



Australian Government



Workplace
Gender Equality
Agency

Annual Report

2016 - 17



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An electronic copy of this report is available at:

www.wgea.gov.au/sites/default/files/wgea-annual-report-16-17.pdf



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26 October 2017

Senator the Hon Michaelia Cash
Minister for Employment
Parliament House
Canberra ACT 2600

Dear Minister

I have pleasure in presenting to you the annual report of the Workplace Gender Equality Agency for the 2016-17 year.

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

The report also contains the Financial Statements for the year ended 30 June 2017, as required by section 34(1) of the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*.

This annual report covers the period from 1 July 2016 to 30 June 2017, and also includes the Agency's most current report assessment data from compliance reports for the 1 April 2016 to 31 March 2017 reporting period.

I certify that I am satisfied that for the financial year 2016-17 the Agency, in compliance with section 10 of the *Public Governance, Performance and Accountability Rule 2014*, has:

- prepared fraud risk assessments and a fraud control plan
- put in place appropriate fraud prevention, detection, investigation and reporting procedures and processes that meet the specific needs of the Agency
- and that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.

Yours sincerely

Libby Lyons
Director

Reader's guide

This report informs the Minister for Employment, Parliament, relevant employers and the public about the performance of the Workplace Gender Equality Agency in 2016-17.

This report has been prepared according to parliamentary reporting requirements.

The year in review

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

Agency overview

Provides an overview of the Agency and its functions, and a profile of the organisations that are covered by the Act.

Report on performance

Provides specific information on the Agency's performance in 2016-17.

Management and accountability

Provides information on the Agency's corporate governance, human resource management, financial management and other management areas.

Financial Statements

Contains the Agency's audited Financial Statements for 1 July 2016 to 30 June 2017.

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Glossary and acronyms

The Act	<i>Workplace Gender Equality Act 2012</i>
Agency	Workplace Gender Equality Agency
APS	Australian Public Service
ASX	Australian Securities Exchange
Financial year 2016–17	1 July 2016 to 30 June 2017
FOI Act	<i>Freedom of Information Act 1982</i>
Gender equality indicators	Defined in section 3 of the <i>Workplace Gender Equality Act 2012</i>
IPS	Information Publication Scheme
IT	Information technology
Legislative instrument	The Workplace Gender Equality (Matters in relation to Gender Equality Indicators) Instrument 2013 (No. 1)
NABERS	National Australian Built Environment Rating System
PAES	Portfolio Additional Estimates Statements
PBS	Portfolio Budget Statement
Relevant organisations	Employers that are covered under the <i>Workplace Gender Equality Act 2012</i> for reporting purposes
Reporting organisations	Relevant employers that submit reports to the Agency, sometimes on behalf of other entities within their corporate structure subsidiaries
Reporting period	1 April 2016 to 31 March 2017
WGEA	Workplace Gender Equality Agency
WH&S	Work, health and safety

2016-17: Year in review

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Review by the Director

This year has been full of momentum for the Workplace Gender Equality Agency (Agency) and for the recognition of workplace gender equality as an issue of economic, business and public importance.

It started with a whirlwind of media coverage when we released our third comprehensive set of workplace data at a National Press Club Address in Canberra on 15 November 2016. I was delighted to see our data on the front page of the *Australian Financial Review* and pleased when over 1,000 people attended our subsequent roadshow. We had events that explored the dataset in every state and territory.

The Agency's ability to influence the national agenda was further demonstrated when we brought the issue of workplace gender segregation into the spotlight. In August 2016, we launched new research on gender segregation at work and our *women's work / men's work* project, which profiled women and men in non-traditional fields with the aim of inspiring the next generation as they make career decisions. Both initiatives received widespread media coverage. At the end of 2016, we made a submission to and gave evidence at the newly-formed Senate Inquiry into Gender Segregation in the Workplace. The depth of the Agency's expertise was noted at this and the Senate Inquiry into Paid Parental Leave, at which we also gave evidence.

Over the year, our research partnerships produced groundbreaking reports increasing our understanding of workplace inequality in Australia. We released our second insight report with the Bankwest Curtin Economics Centre and partnered with the Diversity Council Australia and KPMG on a detailed analysis of causes of the national gender pay gap. The Agency was able to share its research findings more widely through speaking engagements, media coverage and social media activity, all of which increased substantially from the previous reporting period.

I was encouraged by the rise in the number of organisations we accredited as Employers of Choice for Gender Equality citation holders – up from 90 in 2015 to 106 in 2016. Their dedication to implementing best practice programs in their organisations is yet another sign that in many areas business is leading the way on this issue. We also expanded our engagement with our Pay Equity Ambassadors: a network of 113 chief executive officers and directors who are champions of pay equity and who are working with the Agency to drive change. National Australia Bank's successful development of a gender equality social impact bond demonstrates that investors are taking gender equality seriously.

We launched new research on gender segregation at work and our *women's work / men's work* project, which profiled women and men in non-traditional fields

However, significant work remains to be done. Our 2015–2016 dataset shows the full-time total gender pay gap has declined year-on-year but there is still a difference of \$26,853 between women's and men's remuneration. Similarly, the number of women being appointed or promoted to managerial roles is higher than their current representation at those levels – a result gleaned from reporting indicators introduced in 2016 for the first time. Yet the proportion of female managers in Australia continues to be too low.

As ever, I would like to recognise the expertise, enthusiasm and professionalism of the Agency's staff. This year, I was proud to present the Agency's first biennial report to the Minister for Employment on our progress. Clearly our efforts to improve gender equality at work are having a significant impact. I am confident that when the next report is due in two years' time, our mission to promote and improve gender equality at work will have advanced even further.



Libby Lyons
Director

Highlights

Broadening debate

Over the last year, the Agency has improved the public understanding of the causes and forms of gender inequality at work. The number of media mentions of the Agency increased by 32% and the number of speaking engagements we undertook increased by 44% to 89.

The heightened national attention on workplace gender segregation, in particular, was driven by our research and data. In 2016, we released a new report and campaign – *women's work / men's work* – to raise awareness among young women and men of this issue. We also made submissions and gave evidence to Senate inquiries into paid parental leave and gender segregation in the workplace.

Awareness of our online interactive Data Explorer increased with nearly 11,000 people using the resource in 2016–2017.

Building our networks

In 2016, we recognised 106 organisations as Employers of Choice for Gender Equality, a positive result indicating a growing commitment from employers to improving the experiences of women and men at work. A lunchtime launch of the citation holders proved extremely popular, with almost 200 attendees filling the Brisbane venue to capacity. Aurizon CEO Lance Hockridge provided a compelling keynote address.

In March 2017, National Australia Bank (NAB) announced the first social bond specifically to promote gender equality, based on the EOCGE citation. The NAB Social Bond (Gender Equality) allows institutional investors to finance organisations that are recognised leaders in gender equality.

Our network of Pay Equity Ambassadors expanded to 113 in the year reported. We partnered with Pay Equity Ambassadors John Mullen, David Thodey and mining company St Barbara to create a suite of videos emphasising the practical actions that can be taken to drive change in our workplaces.

Educating and supporting employers

We continued our partnership with the Bankwest Curtin Economics Centre, delivering the second of three reports analysing the Agency's data in detail. The report was released in March 2017 and, among other insights, it illustrated differences in pay outcomes in male and female dominated industries. We also partnered with KPMG and the Diversity Council Australia to deliver a landmark report identifying the causes of the national gender pay gap.

Our research team released new fact sheets on topics including international gender reporting schemes, the graduate labour market and unpaid care work. We also participated in 11 educational roundtables, including hosting seminars on recognising men as carers and attracting employees to non-traditional careers.

We also increased the assistance we provided to reporting organisations. In 2017, we simplified the layout and wording of the reporting questionnaire employers must complete online. We conducted 15 webinars on reporting with 1,578 attendees, including, for the first time, live demonstrations on how to use the online platform.

Agency activity

2016-17 reporting period

106

employers

WGEA Employer of
Choice for Gender Equality

4,621

reporting
organisations

Fourth full year of data
collected (2016-17)

1,578

participants

Online webinars

113

Ambassadors

Pay Equity Ambassadors

339,499

web site visits

Unique visits

89

nationwide

Speaking engagements

Snapshot of reporting organisations

As at 11 September 2017, 4,621 reports had been assessed as compliant for the 2016-17 reporting period. These employers represented 4,052,105 employees, approximately 40% of employees in Australia.

Table 1: Reporting organisations by industry

	Number of reporting organisations	Number of employees	% Women	% Men
Accommodation and Food Services	233	202,871	52.4	47.6
Administrative and Support Services	253	276,728	43.4	56.6
Agriculture, Forestry and Fishing	47	27,716	36.4	63.6
Arts and Recreation Services	100	87,645	49.8	50.2
Construction	202	121,141	16.9	83.1
Education and Training	512	408,027	63.4	36.6
Electricity, Gas, Water and Waste Services	47	42,387	24.5	75.5
Financial and Insurance Services	238	272,757	55.4	44.6
Health Care and Social Assistance	652	627,746	80.2	19.8
Information Media and Telecommunications	132	128,702	38.4	61.6
Manufacturing	613	338,569	26.4	73.6
Mining	135	136,545	16.1	83.9
Other Services	142	62,048	42.0	58.0
Professional, Scientific and Technical Services	513	276,852	39.6	60.4
Public Administration and Safety	17	22,721	21.2	78.8
Rental, Hiring and Real Estate Services	76	41,775	42.9	57.1
Retail Trade	294	666,328	58.2	41.8
Transport, Postal and Warehousing	186	195,557	26.4	73.6
Wholesale Trade	229	115,990	37.4	62.6
All reporting organisations	4,621	4,052,105	50.0	50.0

Table 2: Reporting organisations by size

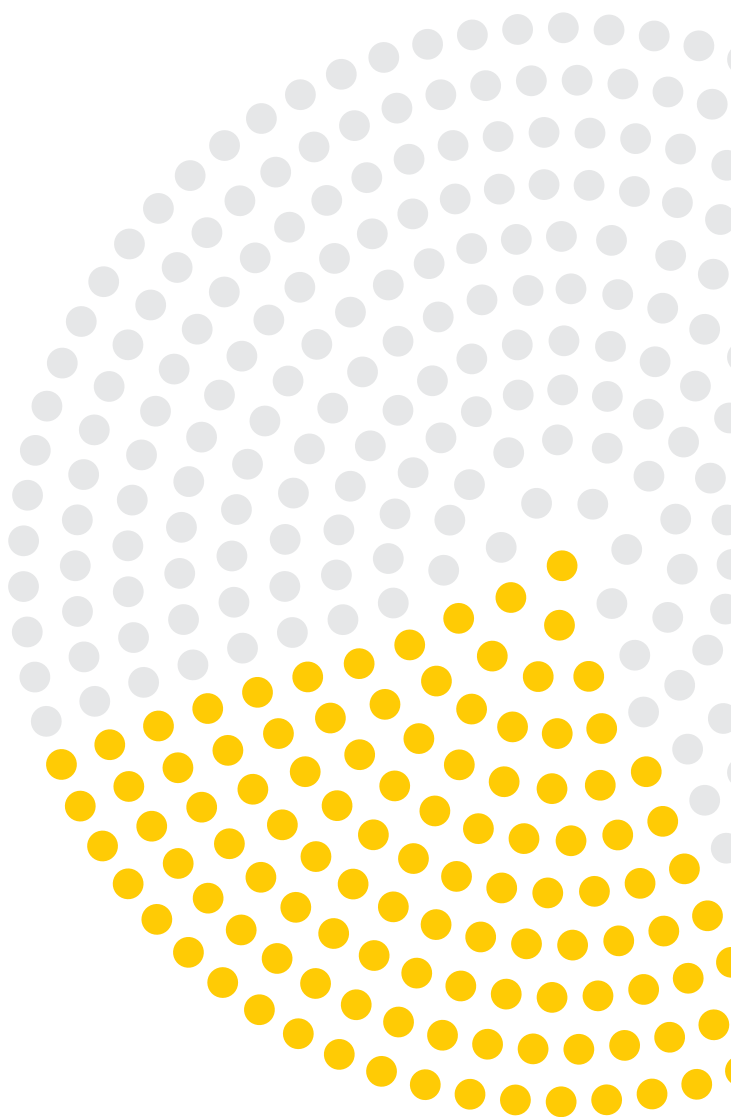
Organisation size	Number of reporting organisations
0-249	2,096
250-499	1,102
500-999	648
1000 - 4999	647
5000+	128
Total	4,621

Detailed statistics on the 2016-17 reporting period results are available at data.wgea.gov.au.

Agency overview

About the Agency

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About the Agency

Our purpose

The Workplace Gender Equality Agency is charged with promoting and improving gender equality in Australian workplaces, including through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data. It is established by the *Workplace Gender Equality Act 2012*.

Our vision

The Agency's vision is for women and men to be equally represented, valued and rewarded in the workplace.

Our strategic priorities

The Agency's strategic mission is to lead, influence and inspire change to promote gender equality in Australian workplaces utilising our world-leading dataset. The strategic priorities in the year ending 30 June 2017 were to:

- increase our impact and reach
- realise the potential of the data; and
- develop the team.

Our role and functions

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

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

Our objectives

In order to achieve its purpose/outcome, the Agency has the following objectives:

- promote, amongst employers, the elimination of discrimination on the basis of gender in relation to employment matters
- foster workplace consultation between employers and employees on issues concerning gender equality in employment and in the workplace
- improve the productivity and competitiveness of Australian business through the advancement of gender equality in employment and in the workplace
- remove barriers to the full and equal participation of women in the workforce.

The *Workplace Gender Equality Act 2012* requires non-public sector employers with 100 or more employees (relevant employers) to report to the Agency annually against standardised gender equality indicators (GEIs) by completion of a workplace profile and a reporting questionnaire.

The GEIs relate to areas that are critical to gender equality:

- GEI 1 – gender composition of the workforce
- GEI 2 – gender composition of governing bodies of relevant employers
- GEI 3 – equal remuneration between women and men
- GEI 4 – availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities
- GEI 5 – consultation with employees on issues concerning gender equality in the workplace
- GEI 6 – any other matters specified by the Minister – sex-based harassment and discrimination.

Organisational structure

The Director of the Workplace Gender Equality Agency has overall accountability for management of the Agency and is appointed by the Governor-General of Australia. Libby Lyons was appointed as Director of the Agency on 17 September 2015 and commenced a five-year term on 19 October 2015.

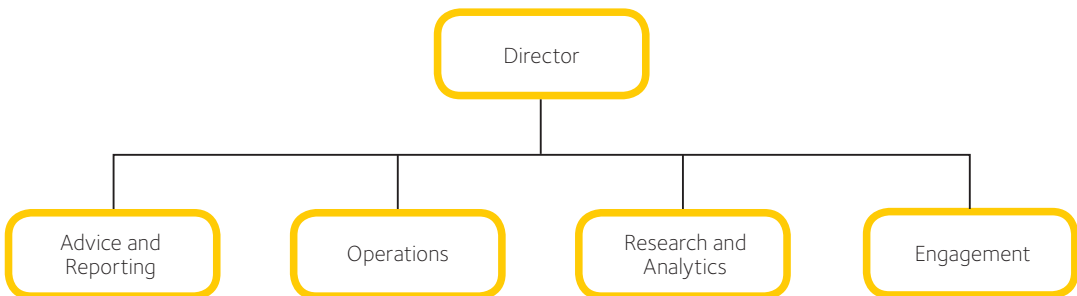
The Agency is divided into four business units:

- Advice and Reporting
- Operations
- Research and Analytics
- Engagement.

Workforce

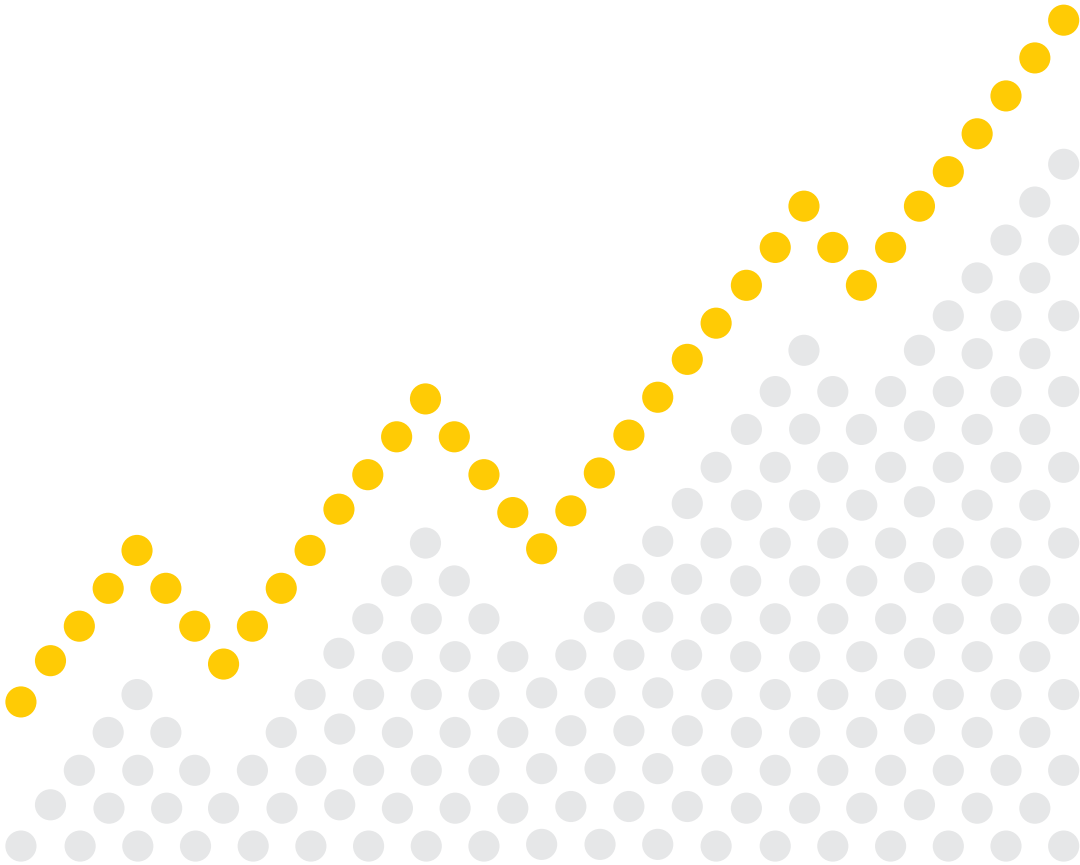
A breakdown of employees by ongoing and non-ongoing status, APS classification level, type of employment arrangement, salary range, performance pay and more information on the management of human resources is provided on pages 26–28.

Figure 1: Organisational structure of the Workplace Gender Equality Agency



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Annual Performance Statement 2016-17

Introductory statement

The Annual Performance Statement for the Workplace Gender Equality Agency (WGEA, the Agency) has been prepared in accordance with the requirements of section 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) for the 2016-17 financial year and accurately presents the Agency's performance in accordance with section 39(2) of the PGPA Act.

Entity purpose

The Workplace Gender Equality Agency is charged with promoting and improving gender equality in Australian workplaces, including through the provision of advice and assistance to employers and the assessment and measurement of workplace gender data.

Results

Performance Criterion

Increasing our impact and reach on gender equality issues through leveraging and development of our networks.

Target: Increase in speaking engagements and event participation from 62 in 2015-16.

Criterion Source

Workplace Gender Equality Agency 2016-17 Corporate Plan

Workplace Gender Equality Agency – Entity resources and plan performance 2016-17 (PBS)

Result Against Performance Criterion

Speaking engagements have increased 44% from 62 in 2015-16 to 89 in 2016-17.

Target exceeded.

Criterion Source

Workplace Gender Equality Agency 2016-17 Corporate Plan

Workplace Gender Equality Agency – Entity resources and plan performance 2016-17 (PBS)

Result Against Performance Criterion

- The ease of reporting was improved by the simplification of the secure logon procedure and the wording and layout of the reporting questionnaire. Other technical issues during the reporting period did not allow the full benefit of these improvements to be realised.

Target met

- The number of gender equality factsheets and insights papers on the Agency website has increased from 14 in 2015-16 to 20 in 2016-17.
- The Agency has submitted detailed submissions to three Senate Inquiries.

Target exceeded

Performance Criterion

Communicating effectively on gender equality matters by reviewing our channels and audience.

Target: Increase the number of media mentions of the Agency from 516 in 2015-16.

Target: Increase the number of industry roundtables the Agency has participated in from 6 in 2015-16.

Target: Increase the number of holders of the WGEA Employer of Choice for Gender Equality citation from 91 in 2015-16.

Target: Increase the number of enlisted Pay Equity Ambassadors from 103 in 2015-16.

Criterion Source

Workplace Gender Equality Agency 2016-17 Corporate Plan

Workplace Gender Equality Agency – Entity resources and plan performance 2016-17 (PBS)

Result Against Performance Criterion

- The number of media mentions of the Agency increased 32% from 516 in 2015-16 to 679 in 2016-17.
- The number of industry roundtables the Agency participated in increased 83% from 6 in 2015-16 to 11 in 2016-17.
- The number of holders of the WGEA Employer of Choice for Gender Equality citation increased 18% from 90 in 2015-16 to 106 in 2016-17.
- The number of enlisted Pay Equity Ambassadors increased 10% from 103 in 2015-16 to 113 in 2016-17.

Target exceeded.

Analysis of performance against purpose

The Workplace Gender Equality Agency has met or exceeded all performance criteria in the 2016-17 year.

With three years of data having now been released by the Agency and a fourth annual reporting period coming to a close, reporting on workplace gender equality issues is now established as a mainstream activity for Australian business. The Agency acknowledges that more can be done to streamline the collection processes and is working with partners in government and business to achieve this end.

Both the profile of the Agency and recognition of the value of our data continues to rise. Agency data and the Agency Director are frequently quoted in the media and Agency staff are invited to participate in a broad range of workshops, roundtables and fora. An increasing number of organisations that are not required to report to the Agency under the *Workplace Gender Equality Act 2012*, such as the public sector and small business, are seeking out Agency expertise, tools and resources.

The Agency continues to review and refine our communication channels and to develop our networks to ensure we link people with the information, resources and examples of good practice which will assist them to achieve positive gender equality outcomes in their workplaces.

Advocates, including the increasing number of Pay Equity Ambassadors and WGEA Employer of Choice for Gender Equality citation recipients, continue to amplify the public discourse on workplace gender equality and reinforce the business case for taking proactive steps in support of equal representation, recognition and reward of women and men.

Further discussion and statistics on key Agency activities aligned with our legislative mandate can be found on page 20-22.

Regulator Performance Framework

An assessment of the Agency's performance under the Regulator Performance Framework will be available on the WGEA website from 31 December 2017.

Financial Performance

The total appropriation for the Agency in 2016-17 was \$4,891,000.

Expenditure in 2016-17 increased by 3% from the previous year to \$5,950,538 due to an increase in employee benefits and depreciation costs.

Expenditure on suppliers was \$1,845,838 or 31% of the total appropriation, and included:

- IT and office equipment
- lease and other costs associated with premises
- contractors and consultants
- travel and training for staff
- subscriptions, printing and publications.

Expenditure on employee benefits was \$3,119,515 or 52% which represented an increase of 1% from last year and is attributable to salary increases in line with the Agency's enterprise agreement.

Table 3: Agency resource statement

	Actual available appropriation for 2016-17 \$'000	Payments made 2016-17 \$'000	Balance remaining 2016-17 \$'000
Ordinary annual services			
Departmental appropriation ⁽¹⁾	6,287	5,950	1,129
Total resourcing and payments	6,287	5,950	1,129
	2016-17	2015-16	
Average Staffing Level (number)	30	30	

⁽¹⁾ Appropriation Bill (No. 1) 2016-17, prior year departmental appropriation and section 74 receipts

Key Agency activities

The Agency undertook a range of activities in support of, and in alignment with, its legislative mandate.

Supporting employers to report

In 2016-17 relevant employers reported on the six gender equality indicators outlined in the *Workplace Gender Equality Act 2012*. The Agency continued its commitment to provide ongoing advice, education and support for employers regarding reporting.

The Agency conducted 15 webinars including live demonstrations of the online reporting system to help companies with their annual compliance reports. This proved a popular and effective way of supporting employers to report. 1,578 people participated in online reporting webinars. This meant we had greater reach than has previously been achieved with face-to-face reporting workshops. The Agency also provided tailored telephone advice and support to employers.

Improving ease of reporting remains a high priority for the Agency. In 2017, improvements were made to the format of the reporting questionnaire, including simplifying the wording and layout.

Opening access to our knowledge

The Agency's website and publications continue to be a trusted source of gender equality statistics, research and resources. The 2016-17 financial year saw an increase in the number of people accessing our website, downloading resources, following us on social media and using the Data Explorer.

The number of unique visitors to wgea.gov.au increased 22.5% on the previous year and the number of people accessing our resources grew. The downloads of the Gender Pay Gap Calculator alone increased by 105% from the previous financial year to more than 2,500 unique downloads in 2016-17. There was also a 23% increase in the number of unique downloads of the organisation's public reports from the site.

In conjunction with a substantial increase in speaking engagements undertaken by Agency staff, our social media presence expanded significantly. In 2016-17, our Facebook followers increased to 2,989 and our Twitter followers rose to 4,955.

Building evidence through data

The Agency is committed to making the data it collects as accessible, useful and usable as possible, subject to relevant legislation. In November 2016, the Agency released the third comprehensive set of workplace data, with events held across the country in partnership with the Committee for Economic Development of Australia (CEDA).

The Agency's online interactive Data Explorer featured new data in 2016-17 and attracted nearly 11,000 users between 1 July 2016 and 30 June 2017, an increase of over 20%. The Agency's data is also accessible through data.gov.au.

The Agency continued its partnership with the Bankwest Curtin Economics Centre to deliver the second in a series of three reports providing a detailed analysis of the Agency's data. A co-branded report *Gender Equity Insights 2017: Inside Australia's Gender Pay Gap* was released in March 2017, showing differences in pay outcomes in male- and female-dominated industries, pay gaps for part-time and casual employees, the impact of pay gaps on career earnings and pay outcomes for graduates.

The data collected from employers was fed into customised and confidential Competitor Analysis Benchmark Reports and distributed to compliant reporting organisations, with one in four eligible organisations accessing their reports.

In November 2016, an independent review of the Agency's data governance and data management practices was conducted. The review found the Agency has sound data management practices supported by highly professional staff who are committed to data integrity. The Agency is committed to continually improving its data management practices to ensure that they reflect industry best practice.

The Agency continued to contribute to a range of other research activities across academic and government institutions and is an active participant on many government and non-government advisory committees.

Supporting employers to report

Reporting webinar participants	1,578
Views of reporting webinars on YouTube	607
Downloads of reporting-related resources	20,746

Building evidence through data

Employees covered by the 2016-17 dataset	4,052,105
Users of the online Data Explorer	10,896
Reporting organisations that received Competitor Analysis Benchmark Reports in November 2016	4,697

Expanding our education outreach

Online education resources	72+
Downloads of pay equity resources	3,909
Downloads of gender pay gap statistics fact sheet	12,407
Unique website visits	339,499

Generating national debate

Public speaking events by Agency staff	89
Increase in Facebook 'likes'	72%
Increase in Twitter followers	42%
Media mentions	679

Recognising leading practice

WGEA Employer of Choice for Gender Equality citation holders	106
Pay Equity Ambassadors	113
Pay Equity Official Supporters	27

Expanding our educational reach

The Agency helps promote gender equality through practical educational materials, case studies, research and news with the Agency's website acting as an information hub.

The Agency's comprehensive suite of educational resources and research fact sheets to support employers and promote public understanding of workplace gender equality issues has continued to expand. There are more than 70 educational tools and resources available on the Agency's website, as at 30 June 2017. These include written toolkits, data collection spreadsheets, videos and recorded webinars. They cover support for reporting, pay equity, flexibility, building a gender equality strategy and applying for the WGEA Employer of Choice for Gender Equality citation.

Raising national awareness

The Agency generated significant coverage and commentary about gender equality during 2016-17. The launch of our third full year of reporting data attracted extensive media attention, including articles in every major Australian newspaper. Over a thousand people attended events staged at the National Press Club in Canberra and CEDA luncheons covering all states and territories.

Our campaigns around Equal Pay Day, International Women's Day and reports launched in collaboration with the Bankwest Curtin Economics Centre, Diversity Council Australia and KPMG also contributed to increased media coverage of gender equality issues and the Agency's world-leading dataset.

Agency submissions to Senate inquiries on the gender pay gap and the impact of gender segregation were highly influential in shaping the inquiry reports and providing a rigorous evidence base for policy-making.

Our *women's work / men's work* campaign profiled six women and men working in non-traditional careers – including men in childcare and women in IT – and reached out to a new generation of Australians making decisions about their future careers. It highlighted the stubborn challenge of gender segregation across Australia's workforce and the role it plays in unequal pay outcomes for women and men.

Building networks of best practice employers

The Agency actively develops networks of leading practice employers to spread awareness of gender equality issues and solutions throughout the business sector.

In December 2016, the Agency announced the list of successful applicants for its flagship recognition program: the WGEA Employer of Choice for Gender Equality (EOCGE) citation. The number of citation holders increased from 90 to 106, reflecting a growing desire in the business sector to be recognised as a best practice employer in this area. Citation holders were celebrated at a lunch event in Brisbane which was co-hosted with the American Chamber of Commerce in Australia.

In March 2017, National Australia Bank (NAB) announced the first social bond specifically to promote gender equality, based on the EOCGE citation. The NAB Social Bond (Gender Equality) allows institutional investors to finance organisations that are recognised leaders in gender equality.

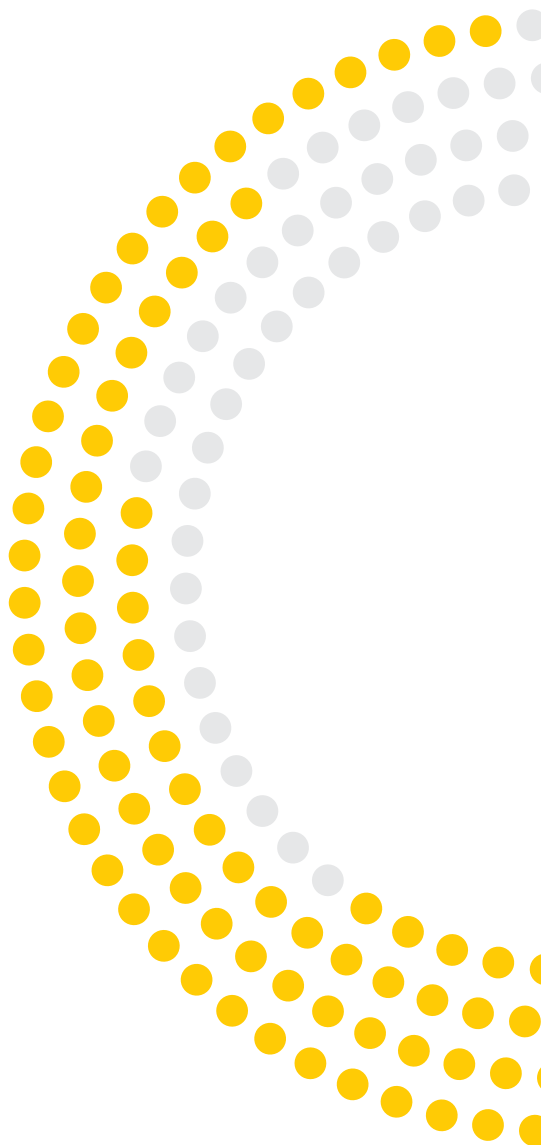
Throughout the year, we expanded our engagement with our Pay Equity Ambassadors: a network of 113 chief executive officers and directors who have committed to pay equity and working with the Agency to drive change. We hosted six CEO roundtables and public leadership forums in which our Ambassadors spoke publicly on the business case for equality and outlined successful strategies based on their experience in leading diversity initiatives. We created a set of video case studies with Ambassadors David Thodey, John Mullen and mining company St Barbara.

On Equal Pay Day (8 September 2016), our network of Ambassadors posted items on social media in support of our campaign to educate the public and business community on the need for change. #EqualPayDay was the fourth highest trending hashtag on Twitter in Australia that day.

EOCGE recipients are listed at Appendix 2 and Pay Equity Ambassadors at Appendix 3.

Management & accountability

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Management and accountability

Corporate governance

During the 2016-17 year, the Agency operated under the *Public Governance, Performance and Accountability Act 2013*. The Director is the accountable authority of the Agency.

The Agency's Corporate Governance Framework ensures that the Workplace Gender Equality Agency achieves its objectives, manages risks and uses resources responsibly and with accountability. The framework aligns legislative requirements with other Australian Public Service and internal policy requirements and promotes a level of governance and oversight commensurate with risk.

The Executive management of the Agency is active in the implementation of the framework including but not limited to strategic planning, policy development, review of controls and participation in project steering committees.

Executive management

As at 30 June 2017, the Executive was comprised of four Executive Manager positions reporting to the Director.

- **Advice and Reporting Executive Manager**
Vanessa Paterson
- **Operations Executive Manager**
Julienne Clifford
- **Research and Analytics Executive Manager**
Carla Harris (on leave)
Andrew McMahon (relieving)
- **Engagement Executive Manager**
Jackie Woods

Fraud control and risk management

During the financial year 2016-17, the Agency did not identify any fraud. The Fraud Control Plan is part of the Agency's induction program and Fraud Awareness training is undertaken by all staff annually. The Agency's Risk Management Policy, Fraud Control Plan, Business Continuity Plan and associated Risk Registers are reviewed regularly with oversight by the Audit Committee. 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.

The Agency integrates risk management into business planning and project management and incorporates the identification of risks and risk treatments into strategic planning. Managers undertake refresher training in Risk Management annually and all other Agency staff biennially. Risk management is a standing item at our fortnightly Executive meetings.

External scrutiny

The Agency is subject to an annual statutory audit performed by the Australian National Audit Office. The outcomes of the 2016-17 audit were presented to the Audit Committee. The committee is chaired by an external member.

The members of the Audit Committee are:

- Heather Watson (Chair)
- Sean Van Gorp
- Vanessa Paterson.

The role and responsibilities of the Audit Committee are set out in its Charter. The Committee provides independent assurance and assistance to the Director on the Agency's governance framework and its financial statement responsibilities.

There have been no significant developments in external scrutiny of the Workplace Gender Equality Agency during 2016-17.

Human resources management

Assessment of effectiveness

The Agency has operated successfully under its organisational and staffing structure. The Agency continued to review and revise its people management policies as well as procedures, systems and documentation to reflect contemporary better practice in support of the Agency's strategic priorities.

Work is continuing in the Agency to create a flexible and agile workforce through cross-Agency project team work and the introduction of a flat management structure. The Agency is reviewing current capability levels, identifying existing and required skill sets and developing a strategy and implementation plan to address skills required for the future.

Information on enterprise bargaining

The Agency's Enterprise Bargaining Agreement was approved and commenced on 29 December 2015 and has a nominal expiry date of 21 December 2018.

Employees will receive four wage increases in all over the three-year duration of the Agency Enterprise Agreement. The first increase of 1.5% took effect on 29 December 2015. The second increase of 1% took effect on 1 March 2016. The third increase of 1% took effect 1 March 2017 and the fourth increase of 1.5% will take effect on 1 March 2018.

The number of employees covered by the Agency Enterprise Agreement and the salary ranges available for APS employees by classification structure are outlined in Table 8.

Superannuation

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

Non-salary benefits

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

- access to salary packaging for a vehicle or laptop
- salary packaging of supplementary superannuation contributions.

Flexible work practices

The Agency helps employees balance their work and personal lives by offering remote working arrangements, changed patterns of hours, flex-time, part-time work, and providing purchased leave, access to two paid volunteer days per year and other arrangements. Flexibility is vital to improving workplace gender equality and the Agency leads by example. The vast majority of staff (83%) take up flexible working arrangements including the Executive.

Capability development

The Agency promotes and supports the development of its workforce to ensure the Agency has the capability to respond to the challenges of the changing workplace and deliver the Agency's strategic priorities.

In 2016-17, a total of \$65,205 was spent on training and development activities to develop the capability of our workforce.

Development opportunities and upgrading of skills were provided through extension projects, formal training, temporary transfers to higher duties and short term transfers to other teams. The Agency encouraged employees to attend conferences, seminars and other events, in addition to structured external training. Employees were able to access a suite of e-learning courses with in-house seminars held for all staff to promote discussion and enhance understanding of issues impacting on gender equality in the workplace.

All employees received targeted training and development, including courses on project management, organisational and management skills, presentation and influencing skills, business intelligence software skills and legislative obligations, ensuring we provide accurate information, advice and education on reporting compliance matters and gender equality initiatives.

The Agency also continues to support formal study through its Study Assistance Policy with four employees undertaking formal accredited courses.

Staffing and remuneration

The following tables provide a comparison of the Agency's ongoing and non-ongoing staffing profile as at 30 June 2017 and 30 June 2016. All staff are located in Sydney.

Table 4: Ongoing staff as at 30 June 2017

Band	F/T	P/T	Men	Women	Indigenous	Culturally and linguistically diverse	People with a disability
PEO	1	0	0	1	0	0	0
EL 1 and 2	8	1	1	8	0	0	1
APS Level 5 and 6	8	5	2	11	0	3	0
APS Level 2 to 4	1	1	0	2	0	1	0
APS Level 1	0	0	0	0	0	0	0
Total	18	7	3	22	0	4	1

Note: Includes ongoing staff on parental leave.

Table 5: Non-ongoing staff as at 30 June 2017

Band	F/T	P/T	Men	Women	Indigenous	Culturally and linguistically diverse	People with a disability
PEO	0	0	0	0	0	0	0
EL 1 and 2	1	0	0	1	0	1	0
APS Level 5 and 6	1	1	0	2	0	0	0
APS Level 2 to 4	2	0	0	2	0	1	0
APS Level 1	0	0	0	0	0	0	0
Total	4	1	0	5	0	2	0

Table 6: Ongoing staff as at 30 June 2016

Band	F/T	P/T	Men	Women	Indigenous	Culturally and linguistically diverse	People with a disability
PEO	1	0	0	1	0	0	0
EL 1 and 2	6	3	2	7	0	0	1
APS Level 5 and 6	9	4	2	11	0	3	0
APS Level 2 to 4	1	1	0	2	0	1	0
APS Level 1	0	0	0	0	0	0	0
Total	17	8	4	21	0	4	1

Note: Includes ongoing staff on parental leave.

Table 7: Non-ongoing staff as at 30 June 2016

Band	F/T	P/T	Men	Women	Indigenous	Culturally and linguistically diverse	People with a disability
PEO	0	0	0	0	0	0	0
EL 1 and 2	1	1	0	2	0	0	0
APS Level 5 and 6	2	1	1	2	0	1	0
APS Level 2 to 4	0	0	0	0	0	0	0
APS Level 1	0	0	0	0	0	0	0
Total	3	2	1	4	0	1	0

Table 8: Number of staff by APS classification level, type of employment arrangement and salary range

Band	Employee covered	Type of employment arrangement	Lower salary (\$)	Upper salary (\$)
PEO				Not applicable
EL 2	5	Collective agreement	\$117,206	\$133,518
EL 1	5	Collective agreement	\$100,634	\$110,810
APS Level 6	11	Collective agreement	\$77,808	\$92,000
APS Level 5	4	Collective agreement	\$72,210	\$76,513
APS Level 4	1	Collective agreement	\$64,445	\$69,947
APS Level 3	3	Collective agreement	\$58,237	\$62,808
APS Level 2	0	Collective agreement	\$51,173	\$56,399
APS Level 1	0	Collective agreement	\$45,293	\$49,795
Total	29			

Key:

PEO: Principal Executive Officer. Not covered by Enterprise Agreement or Individual Industrial Agreement.

EL 1 and 2: Executive Level 1 and 2

APS 1–6: Australian Public Service Levels 1 to 6

Performance pay

Eligible employees who have reached the top of their salary band may receive a bonus payment of 1.5% if they achieve a performance rating of fully effective or above. Table 9 outlines performance payment information for the 2016 performance cycle.

Table 9: Performance payments to staff during FY 16-17

Band	Number of staff who received performance pay	Aggregate of actual payments	Range of payments	Average bonus payment
EL2	4	\$8,016	\$1,073 - \$2,670	\$2,004
EL1	3	\$5,846	\$1,772 - \$2,171	\$1,948
APS Level 6	10	\$13,516	\$588 - \$1,777	\$1,351
APS Level 5	3	\$4,590	\$1,530 - \$1,530	\$1,530
APS Level 4- Level 1	2	\$2,480	\$1,224 - \$1,253	\$1,240
All staff	22	\$34,449		

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 has been overtaken by the National Disability Strategy 2010-2020, which sets out a ten-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high level two-yearly report will track progress against each of the six outcome areas of the Strategy and present a picture of how people with disability are faring. The first report is available at www.dss.gov.au.

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

WH&S issues are discussed at Executive staff meetings and the Agency has a health and safety representative. All staff are required to undertake an annual refresher e-learning module on workplace health and safety.

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

The Agency has purchased additional sit-to-stand workstations to support a sit-to-stand work solution in the workplace, maintained a flu vaccination program for all staff and, to help support a healthy workplace, implemented training in resilience and mindfulness for all staff and trained staff as mental health first aid officers.

Incidents

During the year, the Agency had no incidents or dangerous occurrences arising from the conduct of its undertakings for which it was 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 2016-17 financial year.

Other mandatory information

Purchasing

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

The Agency publishes planned procurements on AusTender in accordance with the requirements of the Commonwealth Procurement Rules. AusTender is regularly updated with a record of all procurements in excess of \$10,000.

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

Consultants

The Agency adheres to the Commonwealth Procurement Rules and the Accountable Authority Instructions when engaging consultants and entering into contractual arrangements.

During the 2016-17 financial year, the Agency entered into 10 new consultancy contracts involving a total expenditure of \$177,215.

Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.

Support of small business

The Agency supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website.

The Agency has not initiated any significant approaches to the market in 2016-17. However, the Agency ensures SMEs are included in the mix of organisations requested to provide quotes for provision of specific goods and services below the relevant procurement threshold. Procurement and contracting processes are frequently reviewed for clarity and ease of engagement. Providers of goods and services are promptly paid.

Compliance

There were no significant issues of non-compliance with Finance law during 2016-17 and therefore no report was made to the Minister under paragraph 19(1)(e) of the PGPA Act.

Advertising and market research

The Agency made no payments to advertising or market research organisations in 2016-17 which required disclosure under section 311A of the *Commonwealth Electoral Act 1918*.

Ethical standards

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

Information Publication Scheme

Entities subject to the *Freedom of Information Act 1982* (FOI Act) are required to publish information to the public as part of the Information Publication Scheme (IPS). This requirement is in Part II of the FOI Act and has replaced the former requirement to publish a section 8 statement in an annual report. Each agency must display on its website a plan showing what information it publishes in accordance with IPS requirements www.wgea.gov.au.

No requests for information under the FOI Act were made to the Agency in 2016-17.

Ecologically sustainable development and environmental performance

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

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

The Operations team has embedded the following initiatives to minimise the Agency's environmental impacts:

- non-essential lighting and appliances are turned off and sensor devices and timers are used to minimise electricity consumption throughout the office
- the Agency uses water-saving facilities to help minimise water consumption
- all office equipment conforms to environmental standards and the Agency uses information technology that abides by strict ecologically sustainable development guidelines
- all printers are defaulted to print on both sides of the paper. Printer ink cartridges and toners are recycled
- the Agency reduces waste generation by recycling paper, cardboard, glass, plastics and metals and through the adoption of a paperless meeting initiative.

The Agency is a tenant in a non-Commonwealth-owned building, which has a National Australian Built Environment Rating System (NABERS) energy rating of 4.5 and a NABERS water rating of 3.5.

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INDEPENDENT AUDITOR'S REPORT

To the Minister for Employment

Opinion

In my opinion, the financial statements of the Workplace Gender Equality Agency for the year ended 30 June 2017:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements and the Public Governance, Performance and Accountability (Financial Reporting) Rule 2015; and
- (b) present fairly the financial position of the Workplace Gender Equality Agency as at 30 June 2017 and its financial performance and cash flows for the year then ended.

The financial statements of the Workplace Gender Equality Agency, which I have audited, comprise the following statements as at 30 June 2017 and for the year then ended:

- Statement by the Director and Operations Executive Manager;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement; and
- Notes to the financial statements, comprising significant accounting policies and other explanatory information.

Basis for Opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am independent of the Workplace Gender Equality Agency in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants to the extent that they are not in conflict with the Auditor-General Act 1997 (the Code). I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Accountable Authority's Responsibility for the Financial Statements

As the Accountable Authority of the Workplace Gender Equality Agency the Director is responsible under the Public Governance, Performance and Accountability Act 2013 for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under that Act. The Director is also responsible for such internal control as the Director determines is necessary to enable the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Director is responsible for assessing the Workplace Gender Equality Agency's ability to continue as a going concern, taking into account whether the entity's operations will cease as a result of an administrative restructure or for any other reason. The Director is also responsible for disclosing matters related to going concern as applicable and using the going concern basis of accounting unless the assessment indicates that it is not appropriate.

Auditor's Responsibilities for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted

in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit 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 entity's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Muhammad Qureshi
Acting Executive Director

Delegate of the Auditor-General

Canberra
13 September 2017

Statement by the Director and Operations Executive Manager

In our opinion, the attached financial statements for the year ended 30 June 2017 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Workplace Gender Equality Agency will be able to pay its debts as and when they fall due.



Libby Lyons

Director
13 September 2017



Julienne Clifford

Operations Executive Manager
13 September 2017

Financial Statements

Workplace Gender Equality Agency Statement of Comprehensive Income

for the year ended 30 June 2017

	Notes	2017 (\$)	2016 (\$)	Original Budget (\$)
NET COST OF SERVICES				
Expenses				
Employee benefits	3A	3,119,515	3,096,293	3,484,000
Suppliers	3B	1,845,838	1,890,001	1,530,000
Depreciation and amortisation	3C	985,184	759,750	568,000
Finance costs - unwinding of discount		-	11,201	10,000
Total expenses		5,950,538	5,757,245	5,592,000
OWN-SOURCE INCOME				
Own-source revenue				
Rendering of services	4A	66,550	82,961	100,000
Other revenue	4B	54,100	81,860	33,000
Total own-source income		120,650	164,821	133,000
Loss on disposal	4D	122	-	-
		122	-	-
Net cost of services		5,830,009	5,592,424	5,459,000
Revenue from Government	4C	4,891,000	4,935,000	4,891,000
Total comprehensive loss	3C	(939,009)	(657,424)	(568,000)

Budget variances

Variances are considered to be 'major' when the difference is greater than 10% or more than \$50,000 or a lesser amount if pertinent to the understanding of the financial statements.

1. Employee benefits and Suppliers - the underspend in Employee benefits due to staff turnover released further funds to spend on priority items and to engage service providers to undertake work which would otherwise have been done by employees.
2. Depreciation and amortisation - original budget was insufficient for amount of non-financial assets.
3. Rendering of services - this item varies with the number of Employer of Choice for Gender Equality citation applicants and the level of in-kind support received by the Agency.

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

Financial Statements (continued)

Workplace Gender Equality Statement of Financial Position

as at 30 June 2017

	Notes	2017 (\$)	2016 (\$)	Original Budget (\$)
ASSETS				
Financial assets				
Cash and cash equivalents	6A	217,060	419,977	216,000
Trade and other receivables	6B	942,958	704,968	766,000
Total financial assets		1,160,018	1,124,945	982,000
Non-financial assets				
Leasehold improvements	7	88,234	315,751	232,000
Plant and equipment	7	92,991	180,434	46,000
Intangibles	7	1,276,822	1,754,335	1,722,000
Other non-financial assets - prepayments		6,344	3,088	7,000
Total non-financial assets		1,464,391	2,253,608	2,007,000
Total assets		2,624,409	3,378,553	2,989,000
LIABILITIES				
Payables				
Suppliers	8A	273,083	277,554	5,000
Other payables	8B	46,499	66,907	600,000
Total payables		319,582	344,461	605,000
Provisions				
Employee provisions	9A	542,997	527,253	524,000
Provision for restoration obligation	9B	412,375	412,375	77,000
Total provisions		955,372	939,628	601,000
Total liabilities		1,274,954	1,284,089	1,206,000
Net assets		1,349,455	2,094,464	1,783,000
EQUITY				
Contributed equity		4,050,000	3,856,000	4,050,000
Accumulated deficit		(2,700,545)	(1,761,536)	(2,267,000)
Total equity		1,349,455	2,094,464	1,783,000

Budget variances

Variances are considered to be 'major' when the difference is greater than 10% or more than \$50,000 or a lesser amount if pertinent to the understanding of the financial statements.

1. Trade and other receivables - comprised mainly of unspent appropriations.
2. Intangibles - software development achieved was less than originally planned and depreciation was more than allowed for in original budget.
3. Suppliers - several large supplier invoices were not received until after year end.
4. Other payables and Provision for restoration obligation - the makegood provision was classified as a payable in the Budget.

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

Workplace Gender Equality Agency Statement of Changes in Equity

as at 30 June 2017

	2017 (\$)	2016 (\$)	Original Budget (\$)
CONTRIBUTED EQUITY			
Opening balance	3,856,000	3,659,000	3,856,000
Departmental capital budget	194,000	197,000	194,000
Departmental capital budget	194,000	197,000	194,000
Closing balance as at 30 June	4,050,000	3,856,000	4,050,000
RETAINED EARNINGS			
Opening balance	(1,761,536)	(1,104,112)	(1,699,000)
Comprehensive income			
Deficit for the period	(939,009)	(657,424)	(568,000)
Total comprehensive income	(939,009)	(657,424)	(568,000)
Closing balance as at 30 June	(2,700,545)	(1,761,536)	(2,267,000)
Closing balance as at 30 June	1,349,455	2,094,464	1,783,000

Budget variances

There were no major budget variances.

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

Financial Statements (continued)

Workplace Gender Equality Agency Cash Flow Statement

for the year ended 30 June 2017

	Notes	2017 (\$)	2016 (\$)	Original Budget (\$)
OPERATING ACTIVITIES				
Cash received				
Appropriations		4,639,425	5,032,575	4,695,000
Section 74		121,753	-	-
Sales of goods and rendering of services		73,051	77,254	100,000
Net GST received		167,899	143,029	-
Other		36,356	70,498	-
Total cash received		5,038,484	5,323,356	4,795,000
Cash used				
Employees		3,107,769	3,168,315	3,483,000
Suppliers		2,013,064	1,956,493	1,311,000
Section 74 receipts transferred to the OPA		121,753	-	1,000
Total cash used		5,242,586	5,124,808	4,795,000
Net cash from operating activities	10	(204,101)	198,548	-
INVESTING ACTIVITIES				
Cash used				
Purchase of plant and equipment		11,254	25,906	-
Purchase of intangibles		181,577	165,827	194,000
Total cash used		192,831	191,733	194,000
Net cash (used) by investing activities		(192,831)	(191,733)	(194,000)
FINANCING ACTIVITIES				
Cash received				
Departmental Capital Budget		194,017	196,983	194,000
		194,017	196,983	194,000
Net cash from financing activities		194,017	196,983	194,000
Net increase in cash held		(202,917)	203,798	-
Cash and cash equivalents at the beginning of the reporting period		419,977	216,179	216,000
Cash and cash equivalents at the end of the reporting period	6A	217,060	419,977	216,000

Budget variances

Variances are considered to be 'major' when the difference is greater than 10% or more than \$50,000 or a lesser amount if pertinent to the understanding of the financial statements.

1. Appropriations - reflects underspend.
2. Net GST received - not included in budget.
3. Section 74 receipts and expenses - not included in budget.
4. Employees and Suppliers - reflects the variance in the Statement of Comprehensive Income.

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

Notes to the Financial Statements

Note 1: Overview

1.1 Objectives of the Workplace Gender

Equality Agency

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

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

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

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

1.2 Basis of Preparation of the Financial Statements

The financial statements are general purpose financial statements and are required by Section 42 of the *Public Governance, Performance and Accountability Act 2013*.

The financial statements have been prepared in accordance with:

- a) *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015* (FRR) for reporting periods ending on or after 1 July 2015; and
- b) Australian Accounting Standards - Reduced Disclosure Requirements and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

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

The financial statements are presented in Australian dollars and values are rounded to the nearest dollar.

1.3 Significant Accounting Judgments and Estimates

In the process of applying the accounting policies listed in this note, the WGEA has not identified accounting assumptions or estimates that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next reporting period.

1.4 New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

The WGEA has applied AASB 124 Related Party Disclosures - The Australian Accounting Standards Board has extended the scope of Australian Accounting Standard AASB 124 Related Party Disclosures to include not-for-profit public sector entities. All public sector entities are required to disclose related party transactions and outstanding balances in their annual financial statements. For not-for-profit public sector entities, these requirements apply from the annual reporting period beginning 1 July 2016.

Future Australian Accounting Standard Requirements

The WGEA will apply AASB 16 Leases from 2019-20. The standard will require the net present value of payments under most operating leases to be recognised as assets and liabilities. An initial assessment indicates that the implementation of the standard may have a substantial impact on the financial statements. However, the WGEA is yet to undertake a detailed review.

The WGEA will apply AASB 15 Revenue from Contracts with Customers from 2019-20. The standard requires revenue from such contracts to be recognised as the entity transfers goods and services to the customer. A detailed assessment is yet to be undertaken, however, based on a preliminary assessment, the standard is not expected to have a material impact on the transactions and balances recognised in the financial statements.

AASB 1058 Income of Not-for-Profit Entities will apply from 2019-20. The requirements of AASB 1058 more closely reflect the economic reality of NFP entity transactions that are not contracts with customers (as defined in AASB 15). The timing of income recognition depends on whether such a transaction gives rise to liability or other performance obligation (a promise to transfer a good or service), or a contribution by

Notes to the Financial Statements (continued)

owners, related to an asset (such as cash or another asset) received by an entity. An initial assessment indicates that the effect of the standard will not have a material impact on the financial statements.

AASB 9 Financial Instruments will apply from 2018-19. Financial assets and liabilities are currently carried at the present value of expected future cash flows based upon the incurred loss model. There is minimal exposure to credit risk and an initial assessment indicates that the effect of the standard and move to the expected loss model will not have a material impact on the financial statements.

1.5 Contingent Liabilities and Contingent Assets

Contingent liabilities and contingent assets are not recognised in the statement of financial position 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.

The WGEA had no contingent assets and liabilities (2016: nil).

1.6 Taxation

The WGEA 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.

1.7 Comparative changes

Where required by accounting standards comparative figures have been adjusted to conform with changes to presentation for the current financial year. Expenses disclosed in note 3 were reviewed and reclassified where appropriate to better represent the nature of expenditure.

Note 2: Events After the Reporting Period

There are no events after the reporting period which require disclosure.

Note 3: Expenses

Note 3A: Employee Benefits	2017 (\$)	2016 (\$)
Wages and salaries	2,446,642	2,386,522
Superannuation:		
Defined contribution plans	319,504	296,621
Defined benefit plans	106,501	98,874
Leave and other entitlements	239,308	265,144
Other employee expenses	7,561	49,132
Total employee benefits	3,119,515	3,096,293

Refer to note 9A for accounting policies related to Employee Benefits

Note 3B: Suppliers	2017 (\$)	2016 (\$)
Goods and services		
Consultants and contractors	199,215	128,139
IT and office equipment	649,446	791,015
Travel related	118,525	80,520
Printing, stationery and publications	74,158	83,969
Minimum operating lease payments	379,544	379,544
Other Building related cost	218,371	189,348
Workers Compensation Expenses	10,563	9,087
Audit, legal, subscription, training and insurance	135,650	137,684
Other	60,366	90,695
Total goods and services	1,845,838	1,890,001
Goods and services are made up of:		
Provision of goods	129,020	151,111
Rendering of services	1,326,710	1,350,259
Total goods and services	1,455,730	1,501,370
Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:		
Within 1 year	233,119	453,575
Between 1 to 5 years	-	233,119
Total operating lease commitments	233,119	686,694

Notes to the Financial Statements (continued)

Note 3: Expenses (continued)

Leasing commitments

Lease payments are subject to an increase of 4% per annum as per the lease agreement which is for a 5 year term with no option to extend and will expire in December 2017.

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

Note 3C: Depreciation and Amortisation	2017 (\$)	2016 (\$)
Depreciation:		
Leasehold improvements	227,518	222,264
Plant and equipment	98,575	95,769
Total depreciation	326,092	318,033
Amortisation:		
Intangibles	659,092	441,717
Total depreciation and amortisation	985,184	759,750

From 2010-11, the Government introduced net cash appropriation arrangements where revenue appropriations for the depreciation/amortisation expenses ceased. Entities receive a separate capital budget provided through equity appropriations.

In 2016-17, the comprehensive income loss of \$939,009 is an accounting loss resulting from unfunded depreciation. WGEA has a surplus of \$46,175 after adding back the depreciation of \$985,184.

Note 4: Income

Note 4A: Rendering of Services

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.

Note 4B: Other Revenue	2017 (\$)	2016 (\$)
Resources received free of charge		
Related entities - Auditor's remuneration	37,000	30,000
Related entities - transfer of office equipment	-	47,060
External entities - in-kind support	17,100	4,800
Total other gains	54,100	81,860

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

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.

Note 4C: Revenue from Government	2017 (\$)	2016 (\$)
Appropriations:		
Departmental appropriation	4,891,000	4,935,000
Total revenue from Government	4,891,000	4,935,000

Amounts appropriated for departmental outputs for the year (adjusted to reflect formal additions, reductions and restructures) are recognised as revenue from government when the Agency gains control of the appropriation.

Appropriations receivable are recognised at their nominal amounts (note 6B refers).

Amounts appropriated which are designated as equity injections (less any formal reductions) and the departmental capital budget are recognised directly in contributed equity in that year (statement of changes in equity refers).

Note 4D: Loss on disposal

Loss on disposal - The dishwasher was broken and not repairable.

Notes to the Financial Statements (continued)

Note 5: Fair Value Measurement

The following tables provide an analysis of assets and liabilities that are measured at fair value. The different levels of the fair value hierarchy are defined below. The Agency deems transfers between levels of the fair value hierarchy to have occurred at the end of the reporting period.

Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Unobservable inputs for the asset or liability.

Note 5: Fair Value Measurements, Valuation Techniques and Inputs Used

	Fair value measurements at the end of the reporting period			Valuation techniques ¹
	2017 (\$)	2016 (\$)	Category (Level 1, 2 or 3)	
Non-financial assets:				
Leasehold improvements	88,235	315,752	Level 3	Depreciated replacement cost
Plant and equipment	92,991	180,434	Level 3	Depreciated replacement cost
Total non-financial assets	181,226	496,186		

¹ All non-financial assets were measured at fair value in the statement of financial position.

The highest and best use of all non-financial assets are the same as their current use. There has been no change in valuation technique during the year. Management has used current replacement cost which reflects depreciated cost price on the basis that leasehold improvements and plant and equipment is less than four years old. Depreciation is calculated using standard rates.

A review is undertaken by management at least yearly. There were no transfers between different levels.

Note 6: Cash and Cash Equivalents

Note 6A: Cash and Cash Equivalents	2017 (\$)	2016 (\$)
Cash on hand or on deposit	217,060	419,977

Cash is recognised at its nominal amount and is held with the Reserve Bank of Australia in a current account.

Note 6B: Trade and Other Receivables	2017 (\$)	2016 (\$)
Services	-	19,970
Appropriations receivable for existing programmes	912,000	660,442
GST receivable from the Australian Taxation Office	30,958	24,556
Total trade and other receivables (net)	942,958	704,968

Receivables are expected to be recovered within 12 months and are not overdue. Credit terms are net 30 days (2016: 30 days).

Receivables are measured at amortised cost using the effective interest method less impairment and carrying value of receivables approximates fair value. Receivables are assessed for impairment at the end of each reporting period.

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

Trade receivables, loans and other receivables that have fixed or determinable payments and that are not quoted in an active market are classified as 'loans and receivables'.

Categories of Financial Instruments

	Notes	2017 (\$)	2016 (\$)
Financial Assets			
Cash and cash equivalents	6A	217,060	419,977
Trade and other receivables	6B	-	19,970
Carrying amount of financial assets		217,060	439,947

The net fair values of the financial instruments approximate their carrying amounts.

Notes to the Financial Statements (continued)

Note 7: Non-Financial Assets

No indicators of impairment were found for property, plant and equipment during the current year.

Note 7: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2016-17)	Intangibles (\$)	Leasehold improvements (\$)	Plant and equipment (\$)	Total (\$)
As at 1 July 2016				
Gross book value	2,632,193	1,138,353	474,348	4,244,894
Accumulated depreciation and impairment	(877,858)	(822,601)	(293,914)	(1,994,373)
Net book value 1 July 2016	1,754,335	315,752	180,434	2,250,521
Additions by purchase	181,577	-	11,254	192,832
Impairments recognised in the operating result	-	-	(660)	(660)
Reversal of impairments recognised in the operating result	-	-	538	538
Depreciation expense	(659,091)	(227,517)	(98,576)	(985,184)
Net book value 30 June 2017	1,276,822	88,235	92,991	1,458,047
As at 30 June 2017				
Gross book value	2,813,770	1,138,353	484,942	4,437,066
Accumulated depreciation	(1,536,949)	(1,050,118)	(391,952)	(2,979,018)
Net book value 30 June 2017	1,276,822	88,235	92,991	1,458,047

Acquisition of Assets

Purchases of non-financial assets are initially recognised at cost in the Statement of Financial Position, except for purchases costing less than \$2,000 (2016: \$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 cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

Property, Plant and Equipment

Revaluations

Following initial recognition at cost, leasehold improvements and plant and equipment are carried at fair value. Carrying amounts are reviewed every year to determine if an independent valuation is required. The regularity of independent valuations depend upon the volatility of movements in market values for the relevant assets. Revaluation adjustments are made on a class basis. Any revaluation increments are credited to equity under the heading of asset revaluation reserve except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit.

Revaluation decrements for a class of assets are recognised directly in the surplus/deficit except to the extent that they reversed a previous revaluation increment for that class. Upon revaluation, any accumulated depreciation is eliminated against the gross carrying amount of the asset.

All revaluations were conducted in accordance with the revaluation policy stated below. An independent valuer (RHAS) conducted the revaluations as at 30 June 2015. There was no increment or decrement to be recognised.

Note 7: Non-Financial Assets (continued)

Depreciation

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

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date.

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

	2017	2016
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 2017. 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.

No indicators of impairment were found for property, plant and equipment during the current year.

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.

Intangibles

The Agency'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 Agency's software are 5 years (2016: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2017.

Impairment tests were carried out during the year which resulted in no assets being impaired (2016: Nil).

Financial Statements (continued)

Note 8: Payables

Note 8A: Suppliers	2017 (\$)	2016 (\$)
Trade creditors	100,723	108,414
Accruals	172,360	169,140
Total supplier payables	273,083	277,554

Settlement is usually made within 30 days.

Note 8B: Other Payables

Salaries and wages	18,823	10,352
Superannuation	5,522	1,604
Fixed lease increase	22,154	54,951
Total other payables	46,499	66,907
Total other payables are expected to be settled in:		
No more than 12 months	46,499	11,956
More than 12 months	-	54,951
Total other payables	46,499	66,907

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

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. Settlement was usually made within 30 days.

The net fair values of the financial instruments approximate their carrying amounts.

Note 9: Provisions

Note 9A: Employee Provisions	2017 (\$)	2016 (\$)
Leave - no more than 12 months	362,545	404,956
Leave - more than 12 months	180,452	122,297
Total employee provisions	542,997	527,253

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.

Leave

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

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

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

Superannuation

The Agency'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's administered schedules and notes.

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

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

Financial Statements (continued)

Note 9: Provisions (continued)

Note 9B: Provision for restoration obligation	2017 (\$)	2016 (\$)
Obligation - more than 12 months	412,375	412,375
Total other provisions	412,375	412,375

	Provision for restoration (\$)
Carrying amount 1 July 2016	412,375
Unwinding of the discount	-
Closing balance 2017	412,375

The Agency currently has an agreement (2016: one) for the leasing of premises which has a provision requiring the Agency to restore the premises to their original condition at the conclusion of the lease. The Agency has made a provision to reflect the value of this obligation.

Note 10: Cash Flow Reconciliation

Reconciliation of net cost of services to net cash from operating activities	2017 (\$)	2016 (\$)
Reconciliation of net cost of services to net cash from operating activities:		
Net cost of services	(5,829,888)	(5,592,424)
Add revenue from Government	4,891,000	4,935,000
Adjustments for non-cash items		
Depreciation / amortisation	985,184	759,750
Finance costs – unwinding of discount	-	11,201
Transferred office equipment	-	(47,060)
Changes in assets / liabilities		
(Increase) / decrease in net receivables	19,970	(19,970)
(Increase) / decrease in OPA receivables	(251,574)	97,576
(Increase) / decrease in GST receivable	(6,402)	(16,917)
(Increase) / decrease in prepayments	(3,256)	4,172
Increase / (decrease) in employee provisions	15,744	107,689
Increase / (decrease) in supplier payables	(4,471)	58,989
Increase / (decrease) in other payable	(20,408)	(99,458)
Net cash from operating activities	(204,101)	198,548

Financial Statements (continued)

Note 11A: Key Management Personnel Remuneration

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity. Key management personnel remuneration is reported in the table below:

	2017 (\$)	2016 (\$)
Short-term employee benefits	233,835	221,500
Post-employment benefits	17,425	22,143
Other long-term employee benefits	20,239	24,950
Total key management personnel remuneration expenses¹	271,499	268,593

The total number of key management personnel that are included in the above table is 1 (2016:1).

¹ The above key management personnel remuneration excludes the remuneration and other benefits of the Portfolio Minister. The Portfolio Minister’s remuneration and other benefits are set by the Remuneration Tribunal and are not paid by the entity.

Note 11B: Related party relationships

Transactions with related parties

There are no related party transactions to be separately disclosed.

Note 12: Financial Instruments

Note 12A: Credit Risk

The Agency is exposed to minimal credit risk due to the nature of its financial assets. The maximum exposure to credit risk is the amount held as trade and other receivables should default occur, nil as at 30 June 2017 (2016: \$19,970). The risk of default on these amounts was assessed to be nil as at 30 June 2017 (2016: nil).

Note 12B: Liquidity Risk

The Agency's exposure to liquidity risk is minimal due to the appropriation funding mechanisms available from the Department of Finance. The Agency manages liquidity risk through its policies and procedures.

Note 12C: Market Risk

The Agency holds only basic financial instruments that do not pose any market risk. The Agency is not exposed to currency risk or other price risk.

Note 13: Financial Assets Reconciliation

Financial Assets	Notes	2017 (\$)	2016 (\$)
Total financial assets as per the Statement of Financial Position		1,160,018	1,124,945
Less: non-financial instrument components:			
Appropriations receivable	6B	912,000	660,442
Other receivables	6B	30,958	24,556
Total non-financial instrument components		942,958	684,998
Total financial assets as per the financial assets note	6A	217,060	439,947

Financial Statements (continued)

Note 14: Appropriations

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

Annual Appropriations for 2017	Annual appropriation (\$)	Adjustments to Appropriation^b (\$)	Total appropriation (\$)	Appropriation applied (current and prior years) (\$)	Variance^c (\$)
DEPARTMENTAL					
Ordinary annual services	4,891,000	121,753	5,012,753	5,070,709	(57,956)
Capital Budget ^a	194,000	-	194,000	192,831	1,169
Total departmental	5,085,000	121,753	5,206,753	5,263,539	(56,786)

Annual Appropriations for 2016	Total appropriation (\$)	Adjustments to Appropriation (\$)	Total appropriation (\$)	Appropriation applied (current and prior years) (\$)	Variance (\$)
DEPARTMENTAL					
Ordinary annual services	4,935,000	141,005	5,076,005	4,975,032	100,973
Capital Budget ^a	197,000	-	197,000	191,733	5,267
Total departmental	5,132,000	141,005	5,273,005	5,166,765	106,240

Notes

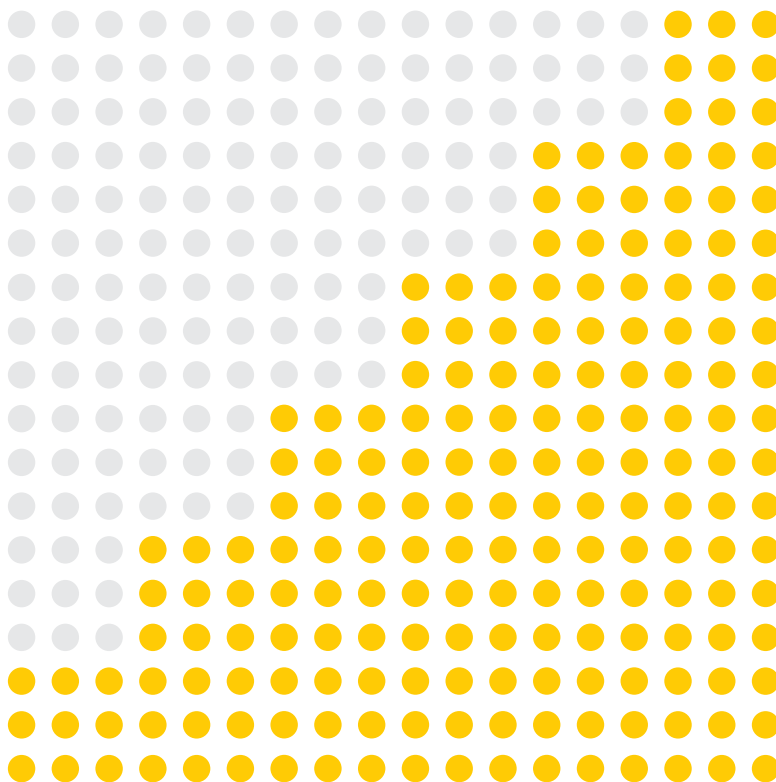
- Departmental and Capital Budgets are appropriated through Appropriation Acts (No.1,3,5). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.
- These adjustments comprise PGPA Act Section 74 receipts.
- Variance reflects the movement in the cash held and the appropriation receivable over the year.

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

Authority	2017 (\$)	2016 (\$)
DEPARTMENTAL		
2016-17 Appropriation Act 1	912,000	
2016-17 Appropriation Act 1 - Departmental Capital Budget	-	
2015-16 Appropriation Act 1	-	660,425
2015-16 Appropriation Act 1 - Departmental Capital Budget	-	17
Cash and cash equivalents	217,060	419,977
Total	1,129,060	1,080,419

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Appendix 1: Non-compliant organisations

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

This list was correct at time of printing. An up-to-date list of non-compliant organisations is available on the Agency's website.

Legal name of reporting entity	Business/trading names of reporting entity (where different to legal name)	Ultimate parent of reporting entity (where different to reporting entity)
AI Topper & Co Pty Ltd		
Alimfresh Pty Ltd		
ANL Container Line Pty Ltd		
Australian Motors S.A Pty Limited		
Bananacoast Community Credit Union Ltd		
Bay Building Services Pty Ltd		Bay Building Group Pty Ltd
Bindaree Beef Pty Limited	Bindaree Beef	
Bing Lee Electrics Pty Ltd		
Bretts Pty Limited		Nutting Investments Pty Ltd
C A P Security Services Pty Ltd		
Caelli Constructions (Vic) Pty Ltd		B. & P. Caelli Holdings Pty Limited
Cantarella Bros Pty Ltd	Vittoria Food & Beverage Vittoria Coffee	
Casual Dining Concepts (Trading) Pty Limited	Bondi Pizza Bar and Grill	
Civil Mining & Construction Pty Ltd		
Dover Artificial Lift Pty Ltd		Dover Corporation
E & A Limited		
E. C. Birch Proprietary Ltd	Birch Haberdashery and Craft	
Electronics Boutique Australia Pty Limited		
Ensign Laboratories Proprietary Limited		
F. R. Ireland Pty Ltd	Irelands of Cairns	

Legal name of reporting entity	Business/trading names of reporting entity (where different to legal name)	Ultimate parent of reporting entity (where different to reporting entity)
Farstad Shipping (Indian Pacific) Pty Ltd		
Form 700 Pty Ltd		Form 700 Holdings Pty Ltd
Freelake Pty Ltd	McDonald's Family Restaurant Traralgon	
Green's Biscuits Pty Limited		Green's General Foods Pty Ltd
Green's General Foods Pty Ltd		
Healthy Life Group Pty Ltd		Healthy Life Holdings Pty Limited
Hosking's Jewellers Pty Ltd		
Independent Pub Group Pty Limited		Independent Pub Group Holdings Pty Limited
Inspired Management Pty Ltd		
Janagrom Nominees Pty Ltd		
JMR Management Consultancy Services Pty Ltd		
Kadac Proprietary Limited	Kadac P/L	
Kennards Storage Management Pty Ltd	Kennards Self Storage	
Madill No 1 Pty Ltd		
Maersk Crewing Australia Pty Ltd	Maersk Supply Service A/S	A.P. Moller - Maersk A/S
Ocean Capital Pty Ltd		
Oldfields Holdings Limited		
Peter Stevens Motorcycle Retail Business Trust		
Port Hunter Conveyors Pty Limited		
Port Kembla Coal Terminal Limited		
Pressed Juices Pty Ltd		
Pronto Software Pty Ltd		
Q.R.A. Pty Limited	Quay Restaurant	FRG Pty Limited
Reading Entertainment Australia Pty Limited		
Red Lea Chickens Pty Ltd		

Legal name of reporting entity	Business/trading names of reporting entity (where different to legal name)	Ultimate parent of reporting entity (where different to reporting entity)
Rohanna Pty Ltd Atf The Skippers Unit Trust	John Hughes Group	
Romaly Holdings Pty Ltd	Jim Pearson Transport	
Saxon Energy Services Australia Pty Ltd		
Scentia Pty Ltd		
Smit Lamnalco Towage (Australia) Pty Ltd		Smit Lamnalco Netherlands Holdings B.V Netherlands
Sparfacts Pty Ltd		
Srimap Pty. Limited	Zenith Hospitality Staffing Solutions	
Tasmanian Freight Services Pty. Ltd.	Tas Freight	
Tasmanian Redline Coaches Pty. Ltd.	Tasmania's own Redline	
The Trustee for Barbagallo Investments Trust	Barbagallo	
The Trustee for C&F Commercial Discretionary Trust	Pauls Warehouse	
The Trustee For Wittner Unit Trust	Wittners Shoes	
Thomas Jewellers (Aust) Pty Ltd		
Wiley & Co Pty Ltd		
Williams-Sonoma Australia Pty Ltd		

Appendix 2: WGEA Employer of Choice for Gender Equality citation holders 2016

Accenture Australia Ltd	EY	Origin Energy Limited
AECOM Australia Pty Ltd	First State Super	Peoplebank Australia Limited
Alcoa of Australia Limited	GE Australia Pty Ltd	PepsiCo
Allens	Genworth	Philip Morris Limited
Allianz Australia Services Pty Ltd	GHD Services Pty Ltd	PPG Industries Australia Pty Ltd
American Express Australia Limited	Gilbert + Tobin	Publicis Loyalty
AMP Limited	Griffith University	PwC
ARC@UNSW Limited	HESTA	Queensland Country Credit Union Limited
Arup Pty Limited	Henry Davis York	QUT
Ashurst	Herbert Smith Freehills	SAP Australia Pty Ltd
ASX Limited	Holding Redlich	Shell Australia Pty Ltd
Aurecon Australasia Pty Ltd	HSBC Bank Australia Limited	St Barbara Limited
Aurizon Holdings Limited	Jacobs Group (Australia) Pty Ltd	Stockland
Australia and New Zealand Banking Group Limited	K&L Gates	Suncorp
Australian Catholic University	King & Wood Mallesons (Australia)	Swinburne University of Technology
AustralianSuper Pty Ltd	Konica Minolta Business Solutions Australia Pty Ltd	Tabcorp Holdings Limited
B & McK Services Trust	KPMG Australia	TAL Services Limited
Baker & McKenzie	La Trobe University	Teachers Health Fund
Baxter Healthcare Pty Ltd	Lauriston Girls' School	Teachers Mutual Bank Limited
Becton Dickinson Pty Ltd	Lend Lease Corporation Limited	Telstra Corporation Limited
Benetas	Little Company of Mary Health Care Limited	The Law Society of New South Wales
Brightside	Maddocks	The University of Newcastle
Bankwest	McCullough Robertson Lawyers	ThoughtWorks Australia PtyLtd
Caltex Australia Limited	McKinsey and Company	Transurban Limited
Carsales.com Limited	Medibank Private Limited	UBS AG
Citigroup Pty Limited	Mercedes-Benz Australia/Pacific Pty Ltd	University of Canberra
Clayton Utz	Mercedes-Benz Financial Services Australia Pty Ltd	University of Southern Queensland
Commonwealth Bank of Australia	Merck Sharp & Dohme (Australia) Pty Ltd	University of Technology Sydney
Cooper Grace Ward Lawyers	Mercy Health	University of Wollongong
Corrs Chambers Westgarth	Minter Ellison	UOW Enterprises
Credit Union Australia Ltd	Mirvac Group	VMware Australia Pty Ltd
Curtin University	Monash University	Warrigal
Deakin University	National Australia Bank Limited	Western Sydney University
Deloitte Australia	Norton Rose Fulbright Australia	Westpac Group
DLA Piper Australia		YWCA Canberra
Dow Chemical (Australia) Pty. Ltd.		
Edith Cowan University		

Appendix 3: Pay Equity Ambassadors

Jack Percy

Chairman and Managing Director,
Accenture Australia and New Zealand

Lara Poloni

Chief Executive, AECOM Australia New Zealand

Andrew Vesey

Managing Director and CEO, AGL Energy

Ger Doyle

Managing Director, Ajilon

Greg Kilmister

Managing Director and CEO, ALS Limited

John Hoffman

CEO, Altis Consulting

Rachel Stocks

Managing Director,
American Express Australia and New Zealand

Mike Smith

Former CEO, ANZ

Sandra Hills

CEO, Anglican Aged Care Services (Benetas)

Ümit Subasi

President Asia Pacific, Arnott's

Brad Hannagan

CEO, ARC at UNSW

Peter Bailey

CEO and Chair, Arup Australasia

John Mullen

Former Managing Director and CEO, Asciano Limited

Paul Jenkins

Managing Partner, Ashurst Australia

William Cox

General Manager, Aurecon Australasia Pty Ltd

Lance Hockridge

Former Managing Director and CEO, Aurizon

Andrew Harding

CEO, Aurizon

Ian Silk

Chief Executive, AustralianSuper

David Zehner

Vice President and Australian Practice Office Head,
Bain & Company

Chris Freeland

National Managing Partner,
Baker & McKenzie

Jon Sutton

Managing Director and CEO, Bank of Queensland

Rob De Luca

Former Managing Director, Bankwest

Andy Holmes

President, BP Australia and New Zealand

Kerry Moulton

CEO, Callista Software Solutions

Greg Roebuck

Managing Director and CEO, Carsales.com Ltd

Andrew Ransley

General Manager Asia Pacific,
Caterpillar of Australia Pty Ltd

Susan Lloyd-Hurwitz

CEO and Managing Director, Mirvac

David Atkin

CEO, CBUS

Brian Benari

CEO, Challenger

Robert Cutler

Chief Executive Partner, Clayton Utz

Ian Narev

CEO, Commonwealth Bank

Chris Ward

Managing Partner, Cooper Grace Ward Lawyers

John W. H. Denton

Partner and CEO, Corrs Chambers Westgarth

Rob Goudswaard

CEO, CUA

Professor Deborah Terry

Vice-Chancellor, Curtin University

Jane den Hollander

Vice-Chancellor, Deakin University

Andrew Little

CEO, DDB Group Australia

Gary Edstein

Senior Vice President,
DHL Express Australia

Chris Brown

Managing Director and CEO, Dixon Advisory Australia

Jim Holding

Co-Managing Partner, DLA Piper

Melinda Upton

Co-Managing Partner, DLA Piper

Tony Frencham

Former Managing Director and ANZ Regional President, Dow Chemical

Leone Lorrimer

CEO,
dwp Australia Pty Ltd

Prof Steve Chapman

Vice Chancellor, Edith Cowan University

David Webster

President APJ, EMC Global Holdings

Tony Johnson

CEO and Regional Managing Partner Oceania, EY

Steven Sewell

Former CEO and Managing Director, Federation Centres

Paul Spiro

CEO, Gadens – Brisbane

Grant Scott-Hayward

CEO, Gadens – Melbourne

Ian Dardis

CEO, Gadens – Sydney

Ellie Comerford

Former CEO and Managing Director,
Genworth Financial Mortgage Insurance Pty Ltd

Georgette Nicholas

CEO, Genworth Financial Mortgage Insurance Pty Ltd

Phil Duthie

General Manager Australia, GHD Pty Ltd

Danny Gilbert

Managing Partner, Gilbert + Tobin

Professor Ian O'Connor

Vice Chancellor, Griffith University

Michael Greene

Managing Partner, Henry Davis York

Sue Gilchrist

Managing Partner,
Herbert Smith freehills

Debby Blakey

CEO, HESTA

Tony Cripps

Former CEO, HSBC Australia Ltd

Patrick Hill

Senior Vice President and General Manager
– Asia Pacific, Jacobs

Sue Kench

Managing Partner Australia, King & Wood Mallesons

Dr David Cooke

Managing Director,
Konica Minolta Business Solutions Australia Pty Ltd

Gary Wingrove

CEO, KPMG

Professor John Dewar

Vice-Chancellor, La Trobe University

Julian McGrath

Managing Director, Law In Order

Steve McCann

CEO and MD, Lendlease

Michelle Dixon

CEO, Maddocks

Guy Humble

Former Managing Partner, McCullough Robertson

Paul Tully

CEO, McInnes Wilson Lawyers

Craig Drummond

CEO, Medibank

Ben Walsh

Managing Director & Market Leader – Pacific,
Mercer

Adj Prof Stephen Cornelissen

Group CEO, Mercy Health

Pip Marlow

Former Managing Director, Microsoft Australia

Professor Margaret Gardner AO

Vice-Chancellor and President, Monash University

Steve Harker

CEO, Morgan Stanley

Riad El-Dada

Managing Director and Vice President, ANZ,
MSD Australia

Appendix 3: Pay Equity Ambassadors (continued)

Andrew Thorburn

Group CEO, NAB

Bill Morrow

CEO, NBN Co

Wayne Spanner

Managing Partner,
Norton Rose Fulbright Australia

Peter Acheson

CEO, Peoplebank Australia Limited

Mike Culhane Co

Group CEO, Pepper Group Ltd

Patrick Tuttle

Co Group CEO, Pepper Group Ltd

Robbert Rietbroek

CEO, PepsiCo, Australia and New Zealand

John Brazzale

Managing Partner, Pitcher Partners

Luke Sayers

CEO, PwC

Damien Frawley

CEO, QIC

Greg Barsby

Managing Director, Qinetiq

Thos Gieskes

CEO, Rabobank Australia

Tracey Fellows

CEO, REA Group

Paul Gleeson

CEO, Russell Kennedy Lawyers

Alison Monroe

CEO, Sageco Pty Ltd

John Ruthven

President and Managing Director, SAP Australia

Andrew Bassat

CEO and Co-Founder, SEEK Limited

Ryan Meldrum

CEO, Seventeen Hundred

Andrew Smith

Country Chair, Shell Australia

Bob Vassie

Managing Director and CEO, St Barbara

Mark Steinert

Managing Director and CEO,
Stockland Property Group

Jim Minto

Former Group CEO, TAL

Brett Clark

CEO, TAL Group

David Thodey

Former CEO, Telstra

Ange Ferguson

Managing Director, Thoughtworks

Jost Stollmann

CEO, Tyro Payments Limited

Clive Stiff

Chairman and CEO, Unilever Australia
and New Zealand

Professor Janet Verbyla

Interim Vice Chancellor & President,
University of Southern Queensland

Professor Paul Wellings CBE

Vice-Chancellor, University of Wollongong

Marisa Mastroianni

Group CEO, UOW College

Alister Dias

VP and Managing Director, VMWare

Scott Wyatt

CEO, Viva Energy

Mark Sewell

CEO, Warrigal

Professor Barney Glover

Vice Chancellor, Western Sydney University

Brian Hartzler

CEO, Westpac Group

Andrew Mather

Managing Director, Property & Environment;
Vice President, Asia Pacific, WSP

Frances Crimmins

Executive Director, YWCA Canberra

Appendix 4: List of requirements

The Agency must provide certain information in accordance with the Requirements for Annual Reports for Departments, Executive Agencies and other non-corporate Commonwealth Entities issued by the Department of the Prime Minister and Cabinet in June 2015. Below is a list of where this information is located.

Area	Page
Letter of transmittal	1
Table of contents	3
Index	69
Glossary	4
Contact officer	Inside cover
Internet addresses and internet address for report	Inside cover
Review by accountable authority	
Review by Director	6
Overview of the entity	
A description of the role and functions of the entity.	12
A description of the organisational structure of the entity.	14
A description of the outcomes and programs administered by the entity.	16
A description of the purposes of the entity as included in corporate plan.	12
An outline of the structure of the portfolio of the entity.	N/A
Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	N/A
Report on the Performance of the entity	
Annual performance statement in accordance with paragraph 39(1)(b) of the PGPA Act and section 16F of the Rule.	16
Report on Financial Performance	
A discussion and analysis of the entity's Financial Performance.	19
A table summarising the total resources and total payments of the entity.	19
If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results	N/A

Appendix 4: List of requirements (continued)

Area	Page
Management and Accountability	
Corporate Governance	
Information on compliance with section 10 (fraud systems).	1, 24
A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	1
A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	1
A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	1
An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	24
A statement of significant issues reported to Minister under paragraph 19(1)(e) of the PGPA Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	29
External Scrutiny	
Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	24
Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	N/A
Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the PGPA Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	N/A
Information on any capability reviews on the entity that were released during the period.	N/A

Area	Page
Management of Human Resources	
An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	24
Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following:	26
<ul style="list-style-type: none"> ○ Statistics on staffing classification level; ○ Statistics on full-time employees; ○ Statistics on part-time employees; ○ Statistics on gender; ○ Statistics on staff location; ○ Statistics on employees who identify as Indigenous 	
Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	25
Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AD(4)(c).	N/A
The salary ranges available for APS employees by classification level.	27
A description of non-salary benefits provided to employees.	25
Information on the number of employees at each classification level who received performance pay.	28
Information on aggregate amounts of performance pay at each classification level.	28
Information on the average amount of performance payment, and range of such payments, at each classification level.	28
Information on aggregate amount of performance payments.	28
Assets Management	
An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	N/A

Appendix 4: List of requirements (continued)

Area	Page
Purchasing	
A assessment of entity performance against the Commonwealth Procurement Rules.	29
Consultants	
A summary statement detailing the number of new contracts engaging consultants entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	29
A statement that <i>"During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]"</i> .	29
A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	29
A statement that <i>"Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website."</i>	29
Australian National Audit Office Access Clauses	
If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	N/A
Exempt contracts	
If an entity entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	N/A

Area	Page
Small business	
A statement that “[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance’s website.”	29
An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	29
If the entity is considered by the Department administered by the Finance Minister as material in nature — a statement that “[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury’s website.”	N/A
Financial Statements	
Inclusion of the annual Financial Statements in accordance with subsection 43(4) of the PGPA Act.	31-54
Other Mandatory Information	
If the entity conducted advertising campaigns, a statement that “During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity’s website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance’s website.”	N/A
If the entity did not conduct advertising campaigns, a statement to that effect.	29
A statement that “Information on grants awarded to [name of entity] during [reporting period] is available at [address of entity’s website].”	N/A
Outline of mechanisms of disability reporting, including reference to website for further information.	28
Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	30
Correction of material errors in previous annual report.	N/A
Information required by other legislation.	N/A
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N/A denotes the requirement is not applicable to the Agency during 2016-17.

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