



ANNUAL REPORT 11|12

EQUAL OPPORTUNITY FOR WOMEN
IN THE WORKPLACE AGENCY



Australian Government

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

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An electronic copy of this report is available at www.eowa.gov.au/Information_Centres/Resource_Centre/EOWA_Publications/Annual_Reports.asp

Acknowledgements

This report reflects the efforts of many people. Special thanks to all of the Agency staff involved in contributing and coordinating material.



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Women in the Workplace Agency**

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

Dear Minister

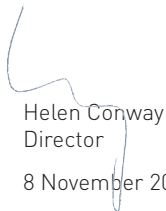
I have pleasure in presenting to you the annual report of the Equal Opportunity for Women in the Workplace Agency (EOWA) for the year 2011-12.

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

The report also contains the financial statements for the year ended 30 June 2012. These statements have been 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 2011 to 30 June 2012, and also includes the Agency's most current report assessment data from compliance reports from the 1 April 2011 - 31 March 2012 reporting period.

Yours sincerely



Helen Conway
Director

8 November 2012

READER'S GUIDE

This report informs the Minister for the Status of Women (Minister), Parliament, reporting organisations and the public about the performance of the Equal Opportunity for Women in the Workplace Agency (EOWA) in 2011-12. Prepared according to parliamentary reporting requirements, the report outlines the Agency's achievements in relation to the Agency's goal to achieve equal opportunity in employment for women.

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 organisations that report to the Agency.

Report on performance:

provides specific information on the Agency's performance in 2011-12.

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 2011 to 30 June 2012.



The Employer of Choice for Women logo reassures applicants that we 'walk the talk' - offering flexible working hours, life balance, health and wellbeing strategies, development opportunities and career progression.



St Michael's Grammar School 2012 EOWA Employer of Choice for Women

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GLOSSARY AND ACRONYMS

Agency	Equal Opportunity for Women in the Workplace Agency
ANZSIC	Australian and New Zealand Standard Industrial Classification
APS	Australian Public Service
BAAs	Business Achievement Awards
Census	Australian Census of Women in Leadership
DCA	Diversity Council of Australia
EOCFW	EOWA Employer of Choice for Women
EOWA	Equal Opportunity for Women in the Workplace Agency
EOWW Act	<i>Equal Opportunity for Women in the Workplace Act 1999</i>
FaHCSIA	Australian Commonwealth Department of Families, Housing, Community Services and Indigenous Affairs
Financial year 2012	1 July 2011 to 30 June 2012
IAG	Implementation Advisory Group
Non-relevant organisations	Organisations not covered under the EOWW Act
OH&S	Occupational Health and Safety
PBS	Portfolio Budget Statement
Reporting organisations	Relevant employers that submit reports to the Agency
Relevant organisations	Employers that are covered under the EOWW Act for reporting purposes
Reporting period	1 April 2011 to 31 March 2012



Our gender equality initiatives play an important part in our development and the acceleration of outstanding female professionals.



Allens 2012 EOWA Employer of Choice for Women

“ We are passionate about gender diversity and women’s leadership because they make good business sense.

Lifting Australia’s performance in gender equality will drive innovation, boost business performance and improve Australia’s economic competitiveness.

”

IBM 2012 EOWA Employer of Choice for Women

2011-12 THE YEAR IN REVIEW



REVIEW BY THE DIRECTOR



Helen Conway

2011-12 marked my first full year as Director of the Agency. It was a year of intense activity and significant internal change.

Most importantly, with impending amendments to the Agency's underlying legislation, considerable focus was placed on ensuring the Agency is able to deliver under the proposed legislation. This involved a broad range of change initiatives, including some 20 transition projects to take the Agency from current to future state.

We placed particular emphasis on enhancing the capability of our people, starting with a complete organisational restructure, followed by a recruitment campaign and a substantial investment in learning and development. We initiated an integrated information technology project to deliver on-line reporting to employers and to improve the Agency's capacity to provide education and advice. We also reviewed and, as appropriate, re-engineered all corporate support functions to ensure they are fit for purpose and facilitate efficient Agency operations.

Much effort has also been applied to raising the profile of workplace gender equality issues and establishing the Agency as an authoritative voice in this space. As a small agency with a large agenda, we are particularly focussed on extending our reach through building relationships and working with others who are seeking to improve gender equality in Australian workplaces.

“ The Agency urges all employers to align gender equality with business strategy, treat it as a business priority, and apply the same discipline to it as they would to any other business initiative. ”

Helen Conway, Director

We doubled the number of speaking engagements from last year, and received good media attention resulting in 169 media mentions in the last six months of the year. Mindful of our national responsibilities, our speaking engagements were spread geographically and, for the first time, we conducted a national road show for our 125 Employer of Choice for Women citation recipients, staging events in Adelaide, Brisbane, Melbourne, Perth and Sydney.

I am particularly appreciative of the ongoing efforts of Agency staff during this period of immense change. They have remained committed and focussed, conducting business-as-usual under the Agency's existing legislation while also embracing the Agency's change initiatives. I am also encouraged by the employers and other external stakeholders who have supported the Agency and worked cooperatively with us.

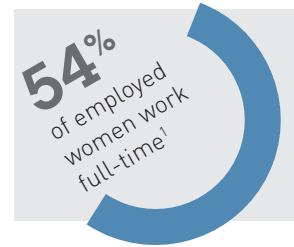
Much has been achieved in the last year but the agenda ahead remains challenging. Despite broad acceptance of the case for gender equality in the workplace, only limited progress has been made. The Agency urges all employers to align gender equality with business strategy, treat it as a business priority, and apply the same discipline to it as they would to any other business initiative. This requires leadership, focus, and strong accountability where managers are held to account for achieving results.

The Agency is privileged to be at the centre of the workplace gender equality space, given its position as the Australian Government's key agency in this area. We believe we have a legal and moral obligation to use the resources available to us to do everything possible to accelerate the journey to gender equality. As Director of the Agency, my commitment is to pursue this agenda relentlessly.

Helen Conway
Director

2011-12 AGENCY HIGHLIGHTS

- assessed 2,819 reports from reporting organisations
- identified 552 additional relevant organisations
- collaborated with Standards Australia to produce the Australian Standard on *Gender-inclusive job evaluation and grading* and, to assist employers to understand and use the Standard, also wrote a guide to the Standard
- updated the Payroll Analysis Tool with enhanced features and user-friendly functions to help organisations to better assess any gender pay gaps
- developed and promoted fact sheets on the gender pay gap, gender statistics, women in the workforce by occupation and industry, and graduate statistics
- produced industry-specific reports highlighting the trends and representation of women in 19 different industries
- recognised 125 organisations with the EOWA Employer of Choice for Women citation
- awarded eight Business Achievement Awards
- commenced work on the *2012 Census of Women in Leadership*
- raised the profile of the Agency by:
 - delivering 100% more speeches and lectures than in 2010-11, including the prestigious Kingsley Laffer Memorial Lecture
 - actively engaging with media, including releasing 16 media releases, resulting in 169 media mentions in just six months
- enhanced our research capabilities by partnering with national and international organisations to build research opportunities
- expanded our profile nationally by staging events in Adelaide, Brisbane, Melbourne, Perth and Sydney for organisations recognised as an EOWA Employer of Choice for Women
- improved our in-house data processing capabilities, enabling the Agency to improve the speed with which we can update and release fact sheets and also to increase our responsiveness to queries
- prepared the Agency for proposed legislative changes.



Supporting diversity is about establishing and maintaining a workplace that is high-performing, rewarding, flexible and inclusive.



Sinclair Knight Merz (SKM) 2012 EOWA Employer of Choice for Women



Our diversity and inclusion initiatives have helped us to achieve our 2012 goal of 31% women in leadership.



Bankwest 2012 EOWA Employer of Choice for Women

AGENCY OVERVIEW



VISION

To achieve equal opportunity for women in Australian workplaces

MISSION

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

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

STRATEGIC PRIORITIES

The Agency set strategic priorities to guide it as it transitions to operating under the proposed legislation. These are:

- position the Agency as a centre of excellence
- execute a smooth transition to the new legislative environment
- raise the Agency's profile and effectiveness externally
- optimise capability in the Agency.



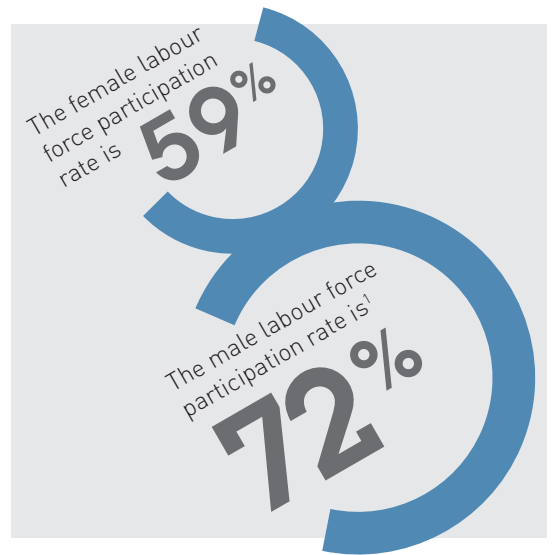
Female graduates
earn on average
\$2,000 p.a. less
than male graduates on
entering the workforce²

ROLE, FUNCTIONS AND POWERS

The Agency's primary role is to administer the *Equal Opportunity for Women in the Workplace Act 1999 (EOWW Act)*.

The principal objects of the EOWW Act are:

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



The functions and powers of the Agency are:

- a) to advise and assist relevant employers in the development and implementation of workplace programs; and
- b) to issue guidelines to assist relevant employers to achieve the purposes of the Act; and
- c) to monitor the lodging of reports by relevant employers as required by the Act and to review those reports and deal with them in accordance with the Act; and
- d) to monitor and evaluate the effectiveness of workplace programs in achieving the purposes of the Act; and
- e) to undertake research, educational programs and other programs for the purpose of promoting equal opportunity for women in the workplace; and
- f) to promote understanding and acceptance, and public discussion, of equal opportunity for women in the workplace; and
- g) to review the effectiveness of the Act in achieving its purposes; and
- h) to report to the Minister on such matters in relation to equal opportunity for women in the workplace as the Agency thinks fit (including a review under paragraph (g)).

“ **The Employer of Choice for Women citation lets our staff know that they have the opportunity to succeed here regardless of gender.** ”

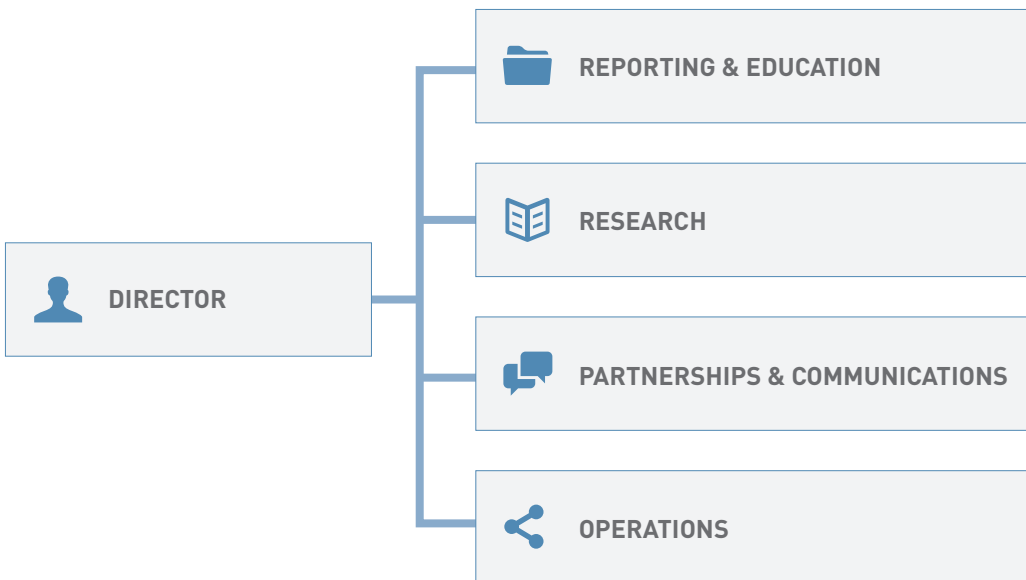
Murdoch Childrens Research Institute 2012 EOWA Employer of Choice for Women

ORGANISATIONAL STRUCTURE

EOWA is an Australian Government statutory authority located within the Australian Government portfolio of the Department of Families, Housing, Community Services and Indigenous Affairs (FaHCSIA).

The Director of the Agency is appointed by the Governor-General of Australia and has the management of the Agency. Helen Conway was appointed as Director of Equal Opportunity for Women in the Workplace on 27 April 2011, for a period of five years.

The Agency is divided into four business units.



Agency staff

As at 30 June, the Agency employed 39 staff. A breakdown of staff by location, gender and classification is provided on page 36. More information on the management of human resources, and particular developments during 2011–12, is also provided on pages 27 and 34.

Director – Helen Conway

Prior to joining the Agency, Helen 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 and 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, focussing in particular on initiatives in support of women. She spent 10 years on the New South Wales Equal Opportunity Tribunal including three years as its Senior Judicial Member.

REPORTING ORGANISATIONS – A SNAPSHOT

This is a snapshot of the data collected from organisations that reported to the Agency in the 2011-12 reporting period.

WOMEN IN REPORTING ORGANISATIONS

Reporting organisations employ 2,924,730 people and 47.7%, or 1,394,040, are women. The percentage of women employed in these organisations is shown by employment and occupational category in Table 1 for the past five years, from 2007-2012.

Table 1: Percentage of women in reporting organisations by employment category and occupation

	2007-08 [%]	2008-09 [%]	2009-10 [%]	2010-11 [%]	2011-12 [%]
CEOs	9.8	10.6	10.8	10.9	11.8
Managers (total)	34.3	33.7	32.4	33.8	34.4
Part-time managers	81.0	77.7	80.6	77.0	75.8
Casual managers	56.6	57.6	46.8	43.6	44.4
Employees (total)	47.2	47.8	47.2	47.9	47.7
Full-time employees	34.3	36.1	34.2	35.0	35.1
Part-time employees	77.5	77.0	76.6	76.2	75.4
Casual employees	57.4	56.6	57.0	57.9	57.1

Source: Agency reporting data from compliant organisations



The Agency has helped us to create awareness that gender equality is a necessity and that organisations can be adaptable, supportive and flexible.



UAMQ 2012 EOWA Employer of Choice for Women

REPORTING ORGANISATIONS BY GEOGRAPHY

The majority of reporting organisations are based in New South Wales with Victoria and Queensland, respectively, having the next highest percentage of reporting organisations. Very few reporting organisations are based in Tasmania or the Northern Territory.

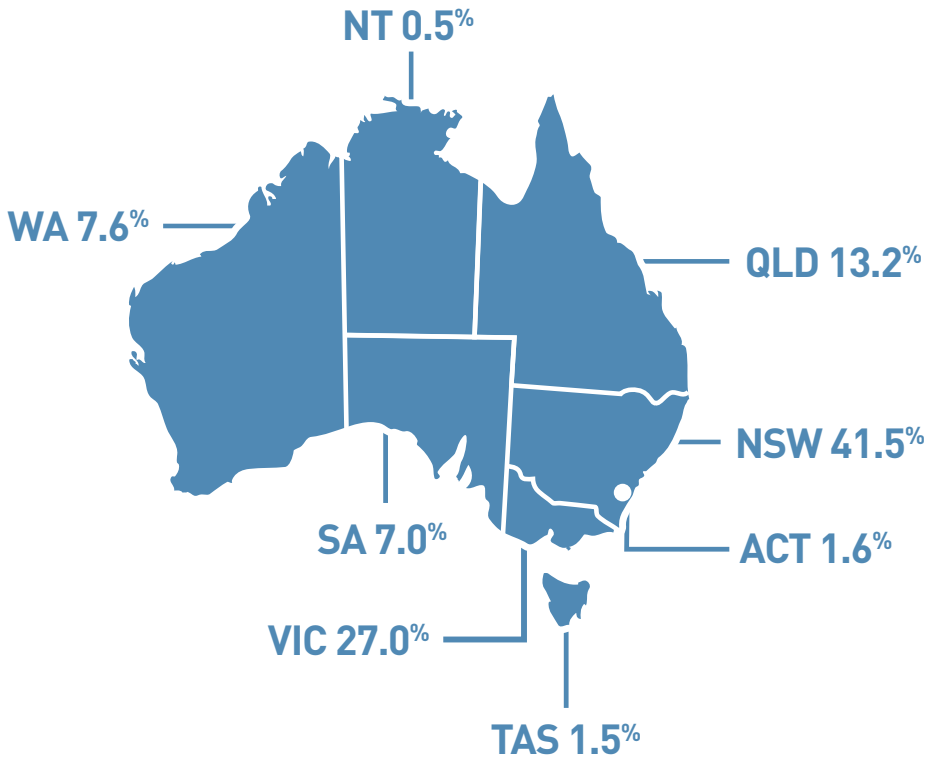


Figure 1: Location of reporting organisations within Australia by state/territory

Source: Agency reporting data from compliant organisations



Our Employer of Choice for Women citation sends a clear message to our stakeholders about our values and culture.



BP Australia 2012 EOWA Employer of Choice for Women

REPORTING ORGANISATIONS BY INDUSTRY

- The manufacturing sector has the largest number of reporting organisations with 496 organisations.
- The public administration and safety industry has the smallest number of reporting organisations with only 13 organisations.
- The industries with the highest percentage of employees who are women are health care and social assistance (80.5%) and education and training (62.6%).
- Less than 25% of the workforce are women in the public administration and safety; construction; electricity, gas, water and waste services; and mining industries.

Table 2: Reporting organisations by industry sector. The table shows the percentage of women employed, total number of employees and number of reporting organisations in each industry sector.

ANZSIC division	% of female employees	Total number of employees	Number of reporting organisations
Health Care and Social Assistance	80.50%	330,233	289
Education and Training	62.60%	245,862	378
Retail Trade	58.30%	600,340	180
Financial and Insurance Services	55.80%	142,400	134
Other Services	55.40%	38,033	71
Arts and Recreation Services	52.50%	67,812	59
Accommodation and Food Services	51.90%	134,217	163
Rental, Hiring and Real Estate Services	48.50%	28,256	39
Administrative and Support Services	47.60%	108,053	127
Information Media and Telecommunications	40.30%	138,594	115
Professional, Scientific and Technical Services	37.20%	231,237	265
Wholesale Trade	35.00%	72,162	124
Agriculture, Forestry and Fishing	34.60%	16,006	24
Transport, Postal and Warehousing	27.50%	145,294	104
Manufacturing	26.00%	316,511	496
Electricity, Gas, Water and Waste Services	22.40%	34,222	34
Public Administration and Safety	21.00%	24,210	13
Construction	20.00%	114,294	114
Mining	17.00%	136,994	89
Total	47.70%	2,924,730	2,818

Source: Agency reporting data from compliant organisations

Note: The Agency assessed 2819 reports of which 2818 were determined to be compliant.



Our flexible work options and support of gender equality ensure we are able to attract, retain and develop highly skilled people.



Mercy Health 2012 EOWA Employer of Choice for Women



REPORT ON PERFORMANCE

PROGRAM STRUCTURE AND OUTCOME

Outcome

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

Performance against key indicators and performance trends

The performance of the Agency is measured against three key performance indicators (KPIs):

- increase in women in management
- increase in paid maternity leave
- workshop attendees agree or strongly agree that workshops are informative and valuable.

Table 3 provides a summary of the Agency’s performance against its stated outcome, as measured by the KPIs, against the targets set out in the Portfolio Budget Statement (PBS). The information that follows the table provides detail on those performance indicators and includes trends over time.

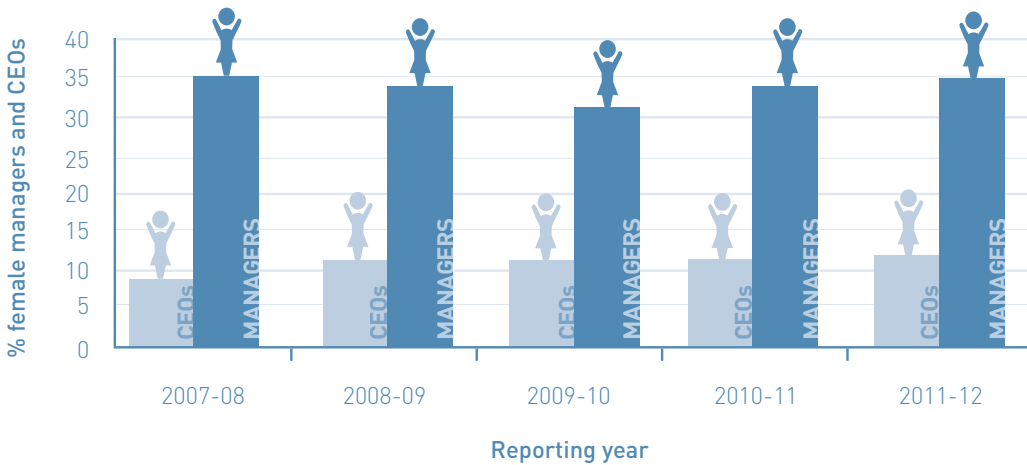
Table 3: Summary table of KPIs, targets and outcomes

<p>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.</p>		
<p>Deliverables:</p> <ul style="list-style-type: none"> • increase in women in management • increase in paid maternity leave 		
KPI	2011-12 target	2011-12 outcome
Increase in women in management	35% of women in reporting organisations hold management positions	34.4% of women in reporting organisations hold management positions
Increase in paid maternity leave	55% of reporting organisations provide paid maternity leave	51.7% of reporting organisations provide paid maternity leave
Workshop attendees agree or strongly agree that workshops are informative and valuable	95% of workshop attendees agree or strongly agree that workshops are informative and valuable	100% of workshop attendees agree or strongly agree that workshops are informative and valuable

Performance indicator: increase in women in management

In 2011-12, the number of women in reporting organisations who held managerial positions was 34.4%, an increase of 1.9% since 2010-11 and 19.0% since 2003.

Figure 2: Percentage of women who are CEOs or managers in reporting organisations



Source: Agency reporting data from compliant organisations

Increase of women in management: historical performance against KPI

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

Financial Year	2008-09	2009-10	2010-11	2011-12
KPI	33.63%	33.97%	34.30%	35.00%
Outcome	33.50%	32.40%	33.80%	34.40%

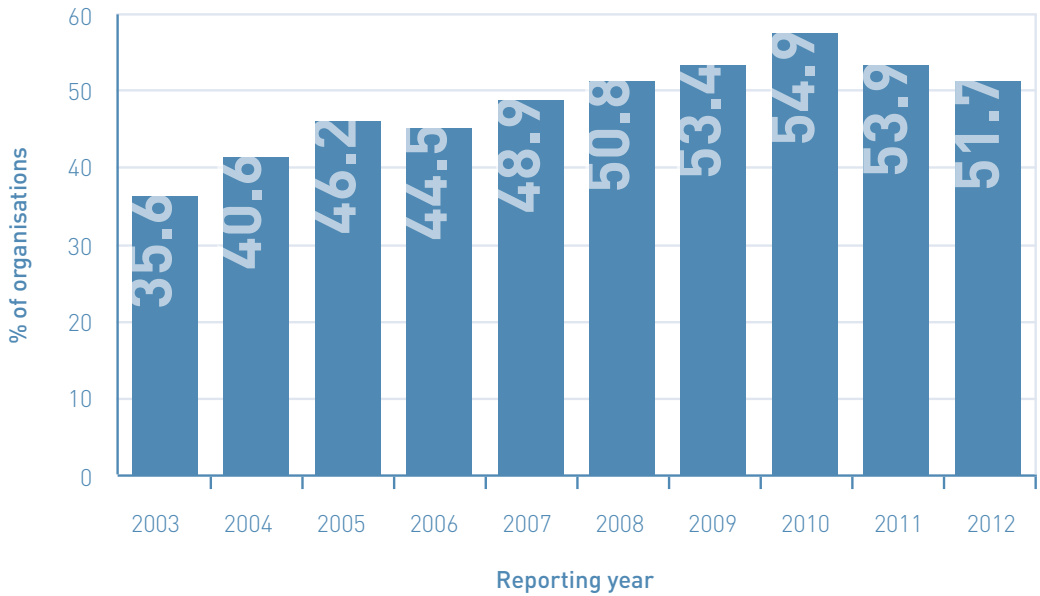
Source: Portfolio budget statements, EOWA reporting data from compliant organisations

This KPI has not been achieved this year, nor was it achieved in the prior three years, although the gap between KPI and outcome has not been large over the period. Employers need to place more focus on appointing women to management positions. During 2011-12, the Agency consistently reinforced the message that to achieve change organisations must set meaningful gender equality targets at leadership and management levels, and be accountable for meeting them. Setting targets is the key to driving the necessary sustainable cultural and structural change to achieve gender diversity. The proposed legislation will enable the Agency to establish industry-based benchmarks which organisations can use to set their own gender equality targets.

Performance indicator: increase in employers offering paid maternity leave

Since 2001, the Agency has conducted annual voluntary telephone surveys of reporting organisations. The 2011-12 survey focused on paid maternity leave and paid paternity leave. A total of 2,294 organisations participated in the survey, which constituted a response rate of approximately 81.4%. Key findings of those surveyed include:

- 51.7% provide paid maternity leave, a decrease of 4.3% since 2010-11 and an increase of 45.2% since 2003
- 38.1% provide paid paternity leave, a increase of 3.3% since 2010-11 and an increase of 19.4% since 2005



Source: Agency survey of paid maternity and paternity leave

Figure 3: Provision of paid maternity leave in Agency reporting organisations

Increase in paid maternity leave: historical performance against KPI

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

Financial Year	2008-09	2009-10	2010-11	2011-12
KPI	50.80%	52.80%	53.95%	55.00%
Outcome	53.40%	54.90%	53.90%	51.70%

Source: Portfolio budget statements, EOWA survey of paid maternity leave

While this KPI has historically been met, or nearly met, there has been a decrease this year in the percentage of reporting organisations offering paid maternity leave. This figure could be influenced by a number of factors including an increase in the number of new reporting organisations, some of which may not offer this type of leave, and the lower number of employers participating in the survey this year.

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

In 2011-12, 201 participants from reporting organisations attended Agency workshops across Australia. In evaluations completed at the end of each workshop, 100% of attendees agreed or strongly agreed that the workshops had been informative and valuable.

Satisfaction with workshops run by the Agency has been continually high, with a minimum of 99.9% of attendees agreeing or strongly agreeing that the workshops had been informative and valuable each year since 2007-8.

REPORTING

The Agency's reporting team assessed 2,819 reports submitted during the 2011-12 reporting period for compliance under the EOWW Act. Under this Act, non-public sector employers with 100 or more employees are required to develop and implement a workplace program and report annually to the Agency on that program's effectiveness. The Agency assessed reporting organisations as compliant, non-compliant or waived from reporting for a specified period of time. The Agency contacted any organisations that were initially assessed as non-compliant in order to obtain the information necessary for that organisation to comply. To assist report contacts to influence change within their organisations, the Agency offered them detailed and customised feedback.

The Agency published all compliance reports on its website. This provides employers with the opportunity to learn about the way other organisations address equal opportunity and gender equality issues.

Non-compliant organisations

As at 31 October 2012, nine reporting organisations registered with the Agency did not comply with the EOWW Act because they either did not submit a report or submitted a non-compliant report. A list of non-compliant organisations for the reporting period ending 31 March 2012 is in appendix one and also on the Agency's website.

Achieving a waiver from annual compliance program reporting

In March 2012, the Director, Helen Conway, waived the reporting obligations of 45 organisations based on the information provided in their 2012 EOWA Employer of Choice for Women application. All but one accepted. An additional 19 organisations applied to have their reporting obligations waived and 17 were successful. In 2011-12, the Agency waived the reporting obligations of 62 organisations in total compared with 130 organisations in 2010-11.

A list of waived organisations is provided in appendix two.

Waivers were approved under Section 13C of the EOWW Act which enables the annual reporting obligations of organisations to be waived once those organisations have complied for three consecutive years providing they can demonstrate that they have consulted with all staff (particularly women) on issues for women in their workplace; have provided a detailed analysis of their progress in relation to the seven employment matters relating to equal opportunity for women in their workplace; and presented supporting information which confirms that they have done everything reasonably practicable to advance women and remove barriers.



Gender diversity generates diverse thinking which translates into greater innovation for our clients and our firm.



King & Wood Mallesons 2012 EOWA Employer of Choice for Women

EOWA Employer of Choice for Women citation

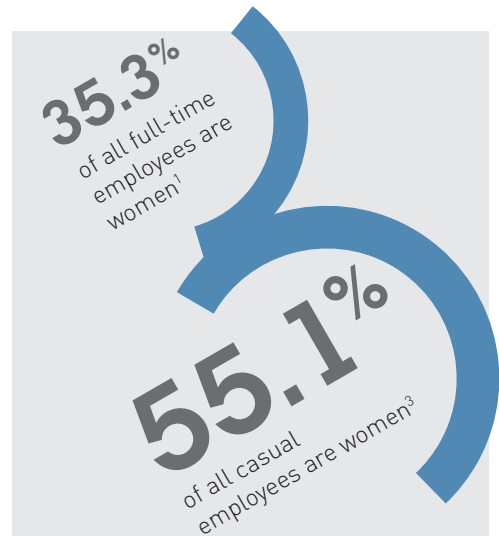
In February 2012, the Agency granted the EOWA Employer of Choice for Women (EOCFW) citation to 125 organisations, an increase of 25 on the previous year.

For the first time, in February 2012, as part of the strategy to expand the Agency's influence nationally, the Agency staged EOCFW celebratory events in capital cities across Australia. Almost 300 people attended events held in Adelaide, Brisbane, Melbourne, Perth and Sydney.

Organisations on the 2012 EOCFW list represented all states and territories with the exception of Tasmania and the Northern Territory. The majority of recipients were from the education and training; financial and insurance services; health care and social assistance; professional, scientific and technical services; and manufacturing sectors. The full list of EOCFW organisations for 2012 is in appendix three.

Organisations that received the citation performed better in key gender equality areas than other reporting organisations. For example, the average percentage of female managers in organisations holding an EOCFW citation was 46% compared with 33.8% across all reporting organisations; 22.4% of citation organisations had 60% or more female managers compared with 14.4% across all reporting organisations; 23% of citation organisations had a female CEO compared with 11.8% across all reporting organisations; and all organisations holding the citation provided paid maternity leave in addition to the Australian Government's Paid Parental Leave scheme while only 51.9% of reporting organisations provided this leave.

In anticipation of proposed changes to the EOWW Act, the Director, Helen Conway, announced in March that organisations awarded the EOCFW citation in 2012 would hold the citation for two years.



The Employer of Choice for Women citation helps us to attract candidates from 100% of the talent pool.



ExxonMobil 2012 EOWA Employer of Choice for Women

EDUCATION

The Agency plays an important role in educating reporting organisations on gender equality and reporting requirements.

In 2011-12, the Agency ran 14 workshops which were attended by 201 participants and helped organisations to develop workplace programs and learn more about the business benefits of removing barriers to gender equality.

At the request of reporting organisations, the Agency also ran five workplace development sessions for individual organisations. In partnership with the National Australia Bank, the Agency facilitated two additional round-table discussion sessions with recruiting organisations on diversity policies.

The Agency also launched a short information video to help reporting organisations better understand the compliance requirements.

Payroll Analysis Tool

The Agency updated its Payroll Analysis Tool with enhanced features and more user-friendly functions. The tool was tested by industry practitioners and helps organisations to assess their gender pay gaps by quickly and easily analysing the data in their payroll and human resource systems.

Australian Standard, *Gender-inclusive job evaluation and grading (Standard)*

Developed by Standards Australia in collaboration with the Agency, the Standard helps organisations to minimise gender bias in job description, evaluation and grading and enables them to check their systems and practices for gender bias. The Agency produced a guide to the Standard which is available on the Agency's website.

The Spotlight project

The Agency provided funding to the Industrial Relations Research Centre at the University of New South Wales to research the comprehensiveness of classification descriptors in Australia's modern awards. This research also explored the potential contribution of the Spotlight Skills Identification Framework and Job Skills Analysis Tool to develop and promote gender-inclusive ways to define, classify and grade jobs.

The report, *Better Description and Classification of Jobs in Awards: A Spotlight Project*, is available on the Agency's website.



RESEARCH

Fact sheets

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

Collaboration

The Agency's research team undertook research and participated in roundtable seminars and workshops with a range of partners. Collaboration assists the Agency to extend its reach and enhances the delivery of rigorous and timely research.

To facilitate collaborative research projects, the Agency developed formal and informal research links with a number of national and international institutions, including the Australian Institute of Family Studies, Catalyst, HEC Montréal in Canada, Centre for Work + Life at the University of South Australia, the National Centre for Social and Economic Modelling at the University of Canberra, the Centre for Corporate Governance at the University of Technology Sydney, and the Women and Work Research Group at the University of Sydney.

Industry verticals

Organisations that report annually to the Agency provide valuable data. Using this data, in March 2012, the Agency released fact sheets on 19 different industries, from accommodation and food services, to manufacturing and wholesale trade. Featuring data on gender indicators by industry, these publications offered insights into industry-specific trends and issues for gender equality and provided information that supports the Agency's advocacy, media and community campaigns.

The EOWA Australian Census of Women in Leadership

The Agency has conducted the Australian Census of Women in Leadership (Census) since 2002. The Census is a definitive measure of the number of women on boards and in executive management in companies listed on the Australian Securities Exchange (ASX). The Agency commenced work to collect data for the 2012 Census, the results of which will be released in November 2012. Traditionally measuring the ASX 200, the Agency expanded the scope of the 2012 Census to the ASX 500. The information gathered through the Census is regularly cited by academics, researchers, business and the media.



Our gender equality initiatives help us to attract and retain staff through to partner level.



Henry Davis York EOWA 2012 Employer of Choice for Women

PARTNERSHIPS AND COMMUNICATIONS

The Agency uses a variety of communication tools and partnership strategies to educate and change attitudes, opinions and behaviours and to raise the profile of issues around gender equality.

Building a national profile

In 2011-12, the Agency doubled the number of speeches it delivered, with the number increasing from 23 in 2010-11 to 46 this year. The most significant was the 2012 Kingsley Laffer Memorial Lecture which was delivered by the Director at the University of Sydney and repeated in Adelaide and Canberra. Appendix four lists those speaking engagements delivered in 2011-12.

Developing our influence in the media

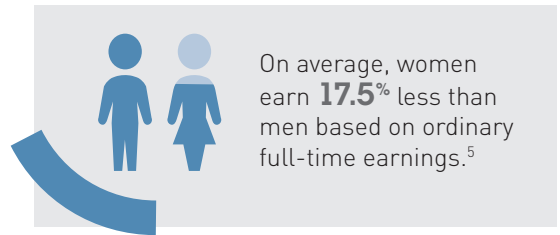
The Agency developed new media and communication strategies, achieving expanded online and traditional media coverage of its activities and research. It distributed 16 media releases compared to five in 2010-11. This strategy resulted in the Agency receiving 169 media mentions in the six months from 1 January to 30 June 2012.

Enhancing our e-newsletter

The Agency distributed a quarterly e-newsletter to over 5,000 contacts in reporting organisations, partner organisations and the media. The redesigned newsletter covered up-to-date statistics and research on gender equality, information on new gender equality tools available on the Agency's website, and updates on reporting. The open rate for this newsletter is 15% higher than the average open rate for government sector e-newsletters.

Building an online and social media strategy

To help extend public reach and engagement, the Agency set up a Twitter account, @eowa. This followed a detailed analysis of all forms of social media which pointed to an active and vocal, gender equality focussed community on Twitter. The Agency also has a YouTube channel that it uses to promote gender equality in the workplace.



Awarding best practice – Business Achievement Awards

In November 2011, more than 400 people representing organisations from across Australia attended the Agency’s 10th Business Achievement Awards (BAAs). Finalists came from a diverse range of industries and were focussed on sustainable change and improved accountability in gender equality. Table 6 lists the 2011 winners.

Table 6: Business Achievement Award winners

The Minister’s Award for Outstanding EEO Initiative/Result for the Advancement of Women	CSL Limited
Outstanding EEO Practice for the Advancement of Women in a Non-Traditional Area or Role	National Australia Bank Limited
Leading CEO for the Advancement of Women	Alan Robson (University of Western Australia)
Diversity Leader for the Advancement of Women	Sally Macindoe (Norton Rose Australia)
Leading Organisation for the Advancement of Women (<800 employees)	Catholic Education Office – Adelaide
Leading Organisation for the Advancement of Women (>800 employees)	Australian Catholic University Limited
Director’s Award (for an individual)	Deborah Waterhouse, Vice-President and General Manager, Australia and New Zealand, GlaxoSmithKline Australia Pty Ltd
Director’s Award (for an organisation)	St Barbara Limited

Building partnerships and engaging business leaders

The Agency engaged with business organisations for the 2011 Business Achievement Awards, gaining financial support for the event from the AiGroup, Commonwealth Bank and ExxonMobil. It also established a formal, more accountable endorsement process and developed a relationship model to formalise engagement with key stakeholders and promote partnership opportunities. Long term corporate partner ANZ continued to work closely with the Agency as platinum sponsor for the Australian Census of Women in Leadership. The Agency grew its relationships this year with many organisations including UN Women Australia, Australian Human Resources Institute and Catalyst. It also established a new partnership approach to organisations receiving the EOWA Employer of Choice for Women citation.

Equal Pay Day – 1 September 2011

Equal Pay Day marked the additional time that a woman, on average, would have to work in order to earn the same that a man earned in the financial year ending 30 June 2011. On Equal Pay Day 2011, the Agency ran a media briefing, supported a Diversity Council of Australia function, liaised with stakeholders through the Equal Pay Day Alliance, encouraged businesses to adopt or review pay equity policies, publicised online pay equity tools and ran an online program encouraging businesses to undertake a pay gap analysis.

OPERATIONS

In 2011-12, the Agency conducted a review to ensure that all support functions are suitably robust and support the efficient operation of the Agency.

Finance

The Agency's finance team reviewed financial processes, including management reporting, to ensure that all obligations are met efficiently and effectively and processes align with Agency and government requirements. The Agency revised internal controls and, as needed, established new processes. To better support daily requirements, the staffing structure was revised and finance staff also engaged with the Department of Finance and FaHCSIA to update knowledge and skills.

Human resources

The Agency introduced a new staffing structure on 1 July 2011. A new enterprise agreement was also put in place. Ratified in April 2012, the agreement will operate until June 2014. To streamline processes and ensure they are effectively tailored to Agency needs, the human resources team reviewed performance and development processes. To increase capability across all levels of the organisation, the Agency also invested in identifying skills gaps and organising professional development to fill those gaps.

Information technology

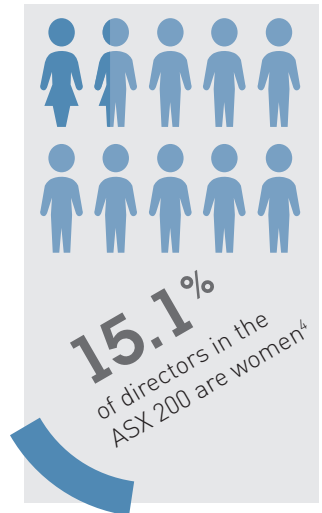
The Agency assessed IT project management and internal support requirements in collaboration with FaHCSIA. To meet changing Agency and online accessibility requirements, the Agency reviewed the existing website and planned for its revision. The Agency's IT team also standardised the project management methodology used in IT projects and, in collaboration with FaHCSIA, completed an upgrade of the desktop infrastructure to ensure that all staff had access to the most up-to-date and effective tools. To enhance data sharing arrangements, the Agency entered into a memorandum of understanding with the Australian Business Register.

Records management

The Agency identified the need for an internal review of records management and commenced a project that addressed Agency and government requirements. The review involved consultation with FaHCSIA and National Archives on appropriate systems, the development of an Agency data management plan and staff training on the new system.

Procurement

The Agency consulted with FaHCSIA and the Department of Finance to implement the new Commonwealth procurement rules, reviewed existing procurement processes, established new procedures for contractual arrangements, and upgraded the Agency's use of AusTender from level one to level two, including undertaking associated staff training.



PREPARATION FOR THE PROPOSED AGENCY REFORMS

The Agency commenced work on a number of projects in preparation for the passing of the *Equal Opportunity for Women in the Workplace Amendment Bill 2012*.

To ensure the Agency and its reporting organisations are prepared for changed reporting requirements, the Agency undertook research in relation to the proposed gender equality indicators; revised the consultation survey tool to ensure it aligns with the proposed legislation; developed and commenced implementation of a methodology to identify employers that should be reporting but are not doing so, developed new reporting and compliance processes, and produced an information pack to explain the proposed legislation.

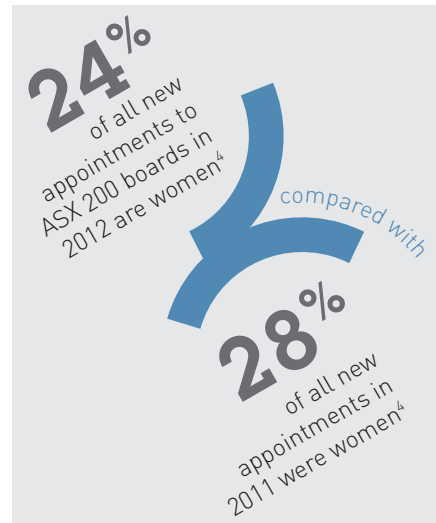
The Agency education team developed a new education model that uses online and offline platforms to educate reporting organisations and other stakeholders about gender equality and the changed reporting requirements. The Agency's education team will apply this model after the change in legislation.

The research team developed a research strategy, reviewed all fact sheets to ensure accuracy and relevance, and prepared new fact sheets on gender equality trends, career interruptions and international trends in gender equality.

The Agency began a program of rebranding, produced new online and offline collateral, prepared a plan to communicate the implications of the proposed legislation to stakeholders including reporting organisations, and produced a short film on gender equality to be launched on the passing of the proposed legislation.

The Agency also initiated an integrated information technology project. The initial stage of the project will be the launch of a new website that will ensure all accessibility requirements are met. The final stage includes the development of an online workflow system that incorporates an online reporting portal. The project will be progressively implemented over the next two years.

These projects were part of a range of projects to be implemented across 2011-12 and 2012-13 in order to prepare the Agency for transition to operation under the proposed legislation.



FINANCIAL PERFORMANCE

The total appropriation for the Agency in 2011-12 was \$5,320,000.

Expenditure in 2011-12 increased by 60% from the previous financial year to \$5,292,392, largely due to an increase of \$1,247,765 in staffing costs associated with the implementation of the proposed reforms.

Expenditure on suppliers was \$1,739,438 or 32.8% of total expenses and included:

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

The delay in the implementation of the proposed reforms resulted in the Agency having unspent appropriations. The available (unspent) prior year appropriations are scheduled for expenditure in the financial years 2012-13 and 2013-14 and will be used primarily to execute a major information technology project which will enable the Agency to deliver requirements as defined under the proposed legislation.

Table 7: Summary resource table by outcome

	(1) Budget* 2011-12 \$'000	(2) Actual** Expenses 2011-12 \$'000	Variation (2)-(1) \$'000	Budget*** 2012-13 \$'000
Total price of departmental program	6,110	5,292	(818)	5,613
Revenue from Government				
(Appropriation) Prior year Departmental	1,680			1,680
(Appropriation) for Departmental outputs	5,320			5,030
(Appropriation) for Departmental capital budget				913
(Appropriation) for equity injections	780			830
Revenue from other sources	410			100
Total resourcing	8,190			8,553
Average staffing levels [ASL]	28			36

* As per 2012-13 Portfolio Budget Statements. ** As per the Agency's audited financial statements. *** As per 2012-13 Portfolio Budget Statements

SERVICE CHARTER

The Agency's service charter outlines the key service standards the Agency commits to in order to respond its stakeholders. External queries or complaints are responded to quickly and client feedback on the Agency's service is encouraged.

Of the 5,081 enquiries received in the period between July 2011 and June 2012, 60 calls were referred to other agencies as the Agency could not assist with the enquiry and 2,058 calls related to rights and obligations under the EOWW Act and how the Agency could provide assistance to meet those obligations. The remainder of the enquiries were largely from relevant employers who were updating their contact details.

During the 2011-12 reporting period, the Agency contacted 2,819 reporting organisations to provide detailed and customised feedback on their compliance reports. Agency staff spoke directly with 2,302 report contacts and provided written feedback to all reporting organisations. In addition, positive feedback and suggestions from reporting organisations about the Agency were recorded in the database. The Agency did not receive any official complaints from reporting organisations in 2011-12.

The Agency's service charter is under review and a new charter will be developed and launched in early 2013. The reporting portal and underlying customer relationship management system, currently being built and due for completion in 2014, will have extended customer service functionality and allow the Agency to more effectively track enquiries.

The service charter is available on the Agency's website at:

http://www.eowa.gov.au/About_EOWA/Our_Services/EOWA_Service_Charter.asp



Our Employer of Choice for Women citation has helped to improve our engagement and satisfaction scores, as women feel valued for the contribution they make to our success. ”

Teachers Mutual Bank 2012 EOWA Employer of Choice for Women



Modelling ways in which young women can balance their personal and professional commitments helps to prepare our girls for life after school.

Meriden School 2012 EOWA Employer of Choice for Women



MANAGEMENT & ACCOUNTABILITY



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

The executive is made up of five executive managers who report to the Director:

- Operations Executive Manager– Marion Higginson
- Research Executive Manager – Carla Harris
- Reporting and Education Executive Manager – Vanessa Paterson
- Partnerships and Communications Executive Manager – Martin Portus
- Strategy Executive Manager – Fiona Paris

Fraud control and risk management

During the financial year 2011-12, no fraud was identified. 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 the specific needs of the Agency.

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

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 everyday management and operations of the Agency.

Certification of fraud control arrangements

I, Helen Conway, certify that I am satisfied that for the financial year 2011–12 the Agency, in compliance with the Commonwealth Fraud Control Guidelines, has:

- had a fraud control plan prepared;
- put in place appropriate fraud prevention, detection, investigation and reporting procedures and processes that meet the specific needs of the Agency.



Helen Conway
Director
8 November 2012

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 2011-12 audit were presented to the Audit Committee. The members of the Audit Committee were:

- Alison Gatt (independent member)
- Helen Conway (Agency Director)

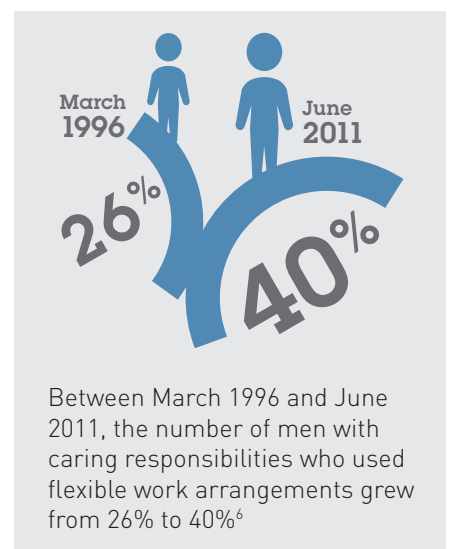
The Agency is scrutinised by Federal Parliament through its established committee processes and parliamentary questions on notice. There have been no significant developments in the external scrutiny process since the previous reporting period.

Judicial decisions and reports

The Agency was not the subject of any judicial decisions or decisions of administrative tribunals.

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.



MANAGEMENT OF HUMAN RESOURCES

Assessment of effectiveness

To increase its effectiveness in managing and developing staff, particularly in response to changing strategic priorities, the Agency reviewed its organisational structure and all current roles. As a result of this review, the Agency introduced a new staffing structure on 1 July 2011, which positioned the Agency to function more effectively as well as to successfully meet its obligations under the proposed legislation. Throughout 2011-12, the Agency carefully recruited and selected staff to populate the new structure, ensuring that each new appointment enhanced the Agency's ability to effectively deliver its functions.

A key strategic priority for the Agency in 2011-12 was to optimise the capability of its staff. To assist in articulating its performance culture and support the capacity of all staff to achieve the Agency's strategic objectives, the Agency developed specific values and behaviours.

In April 2012, the Agency ratified a new enterprise agreement. Effective until June 2014, this new agreement provided for a review of the Agency's performance and development framework and processes to ensure that administration was streamlined and plans were effectively tailored to best match individual and Agency needs. Throughout 2011-12, the Agency also identified skills gaps and targeted professional development to fill those gaps.

Impact of enterprise or collective bargaining

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

Employees will receive two wage increases over the two year and three month duration of the Agency Enterprise Agreement. The first increase of four percent took effect upon commencement on 3 April 2012. The second increase of 2.4 percent will take place on 3 April 2013. The number of increment points will reduce 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 six.

Paid maternity leave

The Agency offers paid maternity leave of 17 weeks at full pay, with the option of paid leave at half pay over a 34 week period. Employees also have the right to request an additional year of leave without pay.



Our initiatives have helped us to strengthen the participation rates of women in management, retain talent and increase return to work rates following parental leave.



Allianz 2012 EOWA Employer of Choice for Women

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 the primary carer of a child 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 the 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 assists them to maintain their health and fitness
- access to salary packaging for a vehicle or laptop
- salary packaging of supplementary superannuation contributions.

Superannuation

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

Balancing work and personal life through working flexibly

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

Recognising, building and using our employees' skills

The Agency provides staff with the opportunity to develop skills through the provision of training and development.

Training and development undertaken and its impact

In 2011-12, the Agency focused on building the capability of staff to deliver under the proposed legislation. A number of internal development opportunities were identified and staff were able to expand their skill base through extension projects, formal training and temporary transfers to higher duties. The Agency encouraged staff to attend conferences, seminars and other events, in addition to structured external training. All staff received targeted training and development, including courses on project management, personal development, time management, influencing skills, education tools, computer software skills, legislative obligations, and financial and human resource management.

In 2011-12, a total of \$112,248 was spent on training and development activities. The amount spent on EOWA Studybank was \$1,200.

Statistics on staffing and remuneration

The following tables provide a comparison of staffing profiles of the Agency as at 30 June 2012 and 30 June 2011.

Table 8: General staffing profile – 30 June 2012

Band	Ongoing	Non ongoing	F/T	P/T	Men	Women	Employees under Public Service Act	Location
PE0	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

Table 9: General staffing profile – 30 June 2011

Band	Ongoing	Non ongoing	F/T	P/T	Men	Women	Employees under Public Service Act	Location
PE0	1	0	1	0	0	1	1	Sydney
EL 1 and 2	4	3	4	3	1	6	7	Sydney
APS Level 5 and 6	7	10	10	7	0	17	17	Sydney
APS Level 2 to 4	4	4	4	4	1	7	8	Sydney
APS Level 1	0	0	0	0	0	0	0	
Total	16	17	19	14	2	31	33	Sydney

Performance pay

The Agency provided no performance pay to staff in 2011-12.

ASSETS MANAGEMENT

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

PURCHASING

The Agency has implemented sound purchasing initiatives, ensuring that all purchasing is handled in accordance with the Commonwealth Procurement Rules and the Agency’s Chief Executive Instructions.

The Agency publishes an annual procurement plan on AusTender, in accordance with the requirements of the procurement rules, and all procurements in excess of \$10,000 are regularly recorded on AusTender.

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

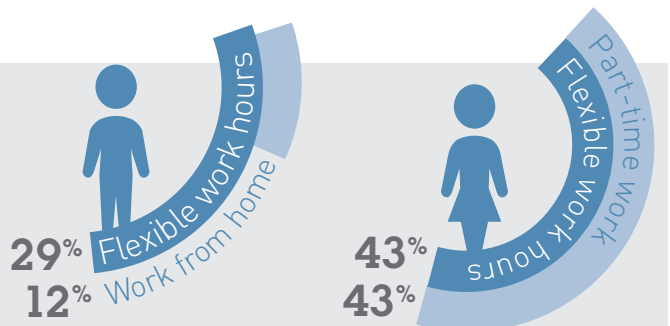
CONSULTANTS

The Agency adheres to the Commonwealth Procurement Rules and the Agency’s Chief Executive Instructions when engaging consultants and entering into contractual arrangements.

The information below details actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the Austender website www.tenders.gov.au

During the financial year 2011-12, the Agency entered into five new consultancy contracts involving total expenditure of \$137,164. In addition, six ongoing consultancy contracts were active during 2011-12, involving total actual expenditure of \$182,791. The increase in the use of consultants was associated with the implementation of the proposed reforms.

Employed men with school aged children most commonly use flexible work hours (29%) and working from home (12%). Employed women with school aged children most commonly use flexible work hours and part-time work (both at 43%)⁶



AUSTRALIAN NATIONAL AUDIT OFFICE ACCESS CLAUSES

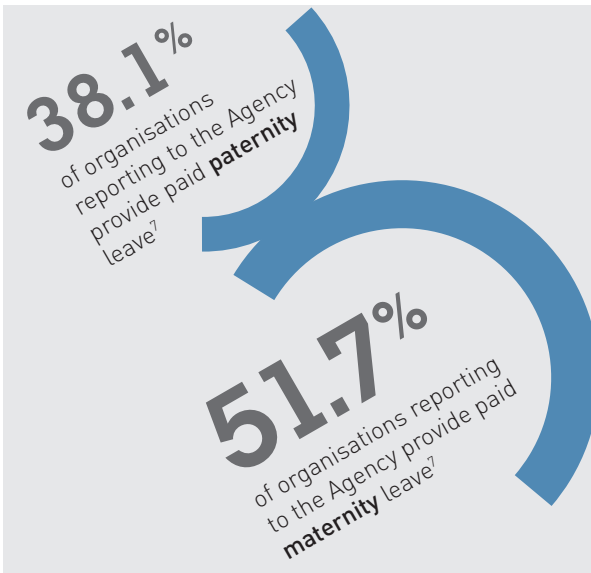
The Agency did not enter into any contracts of \$100,000 or more in 2011-12 that did not provide for the Auditor-General to have access to the contractor's premises.

EXEMPT CONTRACTS

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

OTHER MANDATORY INFORMATION

Other mandatory information is provided in appendix seven.



“ Our commitment to diversity and inclusion helps us attract and retain team members, and differentiates us in the marketplace. ”

AECOM 2012 EOWA Employer of Choice for Women

FINANCIAL STATEMENTS



INDEPENDENT AUDITOR'S REPORT

To the Minister for the Status of Women

I have audited the accompanying financial statements of the Equal Opportunity for Women in the Workplace Agency for the year ended 30 June 2012, 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; 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 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 agency's preparation of the financial statements that give a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the agency's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Chief Executive of the 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.

Opinion

In my opinion, the financial statements of the Equal Opportunity for Women in the Workplace 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 Equal Opportunity for Women in the Workplace Agency's financial position as at 30 June 2012 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

23 August 2012

EQUAL OPPORTUNITY FOR WOMEN IN THE WORKPLACE AGENCY

STATEMENT BY THE DIRECTOR AND FINANCE MANAGER

In our opinion, the attached financial statements for the year ended 30 June 2012 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

23 August 2012



Deborah Macdonald

Finance Manager

23 August 2012

STATEMENT OF COMPREHENSIVE INCOME FOR EQUAL OPPORTUNITY FOR WOMEN IN THE WORKPLACE AGENCY

for the year ended 30 June 2012

	Notes	2012 (\$)	2011 (\$)
Expenses			
Employee benefits	2A	3,292,598	2,044,833
Suppliers	2B	1,739,438	988,739
Depreciation and amortisation	2C	260,356	275,222
Write-down and impairment of assets	2D	-	26
Total expenses		5,292,392	3,308,820
Less: Own-source income			
Own-source revenue			
Sale of goods and rendering of services	3A	204,445	424,686
Total own-source revenue		204,445	424,686
Gains			
Other gains	3B	30,000	40,000
Total gains		30,000	40,000
Total own-source income		234,445	464,686
Net cost of (contribution by) services		5,057,947	2,844,134
Revenue from Government	3C	5,320,000	2,750,000
Total comprehensive income (loss)		262,053	(94,134)

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

BALANCE SHEET FOR EQUAL OPPORTUNITY FOR WOMEN IN THE WORKPLACE AGENCY

as at 30 June 2012

	Notes	2012 (\$)	2011 (\$)
Assets			
<i>Financial Assets</i>			
Cash and cash equivalents	4A	250,941	362,419
Trade and other receivables	4B	3,582,068	2,021,732
Total financial assets		3,833,009	2,384,151
<i>Non-Financial Assets</i>			
Land and buildings	5A	67,933	169,832
Property, plant and equipment	5B	751	1,181
Intangibles	5D	-	158,027
Other non-financial assets	5E	35,894	4,697
Total non-financial assets		104,578	333,737
Total assets		3,937,587	2,717,888
Liabilities			
<i>Payables</i>			
Suppliers	6A	26,447	-
Other payables	6B	366,675	309,155
Total payables		393,122	309,155
<i>Provisions</i>			
Employee provisions	7A	394,221	300,542
Total provisions		394,221	300,542
Total liabilities		787,343	609,697
Net assets		3,150,244	2,108,191
Equity			
Contributed equity		1,836,000	1,056,000
Reserves		40,043	40,043
Retained surplus		1,274,201	1,012,148
Total equity		3,150,244	2,108,191

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



STATEMENT OF CHANGES IN EQUITY FOR EQUAL OPPORTUNITY FOR WOMEN IN THE WORKPLACE AGENCY

for the year ended 30 June 2012

	Retained earnings		Asset revaluation surplus		Contributed equity/capital		Total equity	
	2012 (\$)	2011 (\$)	2012 (\$)	2011 (\$)	2012 (\$)	2011 (\$)	2012 (\$)	2011 (\$)
Opening balance								
Balance carried forward from previous period	1,012,148	1,106,282	40,043	40,043	1,056,000	804,000	2,108,191	1,950,325
Adjusted opening balance	1,012,148	1,106,282	40,043	40,043	1,056,000	804,000	2,108,191	1,950,325
Comprehensive income								
Other comprehensive income	-	-	-	-	-	-	-	-
Surplus (Deficit) for the period	262,053	(94,134)	-	-	-	-	262,053	(94,134)
Total comprehensive income	262,053	(94,134)	-	-	-	-	262,053	(94,134)
Contributions by owners								
Equity injections - appropriations	-	-	-	-	780,000	-	780,000	-
Departmental capital budget	-	-	-	-	-	252,000	-	252,000
Sub-total transactions with owners	-	-	-	-	780,000	252,000	780,000	252,000
Closing balance as at 30 June	1,274,201	1,012,148	40,043	40,043	1,836,000	1,056,000	3,150,244	2,108,191

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

CASH FLOW STATEMENT FOR EQUAL OPPORTUNITY FOR WOMEN IN THE WORKPLACE AGENCY

for the year ended 30 June 2012

	Notes	2012 (\$)	2011 (\$)
Operating activities			
Cash received			
Appropriations		4,520,886	2,716,000
Sales of goods and rendering of services		284,704	479,259
Total cash received		4,805,590	3,195,259
Cash used			
Employees		3,152,639	2,027,770
Suppliers		1,905,870	1,009,724
Net GST paid		(141,441)	65,683
Total cash used		4,917,068	3,103,177
Net cash from (used by) operating activities	8	(111,478)	92,082
Net increase (decrease) in cash held		(111,478)	92,082
Cash and cash equivalents at the beginning of the reporting period		362,419	270,337
Cash and cash equivalents at the end of the reporting period	4A	250,941	362,419

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

SCHEDULE OF COMMITMENTS FOR EQUAL OPPORTUNITY FOR WOMEN IN THE WORKPLACE AGENCY

as at 30 June 2012

	2012 (\$)	2011 (\$)
By type		
Commitments receivable		
Net GST recoverable on commitments	14,458	35,588
Total commitments receivable	14,458	35,588
Other commitments		
Operating leases	159,035	391,470
Total other commitments	159,035	391,470
Net commitments by type	144,577	355,882
By maturity		
Commitments receivable		
One year or less	14,458	21,130
From one to five years	-	14,458
Total commitments receivable	14,458	35,588
Operating lease commitments		
One year or less	159,035	232,435
From one to five years	-	159,035
Over five years	-	-
Total operating lease commitments	159,035	391,470
Net commitments by maturity	159,035	391,470

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 5 years with no option to extend. The lease expires in February 2013.

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

SCHEDULE OF CONTINGENCIES FOR EQUAL OPPORTUNITY FOR WOMEN IN THE WORKPLACE AGENCY

as at 30 June 2012

There are no contingent liabilities or assets as at 30 June 2012.

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

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1.1 OBJECTIVES OF THE EQUAL OPPORTUNITY FOR WOMEN IN THE WORKPLACE AGENCY

The Equal Opportunity for Women in the Workplace Agency (EOWA) is an Australian Government controlled entity.

EOWA is chartered through the *Equal Opportunity for Women in the Workplace Act 1999* with both regulatory and educative functions and responsibilities.

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

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

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.

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.

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 effect on EOWA.

Future Australian Accounting Standard Requirements

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

1.5 REVENUE

Revenue from the sale of goods is recognised when:

- 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 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).

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.

The liability for long service leave has been determined by reference to the work of an actuary as at 30 June 2012. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

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 entity's staff are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) or the PSS accumulation plan (PSSap).

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 scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. 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 3 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

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

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

Receivables

Trade receivables and other receivables that have fixed or determinable payments 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

EOWA's financial liabilities comprise 'supplier and other payables'. Financial liabilities are recognised and derecognised upon 'trade date'.

Supplier and other payables

Supplier and other payables are recognised at 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 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.

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. Leasehold improvements are depreciated over the lesser of the estimated useful life of the improvements or the unexpired period of the lease.

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:

	2012	2011
Leasehold improvements	Lease term	Lease term
Plant and equipment	3 to 9 years	3 to 9 years

Impairment

All assets were assessed for impairment at 30 June 2012. 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.

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.

1.15 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 5 years (2010-11: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2012.

1.16 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.

1.17 COMPARATIVE FIGURES

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

NOTE 2: EXPENSES

	2012 (\$)	2011 (\$)
Note 2A: Employee Benefits		
Wages and salaries	2,468,310	1,662,230
Superannuation	381,368	262,581
Leave and other entitlements	250,187	55,552
Separation and redundancies	129,113	32,830
Other employee expenses	63,620	31,640
Total employee benefits	3,292,598	2,044,833

Note 2B: Suppliers

Goods and services		
Accommodation and related expenses	247,003	237,822
IT and office equipment	355,154	215,968
Consultants	418,302	131,763
Printing, Stationery and publications	106,469	99,754
Travel related expenses	112,193	85,007
Audit, legal, subscription, training and insurance services	307,623	119,882
Other expenses	192,694	98,543
	1,739,438	988,739
Goods and services are made up of:		
Provision of goods – external parties	411,404	387,350
Rendering of services – related entities	436,037	217,548
Rendering of services – external parties	712,672	211,280
Total goods and services	1,560,113	816,178
Other supplier expenses		
Operating lease rentals – related entities:		
Minimum lease payments	166,206	166,207
Workers compensation expenses	13,119	6,355
Total other supplier expenses	179,325	172,562
Total supplier expenses	1,739,438	988,740

	2012 (\$)	2011 (\$)
Note 2C: Depreciation and Amortisation		
Depreciation:		
Property, plant and equipment	102,329	102,828
Total depreciation	102,329	102,828
Amortisation:		
Intangibles	158,027	172,394
Total amortisation	158,027	172,394
Total depreciation and amortisation	260,356	275,222

Note 2D: Write-Down and Impairment of Assets

Asset write-downs and impairments from:		
Impairment of property, plant and equipment	-	26
Total write-down and impairment of assets	-	26

NOTE 3: INCOME

	2012 (\$)	2011 (\$)
Own-source revenue		
<i>Note 3A: Sale of Goods and Rendering of Services</i>		
Rendering of services - external parties	204,445	424,686
Total sale of goods and rendering of services	204,445	424,686
Gains		
<i>Note 3B: Other Gains</i>		
Resources received free of charge from related entities:		
Auditor's Remuneration	30,000	30,000
Total resources from related entities	30,000	30,000
Resources received free of charge from external entities:		
Resources free of charge - Publications & printing	-	10,000
Total resources from external entities	-	10,000
Total other gains	30,000	40,000
Revenue from Government		
<i>Note 3C: Revenue from Government</i>		
Appropriations:		
Departmental appropriations	5,320,000	2,750,000
Total revenue from Government	5,320,000	2,750,000

NOTE 4: FINANCIAL ASSETS

	2012 (\$)	2011 (\$)
Note 4A: Cash and Cash Equivalents		
Cash on hand or on deposit	250,941	362,419
Total cash and cash equivalents	250,941	362,419
Note 4B: Trade and Other Receivables		
Goods and Services:		
Goods and services - external parties	4,594	39,409
Total receivables for goods and services	4,594	39,409
Appropriations receivable:		
For existing programs	3,545,114	1,966,000
Total appropriations receivable	3,545,114	1,966,000
Other receivables:		
GST receivable from the Australian Taxation Office	32,360	16,323
Total other receivables	32,360	16,323
Total trade and other receivables (net)	3,582,068	2,021,732

All receivables are with entities external to the entity. Credit terms are net 30 days (2011: 30 days) Appropriations receivable undrawn are appropriations controlled by EOWA but held in the Official Public Account under the Government's just in time drawdown arrangements.

Receivables are expected to be recovered in:		
No more than 12 months	3,582,068	2,021,732
Total trade and other receivables (net)	3,582,068	2,021,732
Receivables are aged as follows:		
Not overdue	3,582,068	1,976,823
Overdue by:		
0 to 30 days	-	33,556
31 to 60 days	-	11,353
Total receivables (gross)	3,582,068	2,021,732

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

NOTE 5: NON-FINANCIAL ASSETS

	2012 (\$)	2011 (\$)
Note 5A: Land and Buildings		
Leasehold improvements:		
Fair value	509,494	509,494
Accumulated depreciation	(441,561)	(339,662)
Total leasehold improvements	67,933	169,832
Total land and buildings	67,933	169,832
Note 5B: Property, Plant and Equipment		
Property, plant and equipment:		
Fair value	36,193	36,193
Accumulated depreciation	(35,442)	(35,012)
Total property, plant and equipment	751	1,181

No indicators of impairment were found for infrastructure, plant and equipment.

EOWA is moving premises. Therefore leasehold improvements will be sold or disposed of within the next 12 months.

Note 5C: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment 2012

	Land & Buildings (\$)	PP & E (\$)	Total (\$)
As at 1 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
Depreciation expense	(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 and impairment	(441,561)	(35,442)	(477,003)
Net book value 30 June 2012	67,933	751	68,684

Note 5C: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment 2011

	Land & Buildings (\$)	PP & E (\$)	Total (\$)
As at 1 July 2010			
Gross book value	509,494	38,393	547,887
Accumulated depreciation	(237,763)	(36,257)	(274,020)
Net book value 1 July 2010	271,731	2,136	273,867
Depreciation expense	(101,899)	(929)	(102,828)
Disposals:			-
Original cost on disposal	-	(2,200)	(2,200)
Accumulated depreciation on disposal	-	2,174	2,174
Net book value 30 June 2011	169,832	1,181	171,013
Net book value as of 30 June 2011 represented by:			
Gross book value	509,494	36,193	545,687
Accumulated depreciation and impairment	(339,662)	(35,012)	(374,674)
Net book value 30 June 2011	169,832	1,181	171,013

Note 5D: Intangibles	2012 (\$)	2011 (\$)
Computer software at cost:		
Internally developed – in use	1,021,223	1,021,223
Accumulated amortisation	(1,021,223)	(863,196)
Total computer software	-	158,027
Other intangibles:		
Total other intangibles	-	-
Total intangibles	-	158,027

No indicators of impairment were found for intangible assets.

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

Note 5D: Reconciliation of the Opening and Closing Balances of Intangibles 2012	Computer software internally developed (\$)	Total (\$)
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)
Net book value 30 June 2012	-	-

Note 5D: Reconciliation of the Opening and Closing Balances of Intangibles 2011	Computer software internally developed (\$)	Total (\$)
As at 1 July 2010		
Gross book value	1,021,223	1,021,223
Accumulated amortisation and impairment	(690,802)	(690,802)
Net book value 1 July 2010	330,421	330,421
Amortisation	(172,394)	(172,394)
Net book value 30 June 2011	158,027	158,027
Net book value as of 30 June 2011 represented by:		
Gross book value	1,021,223	1,021,223
Accumulated amortisation and impairment	(863,196)	(863,196)
Net book value 30 June 2011	158,027	158,027

Note 5E: Other Non-Financial Assets	2012 (\$)	2011 (\$)
Prepayments	35,894	4,697
Total other non-financial assets	35,894	4,697
Total other non-financial assets - are expected to be recovered in:		
No more than 12 months	35,894	4,697
More than 12 months	-	-
Total other non-financial assets	35,894	4,697

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

NOTE 6: PAYABLES

	2012 (\$)	2011 (\$)
Note 6A: Suppliers		
Trade creditors and accruals	26,447	-
Total suppliers payables	26,447	-
Suppliers payables expected to be settled within 12 months:		
External parties	26,447	-
Total	26,447	-
Total suppliers payables	26,447	-

Settlement was usually made within 30 days.

	2012 (\$)	2011 (\$)
Note 6B: Other Payables		
Wages and salaries	81,554	50,870
Superannuation	11,978	7,280
Separations and redundancies	120,000	-
Lease incentive	33,773	78,871
Unearned income	-	50,000
Accrued expenses	119,370	101,822
Other	-	20,312
Total other payables	366,675	309,155
Total other payables are expected to be settled in:		
No more than 12 months	366,675	309,155
Total other payables	366,675	309,155

NOTE 7: PROVISIONS

	2012 (\$)	2011 (\$)
Note 7A: Employee Provisions		
Leave	394,221	267,712
Separations and redundancies	-	32,830
Total employee provisions	394,221	300,542
Employee provisions are expected to be settled in:		
No more than 12 months	297,351	245,458
More than 12 months	96,870	55,084
Total employee provisions	394,221	300,542

NOTE 8: CASH FLOW RECONCILIATION

	2012 (\$)	2011 (\$)
Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement		
Cash and cash equivalents as per:		
Cash flow statement	250,941	362,419
Balance sheet	250,941	362,419
Difference	-	-
Reconciliation of net cost of services to net cash from operating activities:		
Net cost of services	(5,027,947)	(2,804,134)
Add revenue from Government	5,320,000	2,750,000
Adjustments for non-cash items		
Depreciation / amortisation	260,356	275,222
Gain on disposal of assets	-	26
Resources received free of charge - services	(30,000)	(40,000)
Changes in assets / liabilities		
(Increase) / decrease in net receivables	34,815	54,571
(Increase) / decrease in OPA receivables	(799,114)	(34,000)
(Increase) / decrease in prepayments	(31,197)	(2,204)
Increase / (decrease) in employee provisions	93,679	17,064
Increase / (decrease) in supplier payables	83,967	(134,422)
Increase / (decrease) in GST receivable	(16,037)	9,959
Net cash from (used by) operating activities	(111,478)	92,082

NOTE 9: SENIOR EXECUTIVE REMUNERATION

Note 9A: Senior Executive Remuneration Expenses for the Reporting Period

	2012 (\$)	2011 (\$)
Short-term employee benefits:		
Salary	207,285	117,796
Other	-	18,485
Total short-term employee benefits	207,285	136,281
Post-employment benefits:		
Superannuation	26,254	14,313
Total post-employment benefits	26,254	14,313
Total employment benefits	233,539	150,594

Note 9B: Average Annual Reportable Remuneration Paid to Substantive Senior Executives During the Reporting Period

Average annual reportable remuneration	2012			
	Senior Executives (No.)	Reportable salary (\$)	Contributed superannuation (\$)	Total (\$)
Total remuneration (including part-time arrangements):				
\$210,000 to \$239,999	1	207,285	26,254	233,539
Total	233,539			

Average annual reportable remuneration	2011			
	Senior Executives (No.)	Reportable salary (\$)	Contributed superannuation (\$)	Total (\$)
Total remuneration (including part-time arrangements):				
\$210,000 to \$239,999	1	201,241	25,489	226,730
Total	226,730			

NOTE 10: REMUNERATION OF AUDITORS

	2012 (\$)	2011 (\$)
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

No other services were provided by the auditors of the financial statements.

NOTE 11: FINANCIAL INSTRUMENTS

	2012 (\$)	2011 (\$)
Note 11A: Categories of Financial Instruments		
Financial Assets		
Loans and receivables:		
Cash and cash equivalents	250,941	362,419
Trade receivables	4,594	39,409
Carrying amount of financial assets	255,535	401,828
Financial Liabilities		
At amortised cost:		
Trade Creditors	26,447	-
Other payables	119,370	172,134
Carrying amount of financial liabilities	145,817	172,134

Note 11B: Fair Value of Financial Instruments

The following table provides an analysis of financial instruments that are measured at fair value, by valuation method.

Financial Assets

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

Financial Liabilities

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

Note 11C: Credit Risk

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

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

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

Note 11D: Liquidity Risk

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

Note 11E: Market Risk

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

NOTE 12: APPROPRIATIONS

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

2012 Appropriations							
	Appropriation Act		FMA Act		Total appropriation (\$)	Appropriation applied in 2012 (current and prior years) (\$)	Variance (\$)
	Annual Appropriation (\$)	Section 30 (\$)	Section 31 (\$)	Section 30 (\$)			
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

2011 Appropriations							
	Appropriation Act		FMA Act		Total appropriation (\$)	Appropriation applied in 2011 (current and prior years) (\$)	Variance (\$)
	Annual Appropriation (\$)	Section 30 (\$)	Section 31 (\$)	Section 30 (\$)			
DEPARTMENTAL							
Ordinary annual services	3,002,000	39,809	479,259	-	3,521,068	3,037,494	483,574
Total departmental	3,002,000	39,809	479,259	-	3,521,068	3,037,494	483,574



Table B: Departmental and Administered Capital Budgets ('Recoverable GST exclusive')

	2012 Capital Budget Appropriations			Capital Budget Appropriations applied in 2012 (current and prior years)		
	Appropriation Act		Total Capital Budget Appropriations (\$)	Payments for non-financial assets (\$)	Payments for other purposes (\$)	Total payments (\$)
	Annual Capital Budget (\$)	Appropriations reduced (\$)				
DEPARTMENTAL						
Ordinary annual services						
Departmental Capital Budget ¹	-	-	-	-	-	-

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. No Departmental Capital Budget funding was appropriated in 2012 and the funds from 2011 have not been used to purchase assets.

	2012 Capital Budget Appropriations			Capital Budget Appropriations applied in 2011 (current and prior years)		
	Appropriation Act		Total Capital Budget Appropriations (\$)	Payments for non-financial assets (\$)	Payments for other purposes (\$)	Total payments (\$)
	Annual Capital Budget (\$)	Appropriations reduced (\$)				
DEPARTMENTAL						
Ordinary annual services						
Departmental Capital Budget ¹	252,000	-	252,000	-	-	-

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. The Agency was appropriated \$252,000 in Departmental Capital Budget funding however no amount was drawn against this.

Table C: Unspent Annual Appropriations ('Recoverable GST exclusive')

Authority	2012 (\$)	2011 (\$)
Departmental		
Appropriation Act (No.1) 2004-05	405,000	405,000
Appropriation Act (No.1) 2005-06	50,000	50,000
Appropriation Act (No.1) 2006-07	600,000	600,000
Appropriation Act (No.1) 2008-09	400,000	400,000
Appropriation Act (No.1) 2009-10	225,000	225,000
Appropriation Act (No.1) 2010-11	-	34,000
Appropriation Act (No.1) 2010-11 Capital Budget (DCB) - Non Operating	-	252,000
Appropriation Act (No.1) 2011-12	1,085,114	-
Appropriation Act (No.2) 2011-12	780,000	-
Total	3,545,114	1,966,000

NOTE 13: REPORTING OF OUTCOMES

EOWA used an Activity Based Costing System to determine the attribution of its shared items. This system was based on a time and motion study for corporate activities conducted in the year 2009 for the 2008-09 Budget. A review of the time and motion study was concluded for the 2011-12 Budget and found to be consistent with the 2009 study. The basis of attribution in the table below is consistent with the basis used for the Budget.

Note 13A: Net Cost of Outcome Delivery

	Outcome 1	
	2012 (\$)	2011 (\$)
Departmental		
Expenses	5,292,392	3,308,820
Own-source income	204,445	434,686
Net cost/(contribution) of outcome delivery	5,087,947	2,874,134

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

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

Note 13B: Major Classes of Departmental Expense,
 Income, Assets and Liabilities by Outcome

	Outcome 1	
	2012 (\$)	2011 (\$)
Expenses		
Employee	3,292,598	2,044,833
Suppliers	1,739,438	988,739
Write-down and impairment of assets	-	26
Depreciation	260,356	275,222
Total	5,292,392	3,308,820
Income		
Sale of goods and services	204,445	464,686
Income from government	5,320,000	2,750,000
Total	5,524,445	3,214,686
Assets		
Cash and cash equivalents	250,941	362,419
Trade and other receivables	3,582,068	2,021,732
Land and buildings	67,933	169,832
Property, plant and equipment	751	1,181
Intangibles	-	158,027
Other non-financial assets	35,894	4,697
Total	3,937,587	2,717,888
Liabilities		
Suppliers	26,447	-
Other payables	366,675	309,155
Employee provisions	394,221	300,542
Total	787,343	609,697

NOTE 14: NET CASH APPROPRIATION ARRANGEMENTS

	2012 (\$)	2011 (\$)
Total comprehensive income (loss) less depreciation/ amortisation expenses previously funded through revenue appropriations¹	522,409	181,088
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	(260,356)	(275,222)
Total comprehensive income (loss) - as per the Statement of Comprehensive Income	262,053	(94,134)

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.



Our programs help us to attract and retain talented staff and lead to improved economic and social outcomes for the region.



University of Western Sydney 2012 EOWA Employer of Choice for Women

APPENDICES



APPENDIX ONE: NON-COMPLIANT ORGANISATIONS

Subsection 19 of the EOWW Act states that the Agency may name non-compliant employers in a report to the Minister which is then presented to both houses of parliament. Non-compliant organisations are employers that do not comply with sections 13, 13A, 13 B and 13C of the EOWW Act.

2011-12 Non-compliant list

Berri Hotel Incorporated t/a Berri Resort Hotel	Nowshire Pty Ltd
Fashion Fair Admin Pty Ltd t/a Fashion Fair	R & DKS Pty Ltd ATF Roger & Dale King Unit Trust t/a Roger King's Eaglehawk IGA
F.R. Ireland Pty Ltd t/a Irelands of Cairns	Roverworth Pty Ltd
Johnston's Transport Industries Pty Ltd	Thomas Jewellers (Aust) Pty Ltd
Meriton Apartments Pty Ltd	

This list was correct at the time of printing of this report. An updated list of non-compliant organisations is on the Agency's website. 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.

APPENDIX TWO: WAIVED ORGANISATIONS

AECOM Australia Pty Ltd	Munich Holdings of Australasia Pty Limited
AGL Energy Limited t/a AGL Energy	Murdoch Childrens Research Institute
Allens	Norton Rose Australia
Allianz Australia Services Pty Ltd	Peoplebank Australia Limited
Australian Catholic University Limited t/a Australian Catholic University	Perpetual Limited
B&R Enclosures Pty Ltd	PricewaterhouseCoopers t/a PricewaterhouseCoopers Services
Bank of Western Australia Limited t/a Bankwest	Publicis Loyalty (Melbourne) Pty Limited
Baxter Healthcare Pty Ltd	Queensland Country Credit Union Limited
Brisbane Girls Grammar School	REA Group Limited
Calvary Private Health Care Limited t/a Calvary John James Hospital	Revlon Australia Pty Ltd
Cancer Council Queensland	Richard Crookes Constructions Pty Ltd
Central Coast Grammar School Limited	Smith & Nephew Pty Ltd t/a Smith & Nephew Healthcare Division
Cerebral Palsy Alliance	St Michael's Grammar School
Commonwealth Bank of Australia	Suncorp Group Limited t/a Suncorp
ConocoPhillips Australia Pty Ltd	Sutherland District Trade Union Club Limited t/a Tradies
Cooper Grace Ward Lawyers	Swinburne University of Technology
Cummins South Pacific Pty Ltd	Teachers Federation Health Limited t/a Teachers Health Fund
Deloitte Touche Tohmatsu t/a Deloitte	Ted's Camera Stores (Vic) Pty Ltd
Energizer Australia Pty Ltd	The Glennie School
Gadens Lawyers Sydney Pty Ltd	The Pharmacy Guild Of Australia (WA Branch)
GlaxoSmithKline Australia Pty Ltd	The Recovre Group Pty Ltd
GM Holden Ltd	The Shell Company of Australia Limited
HSBC Bank Australia Limited	Trinity Anglican School t/a Trinity Anglican School Ltd
Hunt & Hunt	U@MQ Limited
Illawarra Retirement Trust	UnitingCare Children, Young People & Families
King & Wood Mallesons	University of Canberra
KPMG Australian Services Pty Ltd	University of Technology Sydney
La Trobe University	VicSuper Pty Ltd
Luxtotta Retail Australia Pty Ltd	Warrigal Care
McCullough Robertson	Wollongong UniCentre Ltd
Mind Australia t/a Mind	
MTU Detroit Diesel Australia Pty Ltd	

APPENDIX THREE: 2012 EOWA EMPLOYERS OF CHOICE FOR WOMEN

AECOM Australia Pty Ltd	Deloitte Touche Tohmatsu t/a Deloitte	REA Group Limited
AGL Energy Limited t/a AGL Energy	Epworth Foundation	Royal Melbourne Institute of Technology t/a RMIT University
Alcoa of Australia Limited t/a Alcoa World Alumina, Australia	Ernst & Young Services Pty Ltd t/a Ernst & Young Services	Santa Sabina College Limited t/a Santa Sabina College
Allens	ExxonMobil Australia Pty Ltd	SDN Children's Services
Allianz Australia Services Pty Limited	Flinders University	Sinclair Knight Merz Pty Ltd
American Express Australia Limited	Freehills	St Michael's Grammar School
Amgen Australia Pty Ltd	Gilbert + Tobin	State Street Australia Limited
AMP Limited	GlaxoSmithKline Australia Pty Ltd	Stockland Development Pty Ltd t/a Stockland
Anglican Aged Care Services Group t/a Benetas	GM Holden Ltd	Suncorp Group Limited t/a Suncorp
Arup Pty Ltd	Griffith University	Sutherland District Trade Union Club Limited t/a Tradies
Ashurst Australia	Hays	Swinburne University of Technology
ASX Limited	Henry Davis York	TAL Direct Pty Ltd
Australia and New Zealand Banking Group Limited	Holding Redlich	Teachers Federation Health Ltd t/a Teachers Health Fund
Australian Catholic University Ltd t/a Australian Catholic University	HSBC Bank Australia Limited	Teachers Mutual Bank Limited
Australian Unity Group Services Pty Ltd	IBM Australia Ltd	The Creche and Kindergarten Association of Queensland t/a C&K
AustralianSuper Pty Ltd	Illawarra Retirement Trust	The Frank Whiddon Masonic Homes of New South Wales t/a The Whiddon Group
Baker & McKenzie	ITC Limited	The Shell Company of Australia Limited
Bank of Western Australia Limited t/a Bankwest	John Wiley & Sons Australia, Ltd	The Smith's Snackfood Company Limited
Baxter Healthcare Pty Ltd	King & Wood Malleons	The Society of The Sacred Advent - St Aidan's Trust t/a St Aidan's Anglican Girls' School
Becton Dickinson Pty Ltd	Korowa Anglican Girls' School	The University of Melbourne
BP Australia Group Pty Ltd t/a BP Australia Pty Ltd	KPMG Australian Services Pty Ltd	The University of New South Wales t/a UNSW
Brisbane Girls Grammar School	La Trobe University	The University of Newcastle
Callista Software Services Pty Ltd	Lauriston Girls' School	The University of Sydney
Calvary Health Care Bethlehem Limited	Little Company of Mary Health Care Limited	The University of Western Australia
Calvary Health Care Sydney Limited	Loreto Normanhurst Limited t/a Loreto Normanhurst	The Young Women's Christian Association of Canberra t/a YWCA of Canberra
Calvary Private Health Care Limited t/a Calvary John James Hospital	Luxottica Retail Australia Pty Ltd	Thoughtworks Australia Pty Ltd
Calvary Retirement Communities Hunter-Manning Limited	Maddocks	UQMQ Limited
Cancer Council Queensland	McCullough Robertson	UBS AG, Australia Branch
Catholic Education Office - Adelaide	McDonald's Australia Limited	UnitingCare Children, Young People & Families
Cerebral Palsy Alliance	MECWA t/a mecwacare	University of Canberra
Citigroup Pty Ltd t/a Citi	Merck Serono Australia Pty Ltd	University of South Australia
Clayton Utz	Mercy Health and Aged Care Inc t/a Mercy Health	University of Technology Sydney
Commonwealth Bank of Australia	Meriden School	University of the Sunshine Coast
ConocoPhillips Australia Pty Ltd	Microsoft Pty Ltd	University of Western Sydney
Cooper Grace Ward Lawyers	Middletons	VicSuper Pty Ltd
Corporate Express Australia Pty Limited	Minter Ellison	Villa Maria Society
Corrs Chambers Westgarth	Murdoch Childrens Research Institute	Warrigal Care
Credit Union Australia Limited	National Australia Bank Limited	Westpac Banking Corporation
Cummins South Pacific Pty Ltd	Norton Rose Australia	
Curtin University of Technology t/a Curtin University	Origin Energy Limited	
Deakin University	Peoplebank Australia Limited	
	Perpetual Limited	
	PricewaterhouseCoopers t/a PricewaterhouseCoopers Services	
	Publicis Loyalty (Melbourne) Pty Limited	
	Queensland Country Credit Union Limited	
	Queensland University of Technology	

APPENDIX FOUR: AGENCY SPEAKING ENGAGEMENTS

Date	Title
5 July 11	Certified Practising Accountants/Chartered Secretaries Australia Risk Discussion group
26 July 11	Equality Law Conference
29 July 11	Women, Management and Work Conference
4 August 11	NSW Bar Association - Successful Speakers Series
24 August 11	Equal Pay Day Media Briefing
31 August 11	Sustaining Women in Business Conference
1 September 11	Equal Pay Day Event
06 September 11	Diversity Council - Gender Equality Network
16 September 11	Fair Work Ombudsman Diversity Conference 2011
21 September 11	Catalyst Corporate Board Governance Symposium (Canada)
29 September 11	University of Western Sydney Graduation Ceremony
12 October 11	ExxonMobil Executive and Staff
12 October 11	Equal Employment Opportunity Network Leading Women Event
13 October 11	Women in Leadership - a Partners in Business Lunch
19 October 11	VMware Women in IT
9 November 11	EOWA Business Achievement Awards
10 November 11	Austrade: Women in Global Business Conference
11 November 11	Korn Ferry Human Resource Directors' Lunch
15 November 11	The Committee for Economic Development of Australia - Women in Leadership
15 November 11	Tokyo Chuo Ward Women's Staff Visit
17 November 11	MS Angels
18 November 11	Maddocks Women Function
25 November 11	Australian Corporate Lawyers Association National Conference
30 November 11	Sydney Women's Fund

Date	Title
6 December 11	Chartered Secretaries Australia National Conference
21 February 12	UN Women & Australian Institute of Management White Paper Launch - Gender Diversity in Management: Targeting Untapped Talent
24 February 12	Abigroup National Diversity Forum
27 February 12	Australian Diversity and Inclusion Benchmark Event
1 March 12	Australian British Chamber of Commerce International Women's Day Panel Discussion
1 March 12	Clayton Utz Continuous Legal Education Intensive Conference
1 March 12	Clayton Utz – Executive and Leadership Team
13 March 12	Perth launch of the 2012 EOWA Employer of Choice for Women List
14 March 12	Adelaide launch of the 2012 EOWA Employer of Choice for Women List
15 March 12	Melbourne launch of the 2012 EOWA Employer of Choice for Women List
19 March 12	Annual Kingsley Laffer Memorial Lecture – Sydney
20 March 12	Sydney launch of the 2012 EOWA Employer of Choice for Women List
21 March 12	Brisbane launch of the 2012 EOWA Employer of Choice for Women List
17 April 12	Macquarie University Graduation Ceremony
18 April 12	Annual Kingsley Laffer Memorial Lecture – Canberra
23 April 12	Annual Kingsley Laffer Memorial Lecture – Adelaide
9 May 12	Chief Executive Women Panel
11 May 12	Australian Human Resources Institute Human Resource Practices Day
15 May 12	Diversity Council of Australia Webinar
22 May 12	Law Firm Roundtable
15 June 12	Australian Financial Review & Westpac Group Women in Leadership Event
19 June 12	Australian Human Resources Institute Senior Human Resource Directors' Forum

APPENDIX FIVE: MEDIA RELEASES

Date	Title
26 October 11	EOWA Business Achievement Awards finalists announced
9 November 11	EOWA Business Achievement Awards break down gender barriers to success
18 November 11	Gender pay gap widens
19 January 12	Grad salary stats don't add up for women
2 February 12	Fair work decision – one small step in closing gender pay gap
29 February 12	Gender pay gap – a persistent problem
1 March 12	EOWA looks forward to promoting gender equality
8 March 12	Supporting economic empowerment
13 March 12	Employers compete to be first choice for women
15 March 12	Victorian Employers of Choice focus on female talent
20 March 12	Employers of Choice flex out the competition
21 March 12	Queensland Employers of Choice surf talent pipeline for success
18 May 12	Gender pay gap short-changes women \$250.50 a week
4 June 12	Health/social workers suffer worst pay gap
10 June 12	New gender equality law a step closer
28 June 12	Resources boom fails to deliver for women

APPENDIX SIX: STAFFING INFORMATION

Table 10: EEO GROUPS as at 30 June 2012

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	0	0	0	12	13
APS Level 5 & 6	4	1	1	17	19
APS Level 2 to 4	3	0	0	6	6
Total	7	1	1	36	39

Table 11: Salary ranges available for APS employees

The following ranges indicate the full range available under an Enterprise Agreement (EA) or Individual Industrial Agreement as at 30 June 2012

Band	Lower Salary	Upper Salary
PEO	Not applicable	
EL 2	109,667	125,052
EL 1	94,036	101,544
APS Level 6	72,508	82,955
APS Level 5	67,228	71,286
APS Level 4	59,904	65,093
APS Level 3	54,049	58,361
APS Level 2	47,386	52,315
APS Level 1	41,840	46,086

Table 12: Enterprise Agreement (EA) and Individual Industrial Agreement - employees covered as at 30 June 2012

Agreement	Band	Employees Covered
Individual Industrial Agreement	SES	0
	Non-SES	0
Enterprise Agreement	APS	38
Total Agency staff		39*

* PEO not covered by EA or Individual Industrial Agreement.

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

APPENDIX SEVEN: 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*.

OH&S policy

The Agency has an Occupational Health and Safety (OH&S) Officer to address issues and provide solutions surrounding health, welfare and the safety and well-being of staff. This officer consults at all stages of decision-making concerning OH&S in the workplace.

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

As part of the induction program, new starters go through informal OH&S training and have a work station ergonomic assessment carried out by an occupational therapist. The Agency carries out ergonomic workstation assessments for any staff that are telecommuting.

The Agency's health, fitness and well-being policy promotes the involvement of staff 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 the undertakings by the Agency 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 financial year 2011-12.

FREEDOM OF INFORMATION AND THE INFORMATION PUBLICATION SCHEME

Agencies subject to the *Freedom of Information Act 1982* (FOI Act) are required to publish information to the public as part of the Information Publication Scheme (IPS). This requirement is in Part II of the FOI Act and has replaced the former requirement to publish a Section 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.

ADVERTISING AND MARKET RESEARCH

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

The Agency paid \$16,500 to the advertising and market research organisation detailed below.

Table 13: Media advertising organisations

Name	Summary description of the nature and purpose of the consultancy	Cost
Reading Room	Review of social media	\$16,500 (inc GST)

No advertising campaigns were undertaken in 2011-12.

ECOLOGICAL SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL PERFORMANCE

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

Accordance with and contribution to the ecological sustainable development

The Agency's decision-making processes consider both long-term and short-term economic, environmental and social damage. Management and staff are committed to the principles of ecologically sustainable development. In accordance with government guidelines, the Agency participated in Earth Hour.

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

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

Agency activities were undertaken in an environmentally sustainable way and environmental sustainability is embedded into Agency activities. To minimise environmental impact, non-essential lighting and appliances were turned off and sensor devices were used to minimise electricity consumption in low traffic areas of the office; all office equipment conformed to environmental standards; printers were defaulted to print on both sides of the paper; printer ink cartridges and toners were recycled; waste generation was reduced by recycling paper and cardboard.

Environmental Performance

As tenants in a non-commonwealth owned building we have outlined the performance of the building which includes:

Energy

- reduction of greenhouse emissions by 3%
- reduction in the electricity consumption by 7%.

Water

- reduction in water consumption by 12%.

GRANT PROGRAMS

The Agency did not administer any grant programs.

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



APPENDIX EIGHT: COMPLIANCE INDEX

Location of information provided in accordance with the *Requirements for Annual Reports for Departments, Executive Agencies and FMA Act Bodies* issued by the Department of the Prime Minister and Cabinet in July 2012.

Area	Page no.
Letter of transmittal (mandatory)	1
Table of contents (mandatory)	3
Index (mandatory)	88
Glossary (mandatory)	4
Contact officer (mandatory)	inside cover
Internet addresses (mandatory)	inside cover
Review by Director	
Review by Director (mandatory)	6-7
Summary of significant issues and developments (suggested)	6-7
Overview of Agency's performance and financial results (suggested)	na
Outlook for the following year (suggested)	7
Agency overview	
Role and functions (mandatory)	11
Organisational structure (mandatory)	12
Outcome and program structure (mandatory)	17-20
Variations from the PBS (mandatory if applicable)	na
Portfolio structure (mandatory if applicable)	na
Report on Performance	
Review of performance in relation to programs and contribution to outcomes (mandatory)	17
Actual performance in relation to deliverables and KPIs set out in PBS/PAES (mandatory)	17
Where performance targets differ from the PBS/PAES (mandatory)	na
Narrative discussion and analysis of performance (mandatory)	20-27
Trend information (mandatory)	17-20
Significant changes in nature of principals functions/ services (if applicable, mandatory)	na
Performance of purchaser/provider arrangements (suggested if applicable)	na
Factors, events or trends influencing performance (suggested)	na
Contribution of risk management in achieving objectives (suggested)	na
Social inclusion outcomes (if applicable mandatory)	na
Performance against service charter customer service standards, complaints data, and the Agency's response to complaints (mandatory)	30
Discussion and analysis of financial performance (mandatory)	29
Developments since the end of the financial year affecting operations or financial results (if applicable, mandatory)	na
Agency resource statement and summary resource tables by outcome (mandatory)	29
Management accountability	
Corporate governance	
Agency heads required to certify that their Agency complies with Commonwealth Fraud Control Guidelines (mandatory)	32
Main governance practices (mandatory)	32

Names of senior executive and responsibilities (suggested)	32
Senior management committees and their roles (suggested)	na
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Approach adopted to identifying areas of significant financial or operational risk (suggested)	32
Policy and practices on ethical standards (suggested)	32
How nature and amount of remuneration for SES officers is determined (suggested)	na
External scrutiny	
Significant developments in external scrutiny (mandatory)	33
Judicial decisions and decisions of administrative tribunals (mandatory)	33
Reports by the Auditor-General, a Parliamentary Committee or Ombudsman (mandatory)	33
Management of human resources	
Assessment of effectiveness in managing and developing human resources to achieve agency objectives (mandatory)	34
Workforce planning, staff turnover and retention (suggested)	na
Impact and features of enterprise/collective agreements, determinations, common law contracts and AWAs (suggested)	34
Training and development undertaken and its impact (suggested)	35
Work health and safety performance	82
Productivity gains (suggested)	na
Statistics on staffing (mandatory)	36
Enterprise or collective agreements (mandatory)	34
Performance pay (mandatory)	36
Assessment of effectiveness of assets management (mandatory)	37
Assessment of purchasing against core policies and principles (mandatory)	37
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Absence of provisions in contracts allowing access by the Auditor-General (mandatory)	38
Contracts exempt from Austender (mandatory)	38
Financial statements (mandatory)	40-74
Other Mandatory Information	
Work health and safety (mandatory)	82
Advertising and market research (mandatory)	83
Ecologically sustainable development and environmental performance (mandatory)	83
Compliance with the <i>Carer Recognition Act 2010</i> (mandatory)	na
Grant programs (mandatory)	84
Disability reporting (mandatory)	84
Information Publication Scheme statement (mandatory)	82
Correction of material errors in previous annual report (mandatory)	na
List of requirements (mandatory)	85-86

na denotes that the requirement was not applicable to the Agency during 2011–12.

APPENDIX NINE: NOTES

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Without a constant focus on gender equality we risk reducing the talent pool of valuable resources essential to our success.



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