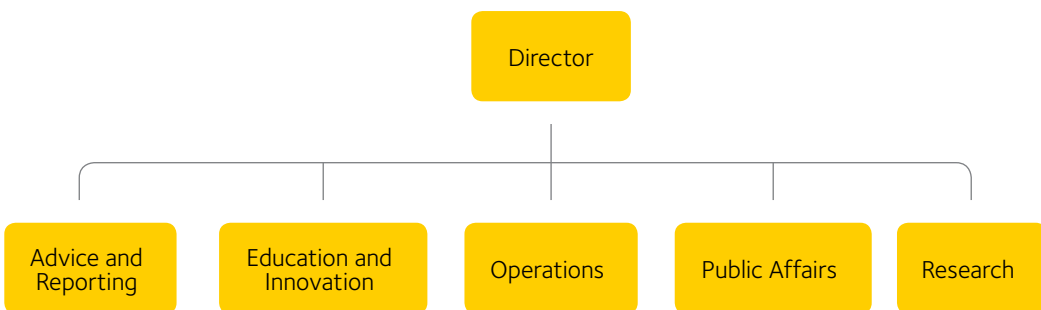
Prior to joining the Agency, Helen Conway spent more than 30 years working in the private sector.

Following 10 years in private practice as a lawyer, including seven years as a partner, Helen held various executive positions in the corporate sector, covering the insurance, transport, energy, retail and construction industries. She has also held directorships in the health, transport and superannuation sectors.

In 1992, Helen was the recipient of the first scholarship awarded by Chief Executive Women, which enabled her to undertake studies at the Macquarie Graduate School of Management. In 2005, she was awarded the Australian Corporate Lawyers Association Corporate Lawyer of the Year.

Helen has an established track record in the equal opportunity sphere, focusing in particular on initiatives supporting women. She spent 10 years on the New South Wales Equal Opportunity Tribunal, including three years as its Senior Judicial Member.

Figure 1: Organisational structure of the Workplace Gender Equality Agency



Snapshot of reporting organisations

Gender breakdown of employees and managers

In 2012–13, relevant employers employed 3,739,019 people and 48.0% or 1,793,640 were women. The percentage of female employees in relevant organisations by employment type over the last five reporting periods is provided in Table 1 below.

Table 1: Percentage of women in relevant employers by employment type and manager status

	2008–09 (%)	2009–10 (%)	2010–11 (%)	2011–12 (%)	2012–13 (%)
Employees (total)	47.8	47.2	47.9	47.7	48.0
Full-time employees	36.1	34.2	35.0	35.1	35.3
Part-time employees	77.0	76.6	76.2	75.4	76.6
Casual employees	56.6	57.0	57.9	57.1	57.0
Managers (total)	33.7	32.4	33.8	34.4	35.6
Part-time managers	77.7	80.6	77.0	75.8	80.5
Casual managers	57.6	46.8	43.6	44.4	48.7

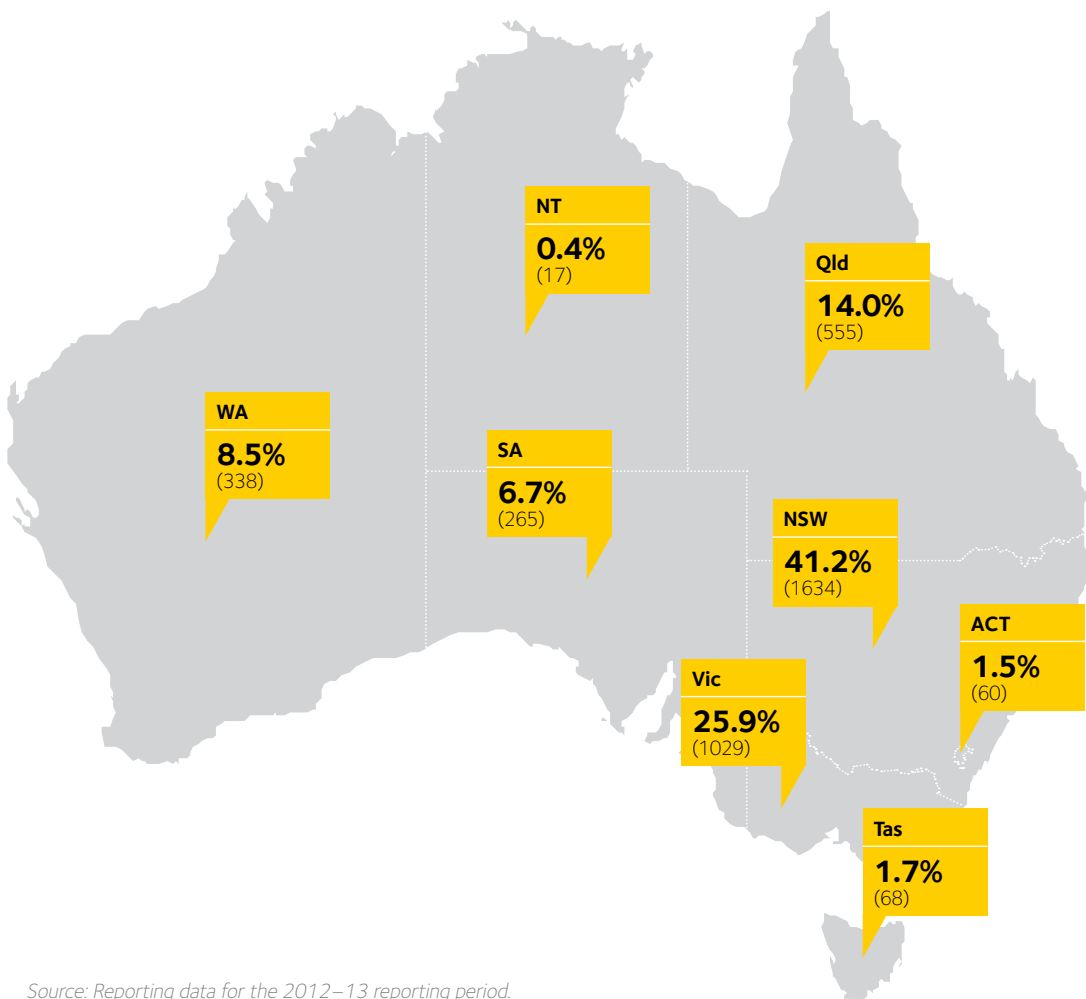
Source: Reporting data for the 2012–13 reporting period.

Snapshot of reporting organisations

Reporting organisations by geography

New South Wales has the highest number of reporting organisations, followed by Victoria and Queensland. The Northern Territory has the smallest number of reporting organisations.

Figure 2: Head office locations of reporting organisations



Source: Reporting data for the 2012–13 reporting period.

Snapshot of reporting organisations

Reporting organisations by industry

- ➔ The manufacturing sector has the largest number of reporting organisations with 604 organisations.
- ➔ The public administration and safety sector has the smallest number of reporting organisations with 16 organisations.
- ➔ The industries with the highest percentage of employees who are women are health care and social assistance (79.8%) and education and training (61.7%).
- ➔ The industries with the lowest percentage of female employees are mining (16.4%) and construction (17.5%).

Table 2: Reporting organisations by industry

ANZSIC Division	Female employees as a % of total	Total employees	Number of reporting organisations
Health care and social assistance	79.8%	453,872	492
Education and training	61.7%	375,628	492
Retail trade	58.8%	605,278	262
Financial and insurance services	54.9%	271,077	196
Other services	51.7%	46,181	112
Accommodation and food services	51.2%	169,886	246
Arts and recreation services	49.7%	98,389	92
Administrative and support services	46.0%	169,610	183
Rental, hiring and real estate services	44.7%	35,136	60
Information media and telecommunications	40.7%	142,987	122
Professional, scientific and technical services	39.7%	307,721	375
Wholesale trade	37.8%	88,979	171
Agriculture, forestry and fishing	36.1%	20,290	39
Transport, postal and warehousing	26.9%	185,091	141
Manufacturing	26.2%	388,609	604
Electricity, gas, water and waste services	24.4%	47,917	46
Public administration and safety	20.7%	23,505	16
Construction	17.5%	134,008	162
Mining	16.4%	174,855	155

Source: Reporting data for the 2012–13 reporting period.



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Program structure and outcome

During 2012–13, there was a change to the Agency’s outcome statement.

The amended outcome reflects the shift in the Agency’s focus under the *Workplace Gender Equality Act 2012* from equal opportunity for women to gender equality. Notwithstanding the change in outcome, the key performance indicators (KPIs) against which progress under the outcome is measured remained unchanged.

Original outcome

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.

Amended outcome

Promote and improve gender equality in Australian workplaces including through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data.

Key performance indicators and performance trends over time

The Agency’s performance in 2012–13 is measured against three KPIs:

- ➔ Increase in women in management
- ➔ Increase in paid maternity leave
- ➔ Workshop attendees agree or strongly agree that workshops are informative and valuable.

The following table provides a summary of the Agency’s performance against its stated outcome, as measured by the KPIs set out in the Portfolio Budget Statement. The information that follows the table provides detail on those performance indicators and includes trends over time.

Table 3: Performance against KPIs

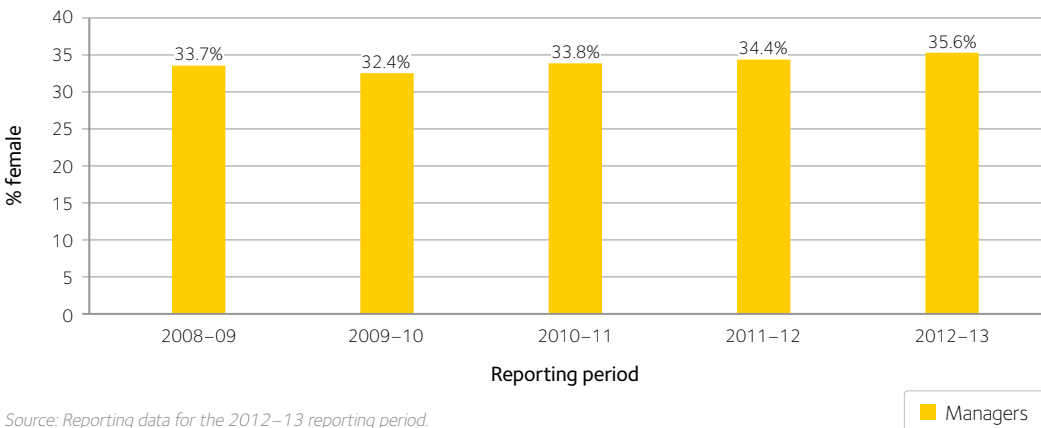
KPI	2012–13 budget target	2012–13 outcome
Increase in women in management	35.5%	35.6%
Increase in paid maternity leave	55.0%	51.5%
Workshop attendees agree or strongly agree that workshops are informative and valuable	95.0%	95.9%

Program structure and outcome

KPI: increase in women in management

In 2012–13, the number of women in relevant employers who held managerial positions was 35.6%, an increase of 3.5% since 2011–12 and 17.5% since 2003–04.

Figure 3: Percentage of women who are managers in relevant organisations



Source: Reporting data for the 2012–13 reporting period.

Historical performance against KPI: increase in women in management

Table 4: Record of performance against KPI, number of women in management for the past five years

Financial year	2008–09	2009–10	2010–11	2011–12	2012–13
KPI	33.6%	34.0%	34.3%	35.0%	35.5%
Outcome	33.7%	32.4%	33.8%	34.4%	35.6%

Source: Portfolio Budget Statements, Agency reporting data.

This KPI was achieved this year. During 2012–13, the Agency continued to advocate strongly for organisations to set voluntary targets for women in management, and be accountable for meeting them.

The Agency believes setting voluntary targets is the key to driving the necessary cultural and structural changes to achieve gender diversity and has created a gender target-setting toolkit to help organisations achieve this.

The *Workplace Gender Equality Act 2012* will enable the Agency to establish industry-specific educational benchmarks that will assist organisations in setting their own gender diversity targets.

While this KPI was achieved, there is still much work to be done when it comes to increasing women's representation in senior roles. The *2012 Australian Census of Women in Leadership* highlighted the lack of women in leadership in ASX-listed companies and the lack of progress in particular with regard to women in executive positions.

Program structure and outcome

KPI: increase in employers offering paid maternity leave

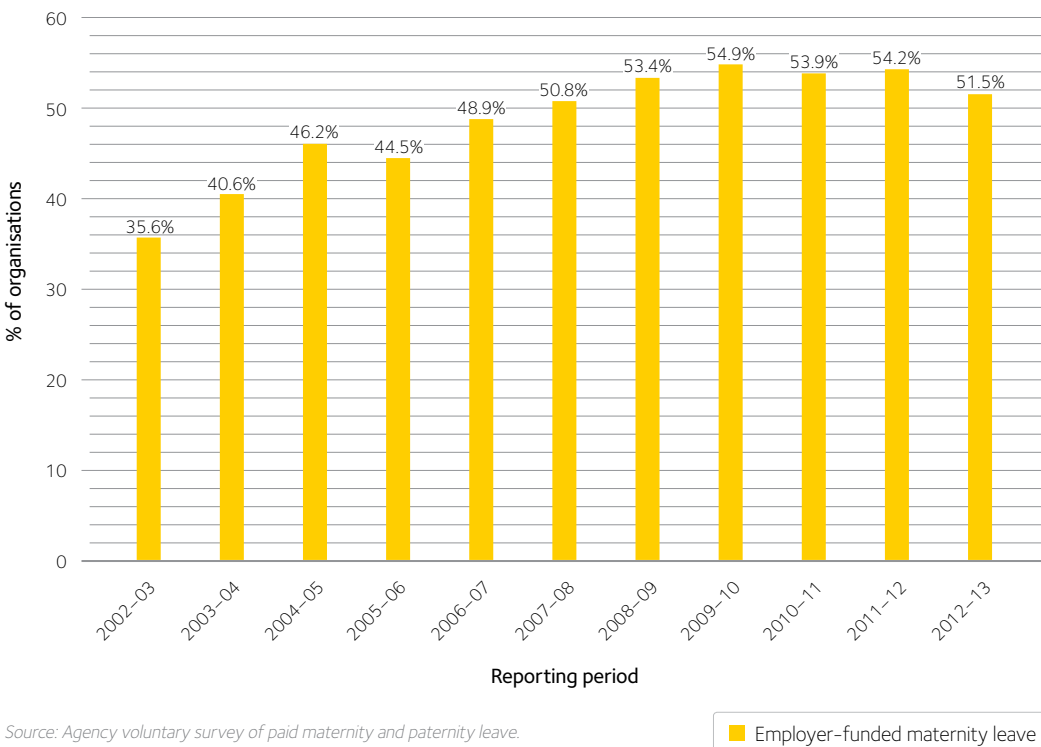
Since 2001, the Agency has conducted annual voluntary telephone surveys of reporting organisations. The 2012–13 survey focused on paid maternity leave and paid paternity leave.

2,228 surveys were completed as at 30 September 2013, comprising a response rate of approximately 56.2%.

Key findings include the following:

- ➔ 51.5% of organisations provide paid maternity leave, a decrease of 5.0% since 2011–12 and an increase of 44.7% since 2002–03.
- ➔ 37.6% of organisations provide paid paternity leave, a decrease of 8.1% (from 40.9%) since 2011–12 and an increase of 17.9% (from 31.9%) since 2004–05.

Figure 4: Provision of paid maternity leave in relevant organisations



Source: Agency voluntary survey of paid maternity and paternity leave.
 A difference in the 2011–12 paid maternity and paternity leave figures compared to last year’s Annual Report is due to a calculation adjustment to keep the time series consistent.

■ Employer-funded maternity leave

Program structure and outcome

Historical performance against KPI: increase in paid maternity leave

Table 5: Record of performance against KPI, provision of paid maternity leave

Financial year	2008–09	2009–10	2010–11	2011–12	2012–13
KPI	50.8%	52.8%	54.0%	55.0%	55.0%
Outcome	53.4%	54.9%	53.9%	54.2%	51.5%

Source: Portfolio Budget Statements, Agency survey of paid maternity leave.
 Figures rounded to one decimal place.



This KPI has not been met. 51.5% of employers now offer paid maternity leave, down from 54.2% in 2011–12.

A number of factors may have contributed to this decline, including an increase in the number of organisations reporting to the Agency for the first time.

The decrease may also be linked to the introduction of the Australian Government’s paid parental leave schemes, which introduced 18 weeks paid parental leave for primary carers from 1 January 2011, and two weeks paid secondary carers leave from 1 January 2013.

KPI: workshop attendees agree or strongly agree that workshops are informative and valuable

In 2012–13, 1,227 participants from reporting organisations attended Agency workshops across Australia. In evaluations completed at the end of each workshop, 95.9% of attendees agreed or strongly agreed that the workshops had been informative and valuable.

Attendees’ satisfaction with workshops run by the Agency has been continually high, with at least 95.9% of people agreeing or strongly agreeing that the workshops had been informative and valuable each year since 2007–08.

Advice and Reporting

The Advice and Reporting team assessed a record number of reports from employers in 2012–13.

The *Workplace Gender Equality Act 2012* provides for relevant employers to transition to the new reporting regime before it comes into full effect in the 2013–14 reporting period. For the 2012–13 reporting period, reporting requirements were reduced. Relevant employers were required to lodge a report that included a workplace profile in the same format as required by the superseded *Equal Opportunity for Women in the Workplace Act 1999* (minus salary data) and to comply with the new notification and access requirements.

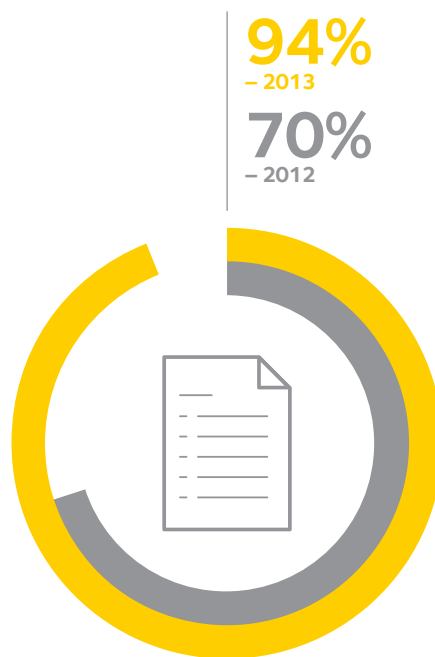
The Agency's Advice and Reporting team comprises workplace gender equality advisors with industry-specific expertise. The team assessed 3,966 reports submitted for compliance under the *Workplace Gender Equality Act 2012*. This number was significantly higher than the previous year's total of 2,819, due to the Agency's concerted effort to follow up and register employers that were covered under the Act but not registered with the Agency for reporting purposes. The waiving provisions in the *Equal Opportunity for Women in the Workplace Act 1999* were also removed in the new Act, meaning no employers had a waiver from reporting in the 2012–13 reporting period.

The Agency contacted all reporting organisations to either seek additional information if they were assessed initially as non-compliant, or confirm compliance. During this feedback call, Agency staff also conducted a survey on key gender equality related issues and the new reporting regime. The feedback on the new Act was overwhelmingly supportive across every single industry, with 86% of employers expressing support for the new reporting requirements, and over 77% saying they would find the industry-specific educational benchmarks valuable.

The Agency published all compliance reports for the 2011–12 reporting period on its website. This gave employers the opportunity to learn about how other organisations address gender equality issues.

Coverage

The Agency employed three additional reporting systems officers who worked on identifying relevant employers that were covered under the Act but not registered with the Agency for reporting. This led to a significant increase in the number of employers reporting to the Agency in 2012–13 – up from approximately 70% in 2011–12 to 94% of employers registered with the ABS as having 100 or more employees as at June 2012.



Number of employers reporting to the Agency increased from 70% in 2011–12 to 94% in 2012–13.

Advice and Reporting

New notification and access requirements

For the 2012–13 reporting period, relevant employers were required to comply with new notification and access requirements. Under these provisions, a relevant employer must:

- ➔ inform its employees and members or shareholders, as soon as reasonably practicable, that it has lodged its report with the Agency and advise how the report may be accessed
- ➔ provide access to the report (excluding personal information, details on remuneration and other information that may be specified by the Minister) to employees and members or shareholders, as soon as reasonably practicable after the report has been lodged
- ➔ inform employee organisations with members in its workplace that the report has been lodged within seven days after lodgement
- ➔ inform its employees and those employee organisations with members in its workplace of the opportunity to comment on the report to the employer or the Agency.

Under this provision, nine comments were received as at 31 October 2013. Of these, seven were from employees and two were from employee organisations.

Reviewing compliance

Under the new Act, the Agency may review a relevant employer's compliance with the Act by seeking further information from the employer. The Agency may conduct random reviews and take into account comments made to it by employees or employee organisations when determining if a review is to be conducted.

The Advice and Reporting team followed up on two employee comments in relation to two reports submitted by employers. The employers were informed that a comment had been received in relation to the accuracy of the workplace profile data. In each case, the employer provided a satisfactory explanation.

Employer of Choice

In 2012–13, the Agency – in consultation with stakeholders – undertook a review of the Employer of Choice for Women citation to align it with the new Act and current leading practice.

Accordingly, there was no Employer of Choice application process in 2012–13. The 2012 Employer of Choice for Women recipients were awarded the citation for two years while this review was conducted.

Key changes to the citation commencing in 2014 include:

- ➔ an online application process, flowing on from compliance reporting
- ➔ establishing seven criteria with prerequisites, some similar to the previous criteria and others introduced for the first time
- ➔ introducing a verification process.

The Agency also conducted three teleconferences tailored for current Employer of Choice citation holders.

Non-compliant organisations

As at 31 October 2013, six reporting organisations did not comply with the Act. They either did not submit a report or submitted a non-compliant report. A list of non-compliant reporting organisations for the reporting period ending 31 March 2013 is listed in Appendix 1 and on the Agency's website.

Education and Innovation

Following the introduction of the *Workplace Gender Equality Act 2012*, the Education and Innovation team focused on helping organisations prepare for reporting under the new legislation.

The Agency hosted a total of 31 workshops across all state capitals, as well as Darwin, and published instructional videos and other resources online.

The Agency also collaborated with the Australian Industry Group and the Australian Human Resources Institute on a series of teleconferences and podcasts.

It also developed a gender target-setting tool, and an employee consultation survey to help organisations manage and improve gender equality in the workplace.

Educational workshops and events on the new legislation

More than 1,200 participants attended educational events focused on the Act.

The Agency hosted educational workshops and events across Australia to maximise opportunities to help reporting organisations understand the new reporting requirements.

Attendees' satisfaction with Agency-run workshops has been continuously high, with at least 95.9% of attendees agreeing or strongly agreeing that the workshops were informative and valuable each year since 2007–08.

Table 6: Major educational events in 2012–13

Event	Number of attendees
Attendees at 31 Agency workshops run in all state capital cities and Darwin	470
Attendees at seven Agency teleconferences	233
Attendees at AHRI NSW Diversity Network meeting in February 2013	20
Attendees at AWRA teleconference in February 2013	10
Attendees at Ai Group internal staff teleconference in February 2013	7
Attendees at Consult Australia network teleconference in March 2013	10
Attendees at AHRI teleconference in April 2013	360
Attendees at Ai Group-hosted workshops for their members in Sydney, Melbourne, Brisbane and Adelaide	77
Presentation at Centre for Employment and Labour Relations Law, Melbourne Law School, University of Melbourne, on 13 November 2012	40
Total	1,227

Education and Innovation

New technology

In 2012–13, the Agency expanded its delivery methods to include teleconferences, instructional videos and podcasts to reach a broader audience including those in remote and regional locations.

The increased focus on technology will continue in 2013–14, with the launch of a new online learning management system, and increased use of instructional videos, webinars and the development of a series of e-learning modules.

Gender target-setting toolkit

The Agency developed a gender target-setting calculator and guidelines during the year, which were formally launched in early July 2013. By using this tool, organisations will be well placed to improve the gender diversity in their workplaces and reap the rewards – attraction and retention of the best talent, better organisational performance and competitive advantage. The tool is directly relevant to reporting matters under gender equality indicator 1 – gender composition of the workforce, and gender equality indicator 2 – gender composition of governing bodies of relevant employers.



Operations

The Operations team led a number of significant Agency projects related to the new legislation and the implementation of an online reporting regime from 2014.

Significant projects included:

- ➔ undertaking a major information technology procurement
- ➔ ongoing management of 'Project Activate', a large IT initiative
- ➔ reviewing all systems, policies and procedures to reflect the change in Agency name and responsibilities, including making the requisite change to all financial records
- ➔ relocating the Agency's office from North Sydney to the Sydney central business district in December 2012, which involved working with government-appointed property consultants to identify suitable properties, undertaking market comparisons, securing a competitive rental rate and organising a fit-out.

Finance

The Agency continued to liaise with relevant government departments to ensure financial systems and reporting were efficient and effective, and that processes aligned with Agency and government requirements. The Chief Executive's Instructions, Financial Rules, Financial Delegations and other Delegations were revised and updated and training sessions were held for the management team.

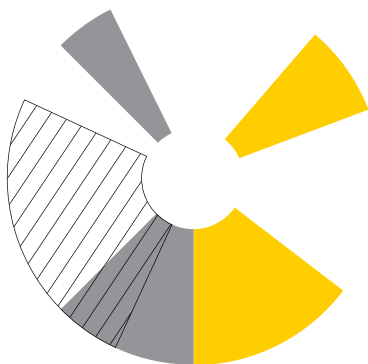
Portfolio Budget Statement

Given the new legislation, the Agency developed a new outcome which was published in the Portfolio Additional Estimates Statements, and made all associated financial changes. The Agency also completely rewrote the Portfolio Budget Statement for 2013–14 to reflect the new legislation.

Human resources

The human resources team managed the recruitment, induction, training and performance management of Agency staff members. The team also provided anti-bullying and harassment training to all employees.

Most of the Agency's human resources policies were reviewed and updated in consultation with staff members.



Operations

Information technology

The Agency continued its execution of 'Project Activate', a large IT initiative encompassing a new website, online reporting system, learning management system, and customer relationship management system.

The Agency undertook an open tender procurement process for a vendor to complete the project. Genix Ventures was awarded the contract in September 2012.

The Agency also engaged additional IT vendors to provide services such as web design, social media analysis and accessibility testing.

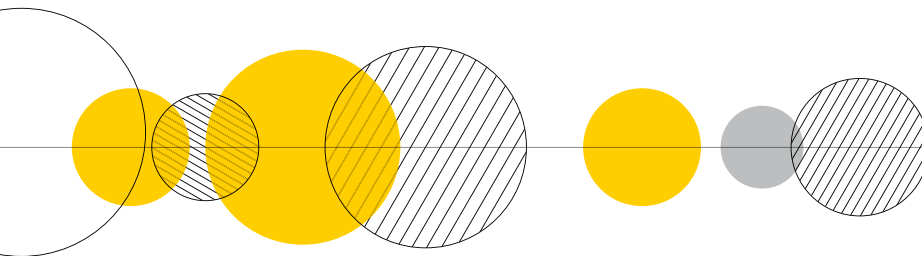
In March 2013, the Agency launched a new website that was compliant with Double A standards of the WCAG 2.0, as outlined at <http://webguide.gov.au/accessibility-usability/accessibility>, the first external-facing component of Project Activate.

Following the launch of the new website, Project Activate focused on developing a new customer relationship management system and online reporting system. These systems are on track for online reporting commencing 1 April 2014.

The Agency entered into a Memorandum of Understanding with the Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education to access the Vanguard authentication service. The Agency also collaborated with the Australian Business Register to promote the AUSKey authentication key, which will be used by reporting organisations together with Vanguard to access the new online reporting system.

The governance structure for Project Activate comprises an IT Steering Committee chaired by the Director, and a Working Group chaired by the IT Project Coordinator. The Agency also consulted with an external user working group consisting of contacts from reporting organisations across a range of industries and sizes, to develop the online reporting system.

The Agency implemented a standardised project management methodology for Agency IT projects to ensure the efficient use of time and resources.



Public Affairs

Under the *Workplace Gender Equality Act 2012*, the Agency has a statutory mandate to promote and contribute to understanding and acceptance, and public discussion, of gender equality in the workplace.

The Public Affairs team leads communications and partnerships initiatives to raise public awareness of the Agency and gender equality issues, and drive social change.

Building partnerships, engaging stakeholders

Partnerships are critical to the Agency's ability to influence change and are formed with a view to amplify collective efforts, and avoid duplication. To ensure its initiatives are aligned with stakeholder needs and expectations – and identify points of alignment and future partnership opportunities – the Agency commenced research in 2013 into how stakeholders perceived the organisation. This included round table discussions with Employer of Choice organisations, moderately compliant organisations, and one-on-one interviews with peak industry and professional associations and other key stakeholders.

To boost its capability to drive change, the Agency developed a sponsorship strategy that aims to secure corporate support for education programs, research initiatives and public awareness campaigns. The Agency intends to take to market a number of sponsorship proposals in the second half of 2013.

Advocating for change with the help of Australia's business leaders

An important component of the Agency's partnership approach is working alongside employers to deliver solutions to champion and improve gender equality in Australian workplaces. The Agency acknowledges the following senior business leaders who have participated in its events and media initiatives between 1 July 2012 and 30 June 2013:

- ➔ Phil Chronican, CEO Australia, ANZ
- ➔ Alan Cransberg, Chairman and Managing Director, Alcoa of Australia
- ➔ John Dashwood, Chairman, ExxonMobil Australia
- ➔ Terry Davis, Group Managing Director, Coca-Cola Amatil
- ➔ Elmer Funke Kupper, Managing Director and CEO, ASX
- ➔ Denise Goldsworthy, (fmr) Managing Director, Dampier Salt Limited and Hismelt Corporation
- ➔ Nicole Hollows, (fmr) CEO and Managing Director, Macarthur Coal
- ➔ Belinda Hutchinson, Chair, QBE
- ➔ Sally Macdonald, (fmr) CEO, Orotongroup
- ➔ Alison Morley, CEO, Brumby Resources
- ➔ Mike Smith, CEO, ANZ
- ➔ Chris Sutherland, CEO, Programmed Maintenance Services
- ➔ Ziggy Switkowski, Chair, Suncorp
- ➔ David Thodey, CEO, Telstra.

Public Affairs



Consultation

In order to facilitate a smooth transition to the new *Workplace Gender Equality Act 2012*, the Agency convened an Implementation Consultation Group to provide it with input and advice.

WGEA acknowledges the valuable contribution of those organisations and individuals represented on the Group:

- ➔ ACCI
- ➔ ACOSS
- ➔ ACTU
- ➔ Ai Group
- ➔ ASX Compliance
- ➔ EPHEA
- ➔ Economic Security4Women
- ➔ Professor Marian Baird

Media engagement

The Agency issued 15 media releases and achieved 624 media mentions between 1 July 2012 and 30 June 2013. The vast majority of media coverage over the 12-month period was positive: 85% of all coverage was favourable, 9% was neutral and 6% was negative.

Highlights of the year include a successful public relations campaign around the Agency's *2012 Australian Census of Women in Leadership* in November, which attracted over 240 media mentions and reached a potential audience of over 5.4 million, and media coverage of the new legislation, which resulted in over 100 media mentions, reached a potential audience of more than 4.6 million, and was front-page news on *The Daily Telegraph* on Saturday, 24 November.

Public Affairs

Speaking engagements

Speaking engagements continue to be an important channel for the Agency to promote public discussion around gender equality and raise awareness of the *Workplace Gender Equality Act 2012*. The Agency's spokespeople presented at numerous events during the year, including those hosted by ACOSS, AHRI, AmCham, AIM, Ai Group, CEDA, DCA and Finsia.

A full list of speaking engagements undertaken by the Director and other staff members is available at Appendix 2.

Digital strategy

New website

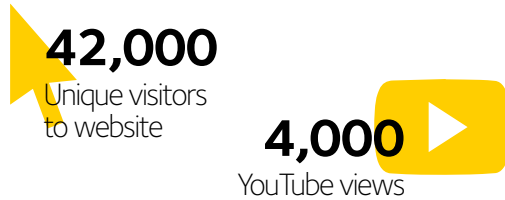
In March 2013, the Agency launched a new website designed to meet government accessibility requirements. The new website helps the Agency promote workplace gender equality through practical educational materials and tools, case studies, research and news.

Between 14 March and 30 June 2013, the website received more than 42,000 unique visitors. The highest number of unique visitors – 13,480 – occurred in May 2013, coinciding with the reporting period.

From next year, employers can report online through the website.

Social media

In August 2012, the Agency began executing a social media strategy to curate and profile gender equality news and research, raise the Agency's profile, support campaigns and drive traffic to the Agency's website. The strategy – which was informed by social media analysis carried out in 2012 – is focused on the use of Twitter. The Agency also has a YouTube channel and a LinkedIn page.



Social media was used successfully during the launch of the *2012 Australian Census of Women in Leadership*. The Agency reached a potential audience of nearly 400,000 users on Twitter alone during the two weeks of the campaign, and increased its Twitter followers by 40%.

The Agency's YouTube channel hosts a video explaining the *Workplace Gender Equality Act 2012*, which had been viewed almost 4,000 times as at 30 June 2013. An animated film was also created to demonstrate the results from the *2012 Australian Census of Women in Leadership*, which has been viewed more than 1,500 times since November 2012.

eNewsletter

The Agency distributes an eNewsletter to stakeholders to promote Agency content, drive traffic to its website, and inform interested parties of the latest gender equality news events and research. The eNewsletter has an average open rate of around 40%.

Rebranding

The Agency's brand, including its logo and visual identity, was updated to reflect its new name and functions under the *Workplace Gender Equality Act 2012*.

Research

Research undertaken by the Agency aims to improve knowledge of gender equality issues and inform solutions to drive better workplace gender performance.

Factsheets

The Agency collated and analysed data from a range of external sources to produce factsheets on topics such as the gender pay gap, workplace gender statistics, women in the workforce by occupation and industry, and graduate statistics. These powerful resources were used for education, advocacy and media engagement and are publicly available on the Agency's website.

Collaboration

The Agency's Research team undertook research and participated in round table seminars and workshops with a range of partners. Collaboration helps the Agency to extend its reach and enhance the delivery of rigorous and timely research.

To facilitate collaborative research projects, the Agency continued to build on its research links with a number of national and international institutions, including the ABS, the Australian Institute of Family Studies, Catalyst, the Centre for Corporate Governance at the University of Technology, Sydney, Centre for Work + Life at the University of South Australia, Copenhagen Business School, DCA, the Fair Work Commission, HEC Montréal in Canada and the Women and Work Research Group at the University of Sydney.

The Research team also facilitated a Gender Pay Gap Taskforce, comprising pay equity experts and business representatives, in order to inform its future gender pay equity strategies.

Industry snapshots

Organisations that report annually to the Agency provide valuable data. Using this data, in March 2013 the Agency released 20 factsheets providing important insights into industry-specific trends and issues for gender equality. The factsheets are available on the Agency's website.

The 2012 Australian Census of Women in Leadership

The Agency has conducted the *Australian Census of Women in Leadership* since 2002. The Census is a definitive measure of the number of women on boards and in executive management in companies listed on the ASX. Traditionally focused on ASX 200 companies, the Census in 2012 was expanded to the ASX 500.

The 2012 Census was launched in Sydney on 27 November by the Governor-General, Her Excellency the Honourable Quentin Bryce AC CVO, followed by a national road show that travelled to Melbourne, Brisbane and Perth. The 2012 Census attracted significant media attention and prompted broad discussion about the obstacles to women in leadership.

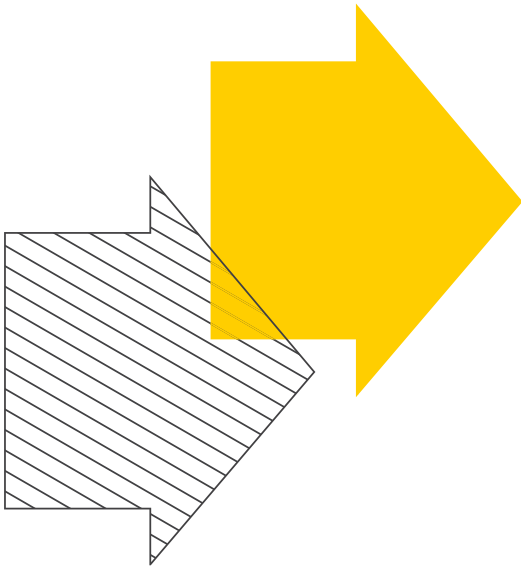
The Agency gratefully acknowledges the support of Australia and New Zealand Banking Group Limited, which has generously supported the Census since its inception in 2002.

The Agency also acknowledges its 2012 research partner, the Centre for Corporate Governance at the University of Technology, Sydney.

Research

Perspective papers

The Agency started preparing a series of papers on a range of topics pertinent to workplace gender equality. The papers will cover issues including the gender pay gap, women and negotiation and engaging men in flexible work, and are scheduled for release over 2013–14.



Financial performance

The total appropriation for the Agency in 2012–13 was \$4,930,000.

Expenditure in 2012–13 increased by 24% from the previous financial year to \$6,561,006, largely due to an increase of \$882,123 in supplier costs associated with the implementation of the new legislation.

Expenditure on suppliers was \$2,621,561 or 40% of total expenses and included:

- ➔ ICT services costs
- ➔ lease costs associated with premises and other goods and services
- ➔ travel costs
- ➔ legal services costs.

The delay in the passage of the new legislation resulted in the Agency having unspent appropriations from prior years, some of which were used in the financial year 2012–13 and some of which are scheduled to be used in 2013–14. These appropriations are being used primarily to execute a major information technology project (Project Activate) which will enable the Agency to implement requirements under the new legislation.

Table 7: Summary resource table by outcome

	(1) Budget* 2012–13 \$'000	(2) Actual** expenses 2012–13 \$'000	Variation (2)-(1) \$'000	Budget*** 2013–14 \$'000
Total price of departmental program	5,200	6,561	1,361	5,832
Revenue from Government				
(Appropriation) Prior year departmental	3,833			2,292
(Appropriation) for departmental outputs	4,930			5,074
(Appropriation) for departmental capital budget	993			
(Appropriation) for equity injections	830			
Revenue from other sources	155			500
Total resourcing	10,741			7,866
Average staffing levels	35			33

* As per 2013–14 Portfolio Budget Statements.

** As per the Agency's audited financial statements.

*** As per 2013–14 Portfolio Budget Statements



Management and accountability

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Service charter

The Agency's service charter was updated in early 2013. The charter states the Agency's service standards to clients and the general public. It also provides details on how to contact the Agency and provide feedback.

Of the 11,766 enquiries received between July 2012 and June 2013, 30 calls were referred to other agencies as the Agency could not assist with the enquiries, and 8,482 calls related to rights and obligations under the *Workplace Gender Equality Act 2012* and how the Agency could provide assistance. The remainder of the enquiries were largely from relevant employers that were updating their contact details.

The service charter is available on the Agency's website at: www.wgea.gov.au/about-wgea/agency-service-charter.



Corporate governance

The Agency operates under the *Financial Management and Accountability Act 1997* (FMA Act). The Director is the chief executive of the Agency.

Executive management

As at 30 June 2013, the Executive was made up of The Director and five Executive Managers who report to the Director:

- ➔ **Advice and Reporting Executive Manager**
– Vanessa Paterson
- ➔ **Education and Innovation Executive Manager**
– Heidi Sundin
- ➔ **Operations Executive Manager**
– Marion Higginson
- ➔ **Public Affairs Executive Manager**
– Yolanda Beattie
- ➔ **Research Executive Manager**
– Carla Harris

Fraud control and risk management

During the 2012–13 financial year, the Agency did not identify any fraud.

The Fraud Control Plan is part of the Agency's induction program.

The Agency has taken all reasonable measures to minimise the incidence of fraud by ensuring appropriate fraud prevention, detection, investigation and reporting procedures and processes are in place to meet its specific needs.

The Agency integrates risk management strategies into business planning and incorporates the identification of risks and risk treatments into strategic planning.

During the year, the Agency's Risk Management Policy, Fraud Control Plan, Business Continuity Plan and associated Risk Registers were comprehensively reviewed and refresher education provided across the Agency.

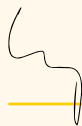
Ethical standards

The Agency is committed to the Australian Public Service (APS) Values and Code of Conduct. The Agency staff induction program draws attention to the APS Values and Code of Conduct, and these values are incorporated into the Agency's daily management and operations.

Certification of fraud control arrangements

I, Helen Conway, certify that I am satisfied that for the 2012–13 financial year the Agency, in compliance with the Commonwealth Fraud Control Guidelines, has:

- ➔ prepared a Fraud Control Plan
- ➔ put in place appropriate fraud prevention, detection, investigation and reporting procedures and processes that meet the specific needs of the Agency.



Helen Conway
Director

31 October 2013

External scrutiny

Developments in external scrutiny

The Agency is subject to an annual statutory audit performed by the Australian National Audit Office. The outcomes of the 2012–13 audit were presented to the Audit Committee. The committee is chaired by an external member.

The members of the Audit Committee are:

- ➔ Alison Gatt (External Chair)
- ➔ Helen Conway (Agency Director).

The committee met twice during 2012–13. In addition to overseeing the external audit and financial statement process, the committee reviewed the Agency’s budget, delegations and risk management, and updated its charter.

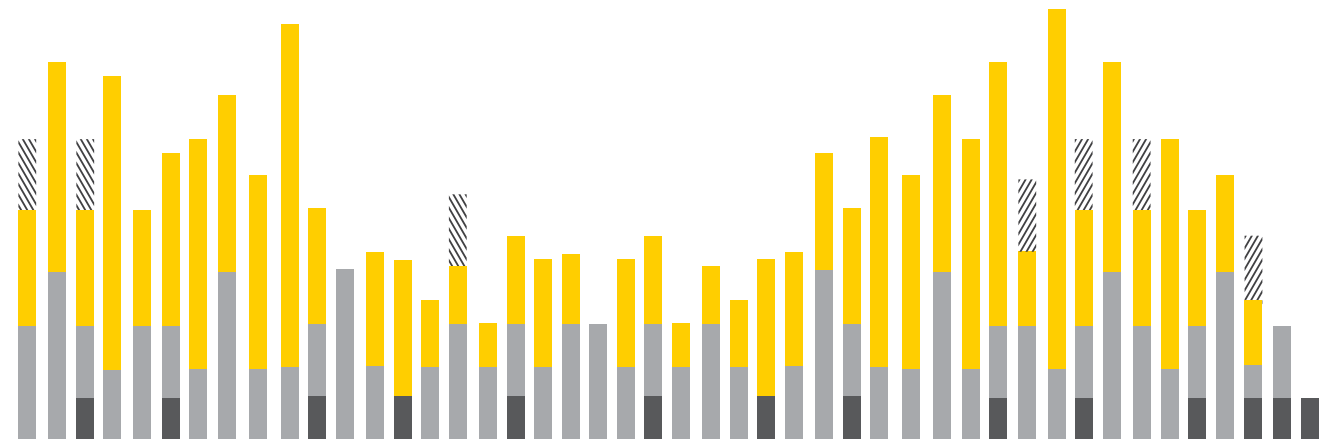
The Agency is scrutinised by Parliament through its established committee processes and parliamentary questions on notice. There have been no significant developments in the external scrutiny process since the previous reporting period.

Judicial and administrative tribunal decisions

The Agency was not subject to any judicial or administrative tribunal decisions or any decision by the Australian Information Commissioner in 2012–13.

Reports by the Auditor-General, a parliamentary committee or the Commonwealth Ombudsman

The Agency was not the subject of reports on operations by the Auditor-General (other than the report on financial statements), a parliamentary committee or the Commonwealth Ombudsman in 2012–13.



Human resources management

Assessment of effectiveness

The Agency has operated successfully under a revised organisational and staffing structure. During 2012–13, the Agency carefully recruited staff, ensuring that each new appointment enhanced its ability to effectively deliver its functions.

A key strategic priority for the Agency in 2012–13 was optimising the capabilities of its staff.

During the year, the Agency revised its performance and development policy and processes in consultation with staff. Agency-specific values and behaviours were embedded into the performance and development framework, as well as the annual business planning process.

The enhanced links to the Agency's strategic objectives and business planning have led to the development of common performance indicators for Agency-wide projects, and the identification of associated development measures. Throughout 2012–13, the Agency also identified skills gaps and provided targeted professional development to fill those gaps.

Effects of enterprise or collective bargaining

The Agency Enterprise Agreement 2012–14 was ratified on 2 April 2012.

Employees received two wage increases over the two-year and three-month duration of the Agency Enterprise Agreement. The first increase of 4% took effect on 3 April 2012. The second increase of 2.4% took effect on 3 April 2013. The number of increment points reduced to a total of three for each APS classification level, effective 3 April 2013.

The number of employees covered by the Agency Enterprise Agreement and the salary ranges available for APS employees by classification structure are outlined in Appendix 4.

Paid primary carer's leave

The Agency offers paid primary carer's leave of 17 weeks at full pay. Employees also have the right to request an additional year of leave without pay. This leave applies to employees who are a child's primary carer and can be taken around the time of the birth or on the placement of the child.

Paid secondary carer's leave

The Agency provides secondary carer's leave of three weeks at full pay, with access to a further five days of leave under personal leave provisions. The leave can be taken within six months of the birth or placement of a child.

Non-salary benefits

The Agency provides the following non-salary benefits to its employees:

- ➔ A health and wellbeing provision of \$900 each financial year to help meet the costs of activities and/or equipment that helps them maintain their health and fitness
- ➔ Access to salary packaging for a vehicle or laptop
- ➔ Salary packaging of supplementary superannuation contributions.

Human resources management

Superannuation

The Agency pays employer superannuation contributions on behalf of employees during periods of unpaid leave for maternity or primary carer's leave. The contributions are made for a period equal to a maximum of 52 weeks from the commencement of paid maternity or primary carer's leave.

Helping employees achieve a work–life balance

The Agency helps employees balance their work and personal lives through telecommuting arrangements, compressed work weeks, flex-time and part-time work, and by providing purchased leave and access to two paid volunteer days per year.

Recognising, building and using our employees' skills

The Agency provides training and development to ensure its staff members have the opportunity to develop their skills. The objective of training and development activities is to ensure the Agency has the capability to execute its mandate efficiently and effectively.

Training and development undertaken

In 2012–13, the Agency continued to develop its workforce capabilities. Individuals took part in a number of development opportunities and increased their skills through involvement in projects outside their area, formal training and temporary transfers to higher duties. Staff attended conferences, seminars and other events, in addition to structured external training. The Agency provided targeted training and development, including courses on project management, time management, professional writing skills, education tools, computer software skills, legislative obligations, and financial and human resource management. The effectiveness of the training was evaluated in consultation with individuals and managers.

The Agency continues to support formal study through its Study Assistance Policy.

In 2012–13, a total of \$41,532 was spent on training and development activities, and \$860 was spent on study assistance.

Staffing and remuneration

The following tables provide a comparison of the Agency's staffing profile as at 30 June 2013 and 30 June 2012.

Human resources management

Table 8: General staffing profile – 30 June 2013

Band	Ongoing	Non-ongoing	F/T	P/T	Men	Women	Employees under Public Service Act 1999	Location
PEO	1	0	1	0	0	1	1	Sydney
EL 1 and 2	11	0	8	3	0	11	11	Sydney
APS Level 5 and 6	16	5	16	5	3	18	21	Sydney
APS Level 2 to 4	3	2	4	1	0	5	5	Sydney
APS Level 1	0	0	0	0	0	0	0	
Total	31	7	29	9	3	35	38	Sydney

Table 9: General staffing profile – 30 June 2012

Band	Ongoing	Non-ongoing	F/T	P/T	Men	Women	Employees under Public Service Act 1999	Location
PEO	1	0	1	0	0	1	1	Sydney
EL 1 and 2	9	4	9	4	1	12	13	Sydney
APS Level 5 and 6	14	5	14	5	2	17	19	Sydney
APS Level 2 to 4	2	4	6	0	0	6	6	Sydney
APS Level 1	0	0	0	0	0	0	0	
Total	26	13	30	9	3	36	39	Sydney

Performance pay

The Agency provided no performance pay to staff members in 2012–13.

Other management and accountability information

Asset management

The Agency maintains a detailed and effective assets register. During the financial year 2012–13, the Agency's IT assets were predominantly provided through a Memorandum of Understanding with the Department of Families, Housing, Community Services and Indigenous Affairs.

Purchasing

The Agency ensures that all purchasing is handled in accordance with the Commonwealth Procurement Rules as detailed in the Agency's Chief Executive's Instructions and Financial Rules, and is in keeping with the principles of ethical, efficient, effective and economical use of Commonwealth resources.

The Agency publishes an annual procurement plan on AusTender in accordance with the requirements of the Commonwealth Procurement Rules. All procurements in excess of \$10,000 are recorded on AusTender as required.

The Agency has access to whole-of-government purchasing arrangements in a range of areas, including information and communications technology, travel and accommodation.

Consultants

Consultants are engaged when specialist expertise is required. The Agency adheres to the Commonwealth Procurement Rules and the Agency's Chief Executive's Instructions when engaging consultants and entering into contractual arrangements. Competitive processes are used for the selection of consultants. The services provided by new and ongoing consultants in the reporting period included provision of research and specialised knowledge associated with the implementation of the new legislation.

Information on the value of contracts and consultancies is available on the AusTender website www.tenders.gov.au.

During the financial year 2012–13, the Agency entered into nine new consultancy contracts involving total expenditure of \$134,881. In addition, four ongoing consultancy contracts were active during 2012–13, involving total actual expenditure of \$37,113.

Australian National Audit Office access clauses

The Agency did not enter into any contracts of \$100,000 or more in 2012–13 that did not provide for the Auditor-General to have access to the contractor's premises.

Exempt contracts

The Agency has not exempted any contracts from being published on AusTender.

Other mandatory information

Other mandatory information is provided in Appendix 5.



Financial statements

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Independent auditor's report

To the Minister for the Status of Women

I have audited the accompanying financial statements of the Workplace Gender Equality Agency for the year ended 30 June 2013, which comprise: a Statement by the Director and Finance Manager; Statement of Comprehensive Income; Balance Sheet; Statement of Changes in Equity; Cash Flow Statement; Schedule of Commitments; Schedule of Contingencies; and Notes to and forming part of the Financial Statements, including a Summary of Significant Accounting Policies.

Chief Executive's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Workplace Gender Equality Agency's preparation of financial statements that give a true and fair view in order to design and audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Workplace Gender Equality Agency's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Chief Executive of the Workplace Gender Equality Agency, as well as evaluating the overall presentation of the financial statements.

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

Independence

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

Independent auditor's report

Opinion

In my opinion, the financial statements of the Workplace Gender Equality Agency:

- a) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards; and
- b) give a true and fair view of the matters required by the Finance Minister's Orders including the Workplace Gender Equality Agency's financial position as at 30 June 2013 and of its financial performance and cash flows for the year then ended.

Australian National Audit Office



Ron Wah

Audit Principal

Delegate of the Auditor-General

Canberra

27 August 2013

Statement by the Director and Finance Manager

In our opinion, the attached financial statements for the year ended 30 June 2013 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, as amended.



Helen Conway

Director

27 August 2013



Deborah Macdonald

Finance Manager

27 August 2013

Financial statements

Statement of comprehensive income

for the year ended 30 June 2013

	Notes	2013 (\$)	2012 (\$)
Expenses			
Employee benefits	3A	3,687,255	3,292,598
Suppliers	3B	2,621,561	1,739,438
Depreciation and amortisation	3C	221,481	260,356
Finance costs	3D	5,234	-
Write-down and impairment of assets	3E	25,475	-
Total expenses		6,561,006	5,292,392
Less:			
Own-source income			
Own-source revenue			
Sale of goods and rendering of services	4A	139,390	204,445
Total own-source revenue		139,390	204,445
Gains			
Other gains	4B	30,000	30,000
Total gains		30,000	30,000
Total own-source income		169,390	234,445
Net cost of (contribution by) services		6,391,616	5,057,947
Revenue from government	4C	4,930,000	5,320,000
Total comprehensive income (loss)	4D	(1,461,616)	262,053

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

Financial statements

Balance sheet

as at 30 June 2013

	Notes	2013 (\$)	2012 (\$)
ASSETS			
Financial assets			
Cash and cash equivalents	5A	251,177	250,941
Trade and other receivables	5B	2,510,003	3,582,068
Total financial assets		2,761,180	3,833,009
Non-financial assets			
Land and buildings	6A	1,012,211	67,933
Property, plant and equipment	6B	364,188	751
Intangibles	6D	542,133	-
Other non-financial assets	6F	12,309	35,894
Total non-financial assets		1,930,841	104,578
Total assets		4,692,021	3,937,587
LIABILITIES			
Payables			
Suppliers	7A	259,853	
Other payables	7B	117,047	366,675
Total payables		376,900	393,122
Provisions			
Employee provisions	8A	410,799	394,221
Other provisions	8B	392,694	-
Total provisions		803,493	394,221
Total liabilities		1,180,393	787,343
Net assets		3,511,628	3,150,243
EQUITY			
Contributed equity		3,659,000	1,836,000
Reserves		40,043	40,043
Retained surplus (loss)		(187,415)	1,274,201
Total equity		3,511,628	3,150,244

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

Financial statements

Statement of changes in equity

for the year ended 30 June 2013

	Retained earnings		Asset revaluation surplus		Contributed equity/ capital		Total equity	
	2013 (\$)	2012 (\$)	2013 (\$)	2012 (\$)	2013 (\$)	2012 (\$)	2013 (\$)	2012 (\$)
Opening balance								
Balance carried forward from previous period	1,274,201	1,012,148	40,043	40,043	1,836,000	1,056,000	3,150,244	2,108,191
Adjusted opening balance	1,274,201	1,012,148	40,043	40,043	1,836,000	1,056,000	3,150,244	2,108,191
Comprehensive income								
Other comprehensive income	-	-	-	-	-	-	-	-
Surplus (deficit) for the period	(1,461,616)	262,053	-	-	-	-	1,461,616	262,053
Total comprehensive income	(1,461,616)	262,053	-	-	-	-	1,461,616	262,053
Contributions by owners								
Equity injections - appropriations	-	-	-	-	830,000	780,000	830,000	780,000
Departmental capital budget	-	-	-	-	993,000	-	993,000	-
Sub-total transactions with owners	-	-	-	-	1,823,000	780,000	1,823,000	-
Closing balance as at 30 June	(187,415)	1,274,201	40,043	40,043	3,659,000	1,836,000	3,511,628	3,150,244

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

Financial statements

Cash flow statement

for the year ended 30 June 2013

	Notes	2013 (\$)	2012 (\$)
OPERATING ACTIVITIES			
Cash received			
Appropriations		6,165,452	4,520,886
Sales of goods and rendering of services		183,902	284,704
Net GST received		327,206	141,441
Total cash received		6,676,560	4,947,031
Cash used			
Employees		3,792,369	3,152,639
Suppliers		2,874,611	1,905,870
Total cash used		6,666,980	5,058,509
Net cash from (used by) operating activities	9	9,580	(111,478)
INVESTING ACTIVITIES			
Cash used			
Purchase of property, plant and equipment		1,709,344	-
Total cash used		1,709,344	-
Net cash from (used by) investing activities		(1,709,344)	-
FINANCING ACTIVITIES			
Cash received			
Contributed equity		1,700,000	-
Total cash received		1,700,000	-
Net cash from (used by) financing activities		1,700,000	-
Net increase (decrease) in cash held		236	(111,478)
Cash and cash equivalents at the beginning of the reporting period		250,941	362,419
Cash and cash equivalents at the end of the reporting period	5A	251,177	250,941

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

Financial statements

Schedule of commitments

as at 30 June 2013

	2013 (\$)	2012 (\$)
BY TYPE		
Commitments receivable		
Net GST recoverable on commitments	172,925	14,458
Total commitments receivable	172,925	14,458
Other commitments		
Operating leases	1,902,175	159,035
Total other commitments	1,902,175	159,035
Net commitments by type	1,729,250	144,577
BY MATURITY		
Commitments receivable		
Operating lease income		
One year or less	34,717	14,458
From one to five years	138,208	-
Total commitments receivable	172,925	14,458
Operating lease commitments		
One year or less	381,890	159,035
From one to five years	1,520,285	-
Total operating lease commitments	1,902,175	159,035
Net commitments by maturity	1,729,250	144,577

Note: Commitments are GST inclusive where relevant.

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

Lease for office accommodation

Lease payments are subject to an increase of 4% per annum as per lease agreement.

The lease term is five years with no option to extend. The lease expires in December 2017.

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

Financial statements

Schedule of contingencies

as at 30 June 2013

There are no contingent liabilities or assets as at 30 June 2013.

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

Notes to financial statements

Note 1: Summary of significant accounting policies

1.1 Objectives of the Workplace Gender Equality Agency

The Workplace Gender Equality Agency (WGEA) is an Australian Government controlled entity. It is a not-for-profit entity.

WGEA is chartered through the *Workplace Gender Equality Act 2012* with both regulatory and educative functions and responsibilities.

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

WGEA's planned outcome is to promote and improve gender equality in Australian workplaces including through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data.

1.2 Basis of preparation of the financial statements

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

The financial statements have been prepared in accordance with:

- a) Finance Minister's Orders (FMOs) for reporting periods ending on or after 1 July 2011; and
- b) 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 in accordance with the historical cost convention, except for certain assets and liabilities 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 statements are presented in Australian dollars and values are rounded to the nearest dollar.

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 entity or a future sacrifice of economic benefits will be required and the amounts of the assets or liabilities can be reliably measured. However, assets and liabilities arising under executor contracts are not recognised unless required by an accounting standard. Liabilities and assets that are unrecognised are reported in the schedule of commitments or the schedule of contingencies.

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

The Australian Government continues to have regard to developments in case law, including the High Court's most recent decision on Commonwealth expenditure in *Williams v Commonwealth* (2012) 288 ALR 410, as they contribute to the larger body of law relevant to the development of Commonwealth programs. In accordance with its general practice, the Government will continue to monitor and assess risk and decide on any appropriate actions to respond to risks of expenditure not being consistent with constitutional or other legal requirements.

Notes to financial statements

1.3 Significant accounting judgments and estimates

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

1.4 New Australian accounting standards

Adoption of new Australian accounting standard 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 affect on WGEA.

Future Australian accounting standard requirements

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

1.5 Revenue

Revenue from the sale of goods is recognised when:

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

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:

- a) the amount of revenue, stage of completion and transaction costs incurred can be reliably measured; and
- b) the probable economic benefits associated with the transaction will flow to the entity.

The stage of completion of contracts at the reporting date is determined by reference to services performed to date as a percentage of total services to be performed.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at the end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised using the effective interest method as set out in AASB 139 Financial Instruments: Recognition and Measurement.

Resources received free of charge

Resources received free of charge are recognised as revenue when and only when a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense. Resources received free of charge are recorded as either revenue or gains depending on their nature.

Contributions of assets at no cost of acquisition 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 (refer to Note 1.7).

Notes to financial statements

Revenue from Government

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

1.6 Gains

Resources received free of charge

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

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

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as gains at their fair value when the asset qualifies for recognition, unless received from another Government entity as a consequence of a restructuring of administrative arrangements (refer to Note 1.7).

Sale of assets

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

1.7 Transactions with the Government as owner

Equity injections

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

1.8 Employee benefits

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

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

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 (if any) 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 all sick leave is non-vesting and the average sick leave taken in future years by employees of the entity is estimated to be less than the annual entitlement for sick leave.

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

Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Notes to financial statements

Separation and redundancy

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

Superannuation

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

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported in the Department of Finance and Deregulation's administered schedules and notes.

The entity makes employer contributions to the employees' superannuation schemes at rates determined by the entity's Enterprise Agreement. The entity accounts for the contributions as if they were contributions to defined contribution plans.

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

1.9 Leases

A distinction is made between finance leases and operating leases. Finance leases effectively transfer from the lessor to the lessee substantially all the risks and rewards incidental to ownership of leased assets. An operating lease is a lease that is not a finance lease. In operating leases, the lessor effectively retains substantially all such risks and benefits.

Where an asset is acquired by means of a finance lease, the asset is capitalised at either the fair value of the lease property or, if lower, the present value of minimum lease payments at the inception of the contract and a liability is recognised at the same time and for the same amount.

The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

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 is recognised at its nominal amount.

Cash and cash equivalents include:

- a) cash on hand;
- b) demand deposits in bank accounts with an original maturity of three months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value;
- c) cash held by outsiders; and
- d) cash in special accounts.

1.11 Financial assets

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

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

Notes to financial statements

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 the end of each reporting period.

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

1.12 Financial liabilities

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

1.14 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. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of 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's accounts immediately prior to the restructuring.

Notes to 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, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

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. This is particularly relevant to ‘make-good’ provisions in property leases taken up by the entity where there exists an obligation to restore the property to its original condition. These costs are included in the value of the entity’s leasehold improvements with a corresponding provision for the ‘make-good’ recognised.

Revaluations

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

Asset class	Fair value measurement
Leasehold improvements	Depreciated replacement cost
Infrastructure, plant and equipment	Market selling price

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

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

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset 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 the entity using, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

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

	2013	2012
Leasehold improvements	Lease term	Lease term
Plant and equipment	3–9 years	3–9 years

Impairment

All assets were assessed for impairment at 30 June 2013. Where indications of impairment exist, the asset’s recoverable amount is estimated and an 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 the entity were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

Notes to financial statements

Derecognition

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

1.16 Intangibles

The entity's intangibles comprise internally developed software for internal use. These assets are carried at cost less accumulated amortisation and accumulated impairment losses.

Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the entity's software are five years (2012: five years).

All software assets were assessed for indications of impairment as at 30 June 2013.

1.17 Taxation

The entity 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:

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

1.18 Comparative figures

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

Note 2: Events after the reporting period

The Minister for Finance and Deregulation signed a determination titled 'Instrument to Reduce Appropriations (No.1 of 2013–14)' which took effect on 13 August 2013. The amount of the reduction for the Workplace Gender Equality Agency is \$20,000 and has been reflected in a reduction of appropriation revenue for 2012–13.

Notes to financial statements

Note 3: Expenses

	2013 (\$)	2012 (\$)
Note 3A: Employee benefits		
Wages and salaries	2,956,144	2,468,310
Superannuation:		
Defined contribution plans	359,787	278,399
Defined benefit plans	133,072	102,969
Leave and other entitlements	143,704	250,187
Separation and redundancies	-	129,113
Other employee expenses	94,548	63,620
Total employee benefits	3,687,255	3,292,598
Note 3B: Suppliers		
Goods and services		
Consultants and contractors	1,179,221	418,302
IT and office equipment	424,664	355,154
Travel and accommodation	87,055	112,193
Printing, stationery and publications	161,120	106,469
Building expenses	466,545	247,003
Audit, legal, subscriptions, training and insurance services	158,639	307,623
Other	144,317	192,694
Total goods and services	2,621,561	1,739,438
Goods and services are made up of:		
Provision of goods - external parties	570,196	411,404
Rendering of services - related entities	490,140	436,037
Rendering of services - external parties	1,247,945	712,672
Total goods and services	2,308,281	1,560,113
Other supplier expenses		
Operating lease rentals - external parties:		
Minimum lease payments	300,576	166,206
Workers compensation expenses	12,704	13,119
Total other supplier expenses	313,280	179,325
Total supplier expenses	2,621,561	1,739,438
Note 3C: Depreciation and amortisation		
Depreciation:		
Property, plant and equipment	216,614	102,329
Total depreciation	216,614	102,329
Amortisation:		
Intangibles	4,867	158,027
Total amortisation	4,867	158,027
Total depreciation and amortisation	221,481	260,356
Note 3D: Finance costs		
Unwinding of discount	5,234	-
Total finance costs	5,234	-
Note 3E: Disposal of assets		
Disposal of property, plant and equipment	25,475	-
Total loss on disposal of assets	25,475	-

Notes to financial statements

Note 4: Income

	2013 (\$)	2012 (\$)
OWN-SOURCE REVENUE		
Note 4A: Sale of goods and rendering of services		
Rendering of services – external parties	117,864	204,445
Provision of goods – external parties	21,526	-
Total sale of goods and rendering of services	139,390	204,445
Note 4B: Other gains		
Resources received free of charge from related entities:		
Auditor's remuneration	30,000	30,000
Total other gains	30,000	30,000
GAINS		
REVENUE FROM GOVERNMENT		
Note 4C: Revenue from Government		
Appropriations:		
Departmental appropriations	4,930,000	5,320,000
Total revenue from Government	4,930,000	5,320,000

Note 4D: Total comprehensive income (loss)

Delays in the passing of the *Workplace Gender Equality Act 2012* resulted in some reform projects already approved in the 2011–12 Budget measure *Gender Equality in the Workplace* being deferred. Expenditure on these reforms occurring in 2012–13 were funded by unspent prior year appropriations and result in the loss shown.

Notes to financial statements

Note 5: Financial assets

	2013 (\$)	2012(\$)
Note 5A: Cash and cash equivalents		
Cash on hand or on deposit	251,177	250,941
Total cash and cash equivalents	251,177	250,941
Note 5B: Trade and other receivables		
Goods and services:		
Goods and services - related entities	116	561
Goods and services - external parties	1,593	4,033
Total receivables for goods and services	1,709	4,594
Appropriations receivable:		
For existing programs	2,432,662	3,545,114
Total appropriations receivable	2,432,662	3,545,114
Other receivables:		
GST receivable from the Australian Taxation Office	75,632	32,360
Total other receivables	75,632	32,360
Total trade and other receivables (net)	2,510,003	3,582,068

Credit terms are net 30 days (2012: 30 days)

Less impairment allowance account:

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

Receivables are expected to be recovered in:

No more than 12 months	2,510,003	3,582,068
Total trade and other receivables (net)	2,510,003	3,582,068

Receivables are aged as follows:

Not overdue	2,510,003	3,582,068
Overdue by:		
0 to 30 days	-	-
31 to 60 days	-	-
61 to 90 days	-	-
More than 90 days	-	-
Total receivables (gross)	2,510,003	3,582,068

Notes to financial statements

Note 6: Non-financial assets

	2013(\$)	2012(\$)
Note 6A: Land and buildings		
Leasehold improvements:		
Fair value	1,152,506	509,494
Accumulated depreciation	(140,295)	(441,561)
Total leasehold improvements	1,012,211	67,933
Total land and buildings	1,012,211	67,933

No indicators of impairment were found for leasehold improvements.
No land or buildings are expected to be sold or disposed of within the next 12 months.

Note 6B: Property, plant and equipment

Property, plant and equipment:		
Fair value	400,992	36,193
Accumulated depreciation	(36,804)	(35,442)
Total property, plant and equipment	364,188	751

No indicators of impairment were found for property, plant and equipment.
No property, plant and equipment is expected to be sold in the next 12 months.

Notes to financial statements

	Land and buildings (\$)	Property, plant and equipment (\$)	Total (\$)
Note 6C: Reconciliation of the opening and closing balances of property, plant and equipment 2013			
As at 1 July 2012			
Gross book value	509,494	36,193	545,687
Accumulated depreciation	(441,561)	(35,442)	(477,003)
Net book value 1 July 2012	67,933	751	68,684
Additions:			
By purchase	765,046	397,298	1,162,344
Disposals: Other	(25,475)	-	(25,475)
Depreciation expense	(182,753)	(33,861)	(216,614)
Make-good on leased premises	387,460	-	387,460
Net book value 30 June 2013	1,012,211	364,188	1,376,399
Net book value as of 30 June 2013 represented by:			
Gross book value	1,152,506	400,992	1,553,498
Accumulated depreciation, amortisation and impairment	(140,295)	(36,804)	(177,099)
Net book value 30 June 2013	1,012,211	364,188	1,376,399
Note 6C (cont'd): Reconciliation of the opening and closing balances of property, plant and equipment 2012			
As at July 2011			
Gross book value	509,494	36,193	545,687
Accumulated depreciation	(339,662)	(35,012)	(374,674)
Net book value 1 July 2011	169,832	1,181	171,013
Revaluations and impairments recognised in other comprehensive income	-	-	-
Depreciation	(101,899)	(430)	(102,329)
Net book value 30 June 2012	67,933	751	68,684
Net book value as of 30 June 2012 represented by:			
Gross book value	509,494	36,193	545,687
Accumulated depreciation	(441,561)	(35,442)	(477,003)
Net book value 30 June 2012	67,933	751	68,684

Notes to financial statements

	2013(\$)	2012(\$)
Note 6D: Intangibles		
Computer software:		
Internally developed - in progress	473,994	-
Internally developed - in use	723,426	1,021,223
Accumulated amortisation	(655,287)	(1,021,223)
Total computer software	542,133	-
Total intangibles	542,133	-

No indicators of impairment were found for intangibles.

Assets that have been fully amortised have been removed.

No intangibles are expected to be sold or disposed of within the next 12 months.

Notes to financial statements

	Computer software internally developed (\$)	Total (\$)
Note 6E: Reconciliation of the opening and closing balances of intangibles 2013		
As at 1 July 2012		
Gross book value	1,021,223	1,021,223
Accumulated amortisation and impairment	(1,021,223)	(1,021,223)
Net book value 1 July 2012	-	-
Additions:		
By purchase or internally developed	547,000	547,000
Amortisation	(4,867)	(4,867)
Net book value 30 June 2013	542,133	542,133
Net book value as of 30 June 2013 represented by:		
Gross book value	1,197,420	1,197,420
Accumulated amortisation and impairment	(655,287)	(655,287)
	542,133	542,133
Note 6E (cont'd): Reconciliation of the opening and closing balances of intangibles 2012		
As at 1 July 2011		
Gross book value	1,021,223	1,021,223
Accumulated amortisation and impairment	(863,196)	(863,196)
Net book value 1 July 2011	158,027	158,027
Amortisation	(158,027)	(158,027)
Net book value 30 June 2012	-	-
Net book value as of 30 June 2012 represented by:		
Gross book value	1,021,223	1,021,223
Accumulated amortisation and impairment	(1,021,223)	(1,021,223)
	-	-

Notes to financial statements

	2013 (\$)	2012 (\$)
Note 6F: Other non-financial assets		
Prepayments	12,309	35,894
Total other non-financial assets	12,309	35,894
Total other non-financial assets are expected to be recovered in:		
No more than 12 months	12,309	35,894
Total other non-financial assets	12,309	35,894

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

Note 7: Payables

	2013 (\$)	2012 (\$)
Note 7A: Suppliers		
Trade creditors and accruals	259,853	26,447
Total suppliers payables	259,853	26,447
Suppliers payables expected to be settled within 12 months:		
Related entities	15,782	592
External parties	244,071	25,855
Total suppliers payables	259,853	26,447
Settlement was usually made within 30 days.		
Note 7B: Other payables		
Salaries and wages	78,828	81,554
Superannuation	13,012	11,978
Separations and redundancies	-	120,000
Lease incentive	21,302	33,773
Other	3,905	119,370
Total other payables	117,047	366,675
Total other payables are expected to be settled in:		
No more than 12 months	117,047	366,675
Total other payables	117,047	366,675

Notes to financial statements

Note 8: Provisions

	2013 (\$)	2012 (\$)
Note 8A: Employee provisions		
Leave	410,799	394,221
Total employee provisions	410,799	394,221
Employee provisions are expected to be settled in:		
No more than 12 months	329,986	297,351
More than 12 months	80,813	96,870
Total employee provisions	410,799	394,221
Note 8B: Other provisions		
Provision for restoration obligations	392,694	-
Total other provisions	392,694	-
Other provisions are expected to be settled in:		
More than 12 months	392,694	-
Total other provisions	392,694	-

	Provision for restoration (\$)
Carrying amount 1 July 2012	-
Additional provisions made	387,460
Amounts used	-
Amounts reversed	-
Unwinding of discount or change in discount rate	5,234
Closing balance 2013	392,694

The entity currently has an agreement for the leasing of premises which has a provision requiring the entity to restore the premises to their original condition at the conclusion of the lease. The entity has made a provision to reflect the present value of this obligation.

Notes to financial statements

Note 9: Cash flow reconciliation

	2013 (\$)	2012 (\$)
Reconciliation of cash and cash equivalents as per balance sheet to cash flow statement		
Cash and cash equivalents as per:		
Cash flow statement	251,177	250,941
Balance sheet	251,177	250,941
Difference	-	-
Reconciliation of net cost of services to net cash from operating activities:		
Net cost of services	(6,361,616)	(5,027,947)
Add revenue from government	4,930,000	5,320,000
Adjustments for non-cash items		
Depreciation / amortisation	221,481	260,356
Gain on disposal of assets	25,475	-
Resources received free of charge - services	(30,000)	(30,000)
Changes in assets / liabilities		
(Increase) / decrease in net receivables	2,885	34,815
(Increase) / decrease in OPA receivables	1,235,452	(799,114)
(Increase) / decrease in prepayments	23,585	(31,197)
Increase / (decrease) in employee provisions	16,578	93,679
Increase / (decrease) in supplier payables	233,406	26,447
Increase / (decrease) in other payable	(249,628)	57,520
Increase / (decrease) in other provisions	5,234	-
Increase / (decrease) in GST receivable	(43,272)	(16,037)
Net cash from (used by) operating activities	9,580	(111,478)

Notes to financial statements

Note 10: Senior executive remuneration

	2013 (\$)	2012 (\$)
Note 10A: Senior executive remuneration expenses for the reporting period		
Short-term employee benefits:		
Salary	212,657	207,285
Total short-term employee benefits	212,657	207,285
Post-employment benefits:		
Superannuation	26,891	26,254
Total post-employment benefits	26,891	26,254
Total senior executive remuneration expenses	239,548	233,539

Note 10B: Average annual reportable remuneration paid to substantive senior executives during the reporting period

Average annual reportable remuneration paid to substantive senior executives in 2013

Average annual reportable remuneration	Substantive senior executives (No.)	Reportable salary (\$)	Contributed superannuation (\$)	Total reportable remuneration (\$)
Total reportable remuneration (including part-time arrangements):				
\$240,000 to \$269,999	1	213,507	27,043	240,550
Total number of substantive senior executives	1			

Average annual reportable remuneration paid to substantive senior executives in 2012

Average annual reportable remuneration	Substantive senior executives (No.)	Reportable salary (\$)	Contributed superannuation (\$)	Total reportable remuneration (\$)
Total reportable remuneration (including part-time arrangements):				
\$210,000 to \$239,999	1	207,285	26,254	233,539
Total number of substantive senior executives	1			

Notes to financial statements

Note 11: Remuneration of auditors

	2013 (\$)	2012 (\$)
Financial statement audit services were provided free of charge to the entity by the Australian National Audit Office (ANAO).		
Fair value of the services provided		
Financial statement audit services	30,000	30,000
Total	30,000	30,000
Non audit services provided by the auditors of the financial statements:		
Advice regarding reporting format on change of name of entity	9,280	-
Total	9,280	-

Notes to financial statements

Note 12: Financial instruments

	2013 (\$)	2012 (\$)
Note 12A: Categories of financial instruments		
Financial assets		
Loans and receivables:		
Cash and cash equivalents	251,177	250,941
Trade receivables	1,709	4,594
Carrying amount of financial assets	252,886	255,535
Financial liabilities		
At amortised cost:		
Trade creditors	259,853	26,447
Other payables	117,047	119,370
Carrying amount of financial liabilities	376,900	145,817

Note 12B: Fair value of financial instruments

The fair value of financial instruments has been determined based on the following methodologies:

Financial assets

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

Financial liabilities

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

Note 12C: Credit risk

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

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

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

Note 12D: Liquidity risk

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

Note 12E: Market risk

WGEA holds basic financial instruments that do not expose WGEA to market risks.

Notes to financial statements

Note 13: Appropriations

Table A: Annual appropriations ('recoverable GST exclusive')

	2013 Appropriations			Appropriation applied in 2013 (current and prior years) (\$)	Variance (\$)
	<i>Appropriation Act</i>	<i>FMA Act</i>	Total appropriation (\$)		
	Annual appropriation (\$)	Section 31 (\$)			
DEPARTMENTAL					
Ordinary annual services	5,943,000	139,390	6,082,390	7,307,185	(1,224,795)
Other services					
Equity	830,000	-	830,000	707,000	123,000
Total departmental	6,773,000	139,390	6,912,390	8,014,185	(1,101,795)

	2012 Appropriations			Appropriation applied in 2012 (current and prior years) (\$)	Variance (\$)
	<i>Appropriation Act</i>	<i>FMA Act</i>	Total appropriation (\$)		
	Annual appropriation (\$)	Section 31 (\$)			
DEPARTMENTAL					
Ordinary annual services	5,320,000	199,229	5,519,229	4,720,115	799,114
Other services					
Equity	780,000	-	780,000	-	780,000
Total departmental	6,100,000	199,229	6,299,229	4,720,115	1,579,114

Notes to financial statements

Table B: Departmental and administered capital budgets ('recoverable GST exclusive')

	2013 Capital budget appropriations		Capital budget appropriations applied in 2013 (current and prior years)			Variance (\$)
	Appropriation Act	Total capital budget appropriations (\$)	Payments for non-financial assets ² (\$)	Payments for other purposes (\$)	Total payments (\$)	
Annual capital budget (\$)						
DEPARTMENTAL						
Ordinary annual services -						
Departmental capital budget ¹		993,000	1,002,343	-	1,002,343	(9,343)

Notes

¹ Departmental and administered capital budgets are appropriated through Appropriation Acts (No.1,3,5). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts. For more information on ordinary annual services appropriations, please see Table A: Annual appropriations.

² Payments made on non-financial assets include expenditure on assets for fit-out of new premises which have been capitalised.

	2012 Capital budget appropriations		Capital budget appropriations applied in 2012 (current and prior years)			Variance (\$)
	Appropriation Act	Total capital budget appropriations (\$)	Payments for non-financial assets (\$)	Payments for other purposes (\$)	Total payments (\$)	
Annual capital budget (\$)						
DEPARTMENTAL						
Ordinary annual services -						
Departmental capital budget		-	-	-	-	-

Notes to financial statements

Table C: Unspent annual appropriations ('recoverable GST exclusive')

Authority	2013 (\$)	2012 (\$)
DEPARTMENTAL		
Appropriation Act (No.1) 2004–05	-	405,000
Appropriation Act (No.1) 2005–06	-	50,000
Appropriation Act (No.1) 2006–07	-	600,000
Appropriation Act (No.1) 2008–09	-	400,000
Appropriation Act (No.1) 2009–10	-	225,000
Appropriation Act (No.1) 2011–12	-	1,085,114
Appropriation Act (No.2) 2011–12	780,000	780,000
Appropriation Act (No.1) 2012–13	1,549,662	-
Appropriation Act (No.2) 2012–13	123,000	-
Cash and cash equivalents	251,177	250,941
Total	2,703,839	3,796,055

Notes to financial statements

Note 14: Reporting of outcomes

The Workplace Gender Equality Agency has one outcome: to promote and improve gender equality in Australian workplaces including through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data.

	Outcome 1	
	2013 (\$)	2012 (\$)
Note 14A: Net cost of outcome delivery		
Departmental		
Expenses	6,561,006	5,292,392
Own-source income	139,390	204,445
Net cost/(contribution) of outcome delivery	6,421,616	5,087,947
Major classes of revenue and expenses by output are shown in the Income Statement.		
Note 14B: Major classes of departmental expense, income, assets and liabilities by outcome		
Expenses		
Employee	3,687,255	3,292,598
Suppliers	2,621,561	1,739,438
Write-down and impairment of assets	25,475	-
Depreciation	221,481	260,356
Finance costs	5,234	-
Total	6,561,006	5,292,392
Income		
Sale of goods and services	139,390	204,445
Income from Government	4,930,000	5,320,000
Total	5,069,390	5,524,445
Assets		
Cash and cash equivalents	251,177	250,941
Trade and other receivables	2,510,003	3,582,068
Land and buildings	1,012,211	67,933
Property, plant and equipment	364,188	751
Intangibles	542,133	-
Other non-financial assets	12,309	35,894
Total	4,692,021	3,937,587
Liabilities		
Suppliers	259,853	26,447
Other payables	117,047	366,675
Employee provisions	410,799	394,221
Other provisions	392,694	-
Total	1,180,393	787,343

Notes to financial statements

Note 15: Net cash appropriation arrangements

	2013 (\$)	2012 (\$)
Total comprehensive income (loss) less depreciation/amortisation expenses previously funded through revenue appropriations¹	(1,240,135)	522,409
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	(221,481)	(260,356)
Total comprehensive income (loss) - as per the Statement of Comprehensive Income	(1,461,616)	262,053

¹ From 2010–11, the Government introduced net cash appropriation arrangements, where revenue appropriations for depreciation/amortisation expenses ceased. Entities now receive a separate capital budget provided through equity appropriations. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.

Note 16: Compliance with statutory conditions for payments from the consolidated revenue fund

During 2012–13 the Australian Government received legal advice that indicated there could be Commonwealth Agencies in breach of Section 83 of the Constitution under certain circumstances in relation to payments for long service leave, goods and services tax and payments under determinations of the Remuneration Tribunal. WGEA will review

its processes and controls over payments for these items to minimise the possibility for breaches as a result of these payments. WGEA has determined that there is a low risk of the certain circumstances mentioned in the legal advice applying to the Agency. WGEA is not aware of any specific breaches of Section 83 in respect of these items.



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Appendix 1: Non-compliant organisations

The following is a list of organisations that have been assessed as not complying with the *Workplace Gender Equality Act 2012*. Non-compliant organisations may not be eligible to tender for contracts under Commonwealth and some state procurement frameworks, and may not be eligible for some Commonwealth grants or other financial assistance.

This list was correct as at 31 October 2013.

Bell Financial Group Limited

F. R. Ireland Pty Ltd T/A Irelands of Cairns

Johnston's Transport Industries Pty Ltd

Pronto Software Pty Ltd

R & DKS Pty Ltd ATF Roger & Dale King Unit Trust T/A Roger King's Eaglehawk IGA

Thomas Jewellers (Aust) Pty Ltd

An up-to-date list of non-compliant organisations is available on the Agency's website.

Appendix 2: Agency speaking engagements

Agency member	Helen Conway
Event	Queensland Art Gallery: GOMA Talks, Brisbane
Date	5 July 2012
Agency member	Helen Conway
Event	Clifford Chance: Fitted for Work event, Sydney
Date	11 July 2012
Agency member	Helen Conway
Event	AmCham: Women in leadership – Changing the game panel discussion, Sydney
Date	19 July 2012
Agency member	Helen Conway
Event	Habitat for Humanity Australia: Launch of Habitat Women, Sydney
Date	19 July 2012
Agency member	Helen Conway
Event	UN Women and AHRl: Twilight networking event – Women in the Pipeline, Making it Happen, Sydney
Date	24 July 2012
Agency member	Helen Conway
Event	Australian Institute of Management and Women & Work: Managing in a flexible work environment round table, Sydney
Date	25 July 2012
Agency member	Helen Conway
Event	YWCA: Women Out Front event, Canberra
Date	26 July 2012
Agency member	Helen Conway
Event	Westpac: Women's Markets boardroom luncheon, Sydney
Date	1 August 2012
Agency member	Helen Conway
Event	University of South Australia: Occasional address, Adelaide
Date	7 August 2012
Agency member	Helen Conway
Event	Habitat for Humanity Australia: Launch of Habitat Women, Adelaide
Date	7 August 2012
Agency member	Helen Conway
Event	Habitat for Humanity Australia: Launch of Habitat Women, Melbourne
Date	16 August 2012
Agency member	Helen Conway
Event	United Nations Global Compact Network Australia: Diversity and Inclusion – The Women's Empowerment Principles panel discussion, Melbourne
Date	13 September 2012

Appendix 2: Agency speaking engagements

Agency member	Helen Conway
Event	Smith Family: VIEW Annual National Convention, George Forbes oration, Coffs Harbour
Date	15 September 2012
Agency member	Helen Conway
Event	MS Australia: Angels event, Sydney
Date	9 October 2012
Agency member	Helen Conway
Event	AMP: Career Insights session, Sydney
Date	11 October 2012
Agency member	Helen Conway
Event	Ernst & Young: Women with Ambition event, Canberra
Date	17 October
Agency member	Helen Conway
Event	AI Group: National PIR conference, Canberra
Date	23 October 2012
Agency member	Helen Conway
Event	AIST: Fund Governance Symposium 2012, Melbourne
Date	24 October 2012
Agency member	Helen Conway
Event	CEW: Childcare panel session, Sydney
Date	30 October 2012
Agency member	Helen Conway
Event	Finsia: Business Leaders Luncheon – Transparency, reporting and gender equity panel discussion, Sydney
Date	31 October 2012
Agency member	Helen Conway
Event	CEDA: Women in Leadership series, Sydney
Date	12 November 2012
Agency member	Helen Conway
Event	Women in IT: VMware panel, Sydney
Date	14 November 2012
Agency member	Helen Conway
Event	National Foundation for Australian Women: An evening with Helen Conway at the National Press Club, Canberra
Date	20 November 2012
Agency member	Helen Conway
Event	WGEA: 2012 Australian Census of Women in Leadership launch, Sydney
Date	27 November 2012

Appendix 2: Agency speaking engagements

Agency member	Helen Conway
Event	WGEA: <i>2012 Australian Census of Women in Leadership</i> event, Melbourne
Date	28 November 2012
Agency member	Helen Conway
Event	WGEA: <i>2012 Australian Census of Women in Leadership</i> event, Brisbane
Date	30 November 2012
Agency member	Helen Conway
Event	Caltex: Kurnell Women's Network event, Sydney
Date	11 December 2012
Agency member	Helen Conway
Event	Behind Closed Doors: Executive Connexions event – My career story and gender equality in Australian workplaces, Sydney
Date	12 December 2012
Agency member	Helen Conway
Event	DCA: Gender Reporting Network teleconference, Sydney
Date	17 December 2012
Agency members	Vanessa Paterson and Heather Gordon
Event	Professional service firms: Gender round table event, Sydney
Date	5 February 2013
Agency member	Helen Conway
Event	NSW Corporate Lawyers: Seminar, Sydney
Date	12 February 2013
Agency members	Heather Gordon and Helen Karatasas
Event	AHRI: Networking group, Sydney
Date	12 February 2013
Agency member	Heather Gordon
Event	Ai Group: Internal staff teleconference, Sydney
Date	21 February 2013
Agency member	Helen Conway
Event	NAWIC: International Women's Day event, Sydney
Date	27 February 2013
Agency member	Carla Harris
Event	UTS: Symposium – International Diversity on Boards, Sydney
Date	6 March 2013
Agency member	Carla Harris
Event	NEEOPA: Forum, Sydney
Date	19 March 2013
Agency member	Helen Conway
Event	Herbert Smith Freehills: LGBT network launch, Sydney
Date	22 March 2013

Appendix 2: Agency speaking engagements

Agency member	Helen Conway
Event	ACOSS: National conference, Adelaide
Date	25 March 2013
Agency member	Helen Conway
Event	Habitat Women: Function, Sydney
Date	10 April 2013
Agency members	Heather Gordon and Helen Karatasas
Event	AHRI: Members' webinar, Sydney
Date	10 April 2013
Agency members	Carla Harris and Vanessa Paterson
Event	DCA: Gender Reporting Network teleconference, Sydney
Date	18 April 2013
Agency member	Helen Conway
Event	Habitat Women: Function, Melbourne
Date	1 May 2013
Agency member	Helen Conway
Event	Microsoft: Management event, Melbourne
Date	3 May 2013
Agency member	Helen Conway
Event	Habitat for Humanity Australia: 2013 Gala Dinner, Sydney
Date	10 May 2013
Agency member	Helen Conway
Event	AWRA: Conference, Melbourne
Date	14 May 2013
Agency member	Yolanda Beattie
Event	Gladstone Engineering Alliance: Inspiring Women in Industry conference, Gladstone
Date	15 May 2013
Agency member	Yolanda Beattie
Event	Norton Rose: Preview of WGEA's new gender target-setting tool, Brisbane
Date	16 May 2013
Agency member	Helen Conway
Event	Australian Higher Education Industrial Association: Annual conference, Sydney
Date	17 May 2013
Agency member	Carla Harris
Event	ABS: Gender Statistics Advisory Group meeting, Canberra
Date	17 May 2013
Agency member	Helen Karatasas
Event	AI Group: Members' breakfast seminar, Adelaide
Date	20 May 2013

Appendix 2: Agency speaking engagements

Agency member	Helen Karatasas
Event	AI Group: Members' breakfast seminar, Sydney
Date	21 May 2013
Agency member	Helen Conway
Event	Women & Leadership Australia: The Australian Executive Women's Leadership Symposium 2013, Sydney
Date	22 May 2013
Agency member	Helen Conway
Event	CEDA: Women in Leadership event, Perth
Date	23 May 2013
Agency member	Helen Conway
Event	Murdoch University: Murdoch University Women's Networking Sundowner with Helen Conway, Perth
Date	23 May 2013
Agency member	Rychelle Kiely
Event	AI Group: Members' breakfast seminar, Brisbane
Date	24 May 2013
Agency member	Yolanda Beattie
Event	Expect a Star/SeventeenHundred: Client event, Sydney
Date	30 May 2013
Agency member	Helen Conway
Event	CEDA: Launch of CEDA's Women in Leadership Report, Sydney
Date	6 June 2013
Agency member	Vanessa Paterson
Event	DCA: Gender Reporting Network teleconference, Sydney
Date	11 June 2013
Agency member	Helen Conway
Event	CEDA: Launch of CEDA's Women in Leadership Report, Hobart
Date	21 June 2013
Agency member	Helen Conway
Event	AHRI: Diversity Awards, Sydney
Date	27 June 2013

Appendix 3: Media releases

Date	Title
21 May 2013	Calls for more women in mining, construction, utilities
13 March 2013	New gender equality data to benefit employers
22 February 2013	Male dominated industries lead the way on parental leave
3 January 2013	Graduate pay gap blowout: females earn \$5K less
4 December 2012	Testing times for women in the West
29 November 2012	Governor-General speaks on gender equality
28 November 2012	Victoria leads the way for gender diversity
27 November 2012	Women on boards but not in pipeline to leadership
22 November 2012	New law drives gender equality at work
19 November 2012	Pregnant, and overlooked for promotion – women deserve better
15 November 2012	Private sector can learn from government boards
13 November 2012	Lessons for success – attracting women into ICT
31 October 2012	Boardroom blues for corporate women
30 October 2012	EOWA calls for employers to eliminate sexual harassment
17 August 2012	Work flexibility needed to attack gender pay gap

Appendix 4: Staffing information

Table 10: EEO groups as at 30 June 2013

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	1	0	0	11	11
APS Level 5 and 6	4	1	1	18	21
APS Level 2 to 4	2	0	0	5	5
Total	7	1	1	35	38

Table 11: Salary ranges available for APS employees

Band	Lower salary (\$)	Upper salary (\$)
PEO		Not applicable
EL2	112,299	128,053
EL1	96,293	103,981
APS Level 6	74,248	84,945
APS Level 5	68,841	72,997
APS Level 4	61,342	66,655
APS Level 3	55,346	59,761
APS Level 2	48,523	53,571
APS Level 1	42,844	47,192

Table 12: Collective Agreement and Individual Industrial Agreement – employees covered as at 30 June 2013

Agreement	Band	Employees covered
Individual industrial agreement	SES	0
	Non-SES	0
Collective agreement	APS	37
Total		37*

Key: **APS** Australian Public Service

EL 1 and EL 2 Executive Level 1 and 2

PEO Principal Executive Officer

*PEO not covered by Collective Agreement or Individual Industrial Agreement.

Appendix 5: Other mandatory information

Work health and safety performance

The Agency is committed to providing and maintaining a safe and healthy workplace, and meeting its responsibilities under the *Work Health and Safety Act 2011*.

The following information is provided in accordance with Schedule 2, Part 4 of the *Work Health and Safety Act 2011*.

Work health and safety (WH&S) policy

The Agency has a WH&S Officer to address issues and provide solutions to ensure the health, welfare, safety and wellbeing of staff. The officer consults with stakeholders at all stages of decision making about WH&S in the workplace.

WH&S issues are discussed at staff meetings and the Agency has a health and safety representative.

As part of the induction program, new employees go through informal WH&S training and have an ergonomic assessment of their workstation by an occupational therapist. The Agency also carries out ergonomic workstation assessments for all telecommuting staff.

The Agency's health, fitness and wellbeing policy encourages staff members to take part in activities that contribute to a healthy lifestyle.

Statistics

During the year, the Agency had no incidents or dangerous occurrences that arose from the conduct of its undertakings for which it would have been required to give notice under section 38 of the *Work Health and Safety Act 2011*.

Investigation

The Agency did not undertake any investigations or conduct any tests on any plant, substance or thing in the course of any such investigation. No notices were given to the Agency under sections 191, 195 or 198 of the *Work Health and Safety Act 2011* during the 2012–13 financial year.

Information Publication Scheme

Agencies subject to the *Freedom of Information Act 1982* are required to publish information to the public as part of the Information Publication Scheme. This requirement is in Part II of the FOI Act and has replaced the former requirement to publish a section eight statement in an annual report. The Agency plan showing the information that is published in accordance with the IPS requirements is accessible from the Agency website.

No requests were made to the Agency this year for information under the FOI Act.

Advertising and market research

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

The Agency paid \$93,000 to the market research organisations detailed in the following table. The Agency did not undertake any campaign advertising in 2012–13.

Appendix 5: Other mandatory information

Table 13: Advertising and market research

Name	Summary description of the nature and purpose of consultancy	Cost (inc GST)
Hampden Professional	Stakeholder research	\$51,018
Tracey Maroc	Stakeholder research	\$41,982
		\$93,000

Ecologically sustainable development and environmental performance

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

Accordance with and contribution to ecologically sustainable development

The Agency’s management and staff are committed to the principles of ecologically sustainable development. In accordance with government guidelines, the Agency participated in Earth Hour.

The Operations team has established the following initiatives to minimise the Agency’s environmental impacts in its single office environment:

- ➔ Non-essential lighting and appliances are turned off and sensor devices and timers are used to minimise electricity consumption throughout the office.
- ➔ The Agency uses water-saving facilities to help minimise water consumption.

- ➔ All office equipment conforms to environmental standards and the Agency uses information technology that abides by strict ecologically sustainable development guidelines.
- ➔ Recycled paper is used in all printers, and printers are defaulted to print on both sides of the paper. Printer ink cartridges and toners are recycled.
- ➔ The Agency reduces waste generation by recycling paper, cardboard, glass, plastics and metals.
- ➔ The Agency regularly monitors usage of waste services, energy and office supplies for potential to reduce environmental impact.

In December 2012 the Agency moved to a non-Commonwealth-owned building which has a NABERS energy rating of 4.5 and a NABERS water rating of 3.5.

Grant programs

The Agency did not administer any grant programs.

Appendix 5: Other mandatory information

Disability reporting

Since 1994, Commonwealth departments and agencies have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the Commonwealth Disability Strategy. In 2007–08, reporting on the employer role was transferred to the Australian Public Service Commission's *State of the Service Report* and the *APS Statistical Bulletin*. These reports are available at www.apsc.gov.au.

From 2010–11, departments and agencies are no longer required to report on these functions.

The Commonwealth Disability Strategy was superseded by a new National Disability Strategy 2010–2020, which sets out a 10-year national policy framework to improve the lives of people with disability, promote their participation in the community and create a more inclusive society. A high-level, two-yearly report will track progress against each of the six outcome areas of the strategy and present a picture of how people with disability are faring. The first of these reports will be available in 2014 at www.fahcsia.gov.au.

The Social Inclusion Measurement and Reporting Strategy agreed to by the Australian Government in December 2009 will also include some reporting on disability matters in its regular *How Australia is Faring* report and, if appropriate, in strategic change indicators in Agency annual reports. More details on social inclusion matters can be found at www.socialinclusion.gov.au.

Correction of material errors in 2011–12 annual report

On page 19 of the Agency's 2011–12 annual report, the outcome for the KPI related to the provision of paid maternity leave in Agency reporting organisations should have been 54.2% instead of 51.7% and the percentage of organisations offering paid paternity leave should have read 40.9%, not 38.1%.

The 2012–13 percentage decreases in the provision of maternity and paternity leave, on page 19 of this report, have been calculated using the adjusted figures.



Appendix 6: Compliance index

The *Requirements for Annual Reports for Departments, Executive Agencies and FMA Act Bodies* issued by the Department of the Prime Minister and Cabinet in June 2013 outlines the requirements for annual reports for financial year 2012–13. They apply to the Agency as a matter of policy. This index details the page numbers where information specified in the Requirements can be located.

Area	Page
Letter of transmittal (mandatory)	1
Table of contents (mandatory)	3
Index (mandatory)	90
Glossary (mandatory)	4
Contact officer (mandatory)	Inside cover
Internet addresses and internet address for report (mandatory)	Inside cover
Review by Director	
Review by Director (mandatory)	6–7
Summary of significant issues and developments (suggested)	6–8
Overview of Agency’s performance and financial results (suggested)	6–8, 17–32
Outlook for the following year (suggested)	6–7
Significant issues and developments – portfolio (suggested)	not applicable
Agency overview	
Role and functions (mandatory)	10–11
Organisational structure (mandatory)	12
Outcome and program structure (mandatory)	17–20
Variations from the PBS (mandatory if applicable)	17
Portfolio structure (mandatory if applicable)	not applicable
Report on performance	
Review of performance in relation to programs and contribution to outcomes (mandatory)	17–20
Actual performance in relation to deliverables and KPIs set out in the PBS and PAES (mandatory)	17
Where performance targets differ from the PBS and PAES (mandatory)	not applicable
Narrative discussion and analysis of performance (mandatory)	18–31
Trend information (mandatory)	18–20
Significant changes in nature of principals, functions and services (mandatory if applicable)	not applicable

Appendix 6: Compliance index

Area	Page
Performance of purchaser and provider arrangements (suggested if applicable)	not included
Factors, events or trends influencing performance (suggested)	not included
Contribution of risk management in achieving objectives (suggested)	not applicable
Social inclusion outcomes (mandatory if applicable)	not applicable
Performance against service charter, customer service standards, complaints data, and the Agency’s response to complaints (mandatory if applicable)	34
Discussion and analysis of financial performance (mandatory)	32
Discussion of any significant changes from the prior year, from budget or anticipated to have a significant impact on future operations (mandatory)	not applicable
Agency resource statement and summary resource tables by outcome (mandatory)	32
Management accountability	
Corporate governance	
Agency heads required to certify that their Agency complies with Commonwealth Fraud Control Guidelines (mandatory)	35
Statement of the main corporate governance practices in place (mandatory)	35
Names of senior executives and their responsibilities (suggested)	35
Senior management committees and their roles (suggested)	not applicable
Corporate and operational planning and associated performance reporting and review (suggested)	not applicable
Approach adopted to identifying areas of significant financial or operational risk (suggested)	35
Policy and practices on establishing and maintaining appropriate ethical standards (suggested)	35
How nature and amount of remuneration for SES officers is determined (suggested)	not included
External scrutiny	
Significant developments in external scrutiny (mandatory)	36
Judicial decisions and decisions of administrative tribunals (mandatory)	36
Reports by the Auditor-General, a Parliamentary Committee or Ombudsman (mandatory)	36

Appendix 6: Compliance index

Area	Page
Management of human resources	
Assessment of effectiveness in managing and developing human resources to achieve agency objectives (mandatory)	37
Workforce planning, staff turnover and retention (suggested)	not included
Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and AWAs (suggested)	37
Training and development undertaken and its impact (suggested)	38
Work health and safety performance (suggested)	84
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Contracts exempt from AusTender (mandatory)	40
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Correction of material errors in previous annual report (mandatory if applicable)	86
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