



Annual Report

2019 - 2020



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An electronic copy of this report is available at:

www.wgea.gov.au/sites/default/files/document/wgea-annual-report-19-20.pdf



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30 October 2020

Senator The Hon Marise Payne
Minister for Women
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 2019–20 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 2020, 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 2019 to 30 June 2020, and also includes the Agency's most current report assessment data from compliance reports for the 1 April 2019 to 31 July 2020 reporting period.

I certify that I am satisfied that for the financial year 2019–20 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 Women, Parliament, relevant employers and the public about the performance of the Workplace Gender Equality Agency in 2019-20.

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 2019-20.

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 2019 to 30 June 2020.

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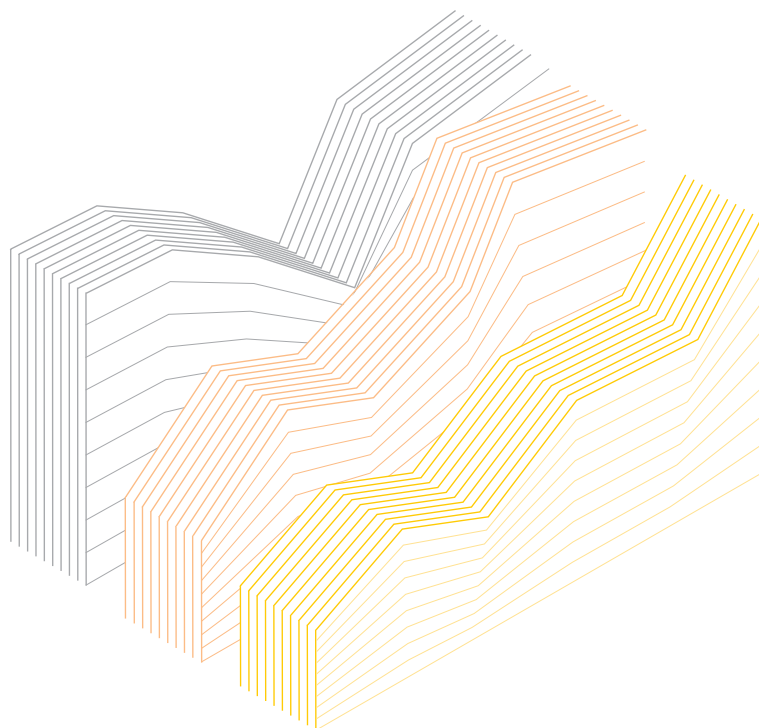
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Glossary and acronyms

The Act	<i>Workplace Gender Equality Act 2012</i>
Agency	Workplace Gender Equality Agency
APS	Australian Public Service
ASX	Australian Securities Exchange
Financial year 2019–20	1 July 2019 to 30 June 2020
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	<i>The Workplace Gender Equality (Matters in relation to Gender Equality Indicators) Instrument 2013 (No. 1)</i>
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 subsidiary entities within their corporate structure
Reporting period	1 April 2019 to 31 March 2020
WGEA	Workplace Gender Equality Agency
WH&S	Work, health and safety

2019-20: Year in review

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Review by the Director

After five years at the helm of the Workplace Gender Equality Agency, it is clear to me that the issue of gender equality is at a crossroads. Even before the COVID-19 pandemic, I was concerned that the impetus towards gender equality in our workplaces could be slowing down. The COVID-19 crisis and consequent economic upheaval might encourage some employers to try and downgrade the importance of gender equality. The challenge before us is to ensure this does not happen.

The ongoing collection and measurement of workplace gender equality data is crucially important in sustaining momentum and driving change. Consequently, it was pleasing to see that the release of our sixth comprehensive set of workplace data on 19 November 2019 was greeted with significant media and public interest. It received extensive media coverage, with stories published in most major metropolitan newspapers and many TV, radio and online outlets reporting the key findings of the data. Almost 1000 people attended the subsequent launch events across the nation where the results of our dataset were presented and discussed with great interest.

After six years of data collection, overall improvement remains modest and uneven. The data indicated that many areas are still not receiving necessary attention from employers and change is happening too slowly. It also suggested that Australian employers could be suffering from “gender equality fatigue”.

The data clearly shows that the strongest progress towards workplace gender equality is in those areas where employers have a direct influence on the outcome. The most positive development was a sharp increase in employer action on family and domestic violence. Women’s promotions and appointments to managerial roles rose once again. Over seven in ten

employers now have policies or strategies to support gender equality or promote flexible working. Action on addressing pay equity continued to grow.

However, our data also highlighted some key problem areas. Despite an improvement in the provision of paid parental leave, over half of the employers in our dataset did not offer it. Women are still hitting the glass ceiling at the highest levels. The number of women CEOs has stalled (17.1%) and Australia’s boardroom tables remain dominated by men. Clearly more work needs to be done to sustain the momentum for change in our workplaces.

During the reporting period, our research partnerships further deepened our understanding of how to achieve workplace gender equality in Australia. In June 2020, we released our fifth gender equity insights report with the Bankwest Curtin Economics Centre (BCEC). This ground-breaking study provided important new evidence of the crucial need for improving gender diversity in company leadership. It revealed a strong causal relationship between increasing the number of women in senior leadership and subsequent improvements in company performance, providing tangible proof that gender equality is a commercial imperative.

We renewed our partnership with KPMG and the Diversity Council of Australia to release the third report in the *She’s Price(d)less, the economics of the gender pay gap* series in August 2019. It showed that stubborn gender stereotypes about the roles women and men play in both paid work and caring continue to shape the working lives of Australian women and men and their earning potential. The Agency also embarked on a new research venture with the University of Queensland (UQ) Business School to release the report *Employer of Choice for Gender Equality – Leading*

By revealing a strong causal relationship between increasing the number of women in senior leadership and subsequent improvements in company performance, it provided tangible proof that gender equality is a commercial imperative.

practices in strategy, policy and implementation in February 2020. The research findings demonstrated that the Agency's EOCGE citation had led to positive and measurable improvements in gender equality outcomes. These employers are closing their pay gaps and increasing their representation of women in management at a faster rate than other employers in the Agency's dataset.

Improving the reporting process for employers remains a key focus for the Agency. The development of the Agency's new reporting and data management system remains a high-priority project for us. During the reporting period, the Agency initially undertook a rigorous multi-stage procurement process. We appointed a vendor in December 2019 to deliver the system and they commenced the building and development phase in January 2020. This was largely completed by July 2020. At the time of writing, all of the project's key milestones have been met and the new platform remains on schedule to be launched in April 2021.

The work of the Agency and Australia's distinctive approach to gender equality reporting continued to receive significant international interest and recognition during 2019-20. We maintained our close working relationship with the Chilean government as they develop their gender reporting scheme based on the Australian model. In October 2019, I visited Chile to attend the 2019 APEC Women's Economic Forum and Argentina to attend the Vital Voices Summit. I went to Mauritius in August 2019 to present three gender equality seminars to key government, private sector and civil society stakeholders. In February 2020, I visited Indonesia and The Philippines to assist the Department of Foreign Affairs and Trade's Investing in Women project with the work they are doing to promote gender equality in the region.

In February 2020, we announced our latest round of WGEA Employer of Choice for Gender Equality (EOGCE) citation holders. This year, we strengthened the eligibility criteria by placing even greater emphasis on accountability, outcomes, evidence and internal reporting processes. Pleasingly, 119 organisations met these additional rigorous requirements and were accredited as EOCGE citation holders. These employers are leading the charge for change for gender equality in Australian workplaces.

As my tenure at the Agency draws to a close, I would like to thank the Minister for Women, Senator The Hon. Marise Payne, for her advocacy and support. As ever, I want to thank and pay tribute to my hard-working colleagues at the Agency. Their tremendous dedication, enthusiasm and commitment is exceptional. The positive results from our data and the increasing interest in both gender equality issues and the Agency's work clearly demonstrate that their efforts to improve gender equality in our workplaces is making a substantial impact. It is my hope that the Agency's activities continue to create a better and more equal future for both women and men in Australia and beyond.



Libby Lyons
Director

Highlights

Broadening national and international debate

Over the last year, the Agency increased public awareness and understanding of the issues influencing workplace gender equality. The number of media mentions for the Agency rose by 168%, engagement levels grew across all the Agency's social media channels and we fulfilled 49 speaking engagements in Australia and internationally.

Media attention for the Agency's campaigns and activities increased, in particular, the release of the 2018-19 data scorecard in November 2019, the announcement of the national gender pay gap and Equal Pay Day in August 2019, the release of the third report in the *She's Price(d)less, the economics of the gender pay gap* series in August 2019 and the release of the 2020 *Gender Equity Insights Report* in June 2020. We collaborated again with advocacy organisation Honour A Women in campaigns linked to the 2020 Australia Day public holiday and Queen's Birthday Holiday to highlight gender inequality in the Australian honours system.

The work of the Agency and Australia's distinctive approach to workplace gender equality reporting continued to capture the attention of governments and civil society organisations around the world.

Agency Director Libby Lyons visited Chile in October 2019 to participate in the 2019 APEC Women's Economic Forum and meet with key gender equality stakeholders. On that same trip, she also visited Argentina where she gave a keynote address for the Vital Voices annual conference. In August 2019 at the invitation of the Mauritian government, she visited Mauritius to facilitate three gender equality seminars. In February 2020, at the invitation of the Investing in Women program (a program funded and supported by the Department of Foreign Affairs and Trade), she visited Indonesia and The Philippines to promote gender equality in the region through established Business Coalitions.

Building evidence and insights through data

The Agency's research partnerships continued to drive national debate on the gender pay gap and other gender equality issues.

Our ongoing partnership with the Bankwest Curtin Economics Centre (BCEC) saw the release of the fifth *Gender Equity Insights Report – Gender Equity Insights 2020: Delivering Business Outcomes* in June 2020. This ground-breaking report strengthened the well-established business case for gender equality by revealing a strong causal relationship between increasing the number of women in senior leadership and subsequent improvements in company performance, productivity and profitability. It proved that more gender-balanced leadership in an organisation delivers better company performance, greater productivity and increased profitability.

We also embarked on a new partnership with the University of Queensland Business School, which saw the release in February 2020 of the report *Employer of Choice for Gender Equality – Leading Practices in Strategy, Policy and Implementation*. The report analysed Agency data and EOCGE applications to demonstrate that, compared to all reporting organisations, EOCGE organisations had a greater proportion of women in leadership, a higher proportion of women on boards and a swifter reduction in their organisation-wide gender pay gap between 2013-14 and 2017-18.

In August 2019, the Agency released the third report in the *She's Price(d)less, the economics of the gender pay gap* series in collaboration with KPMG and the Diversity Council Australia (DCA). This report found stubborn gender stereotypes about the roles women and men play in both paid work and caring continue to be the driving force behind the gender pay gap. These stereotypes continue to shape the working lives of Australian women and men. The report provides a valuable resource for employers and policy makers to better understand where they can best direct their efforts to close these pay gaps.

Supporting employers and recognising best practise

Making workplace gender equality reporting easier and more efficient for employers remains a focus for the Agency.

The development of the Agency's new reporting and data management system was a high priority for the organisation during the reporting period. Following the conclusion of the discovery and user research phase, which established the requirements of the new

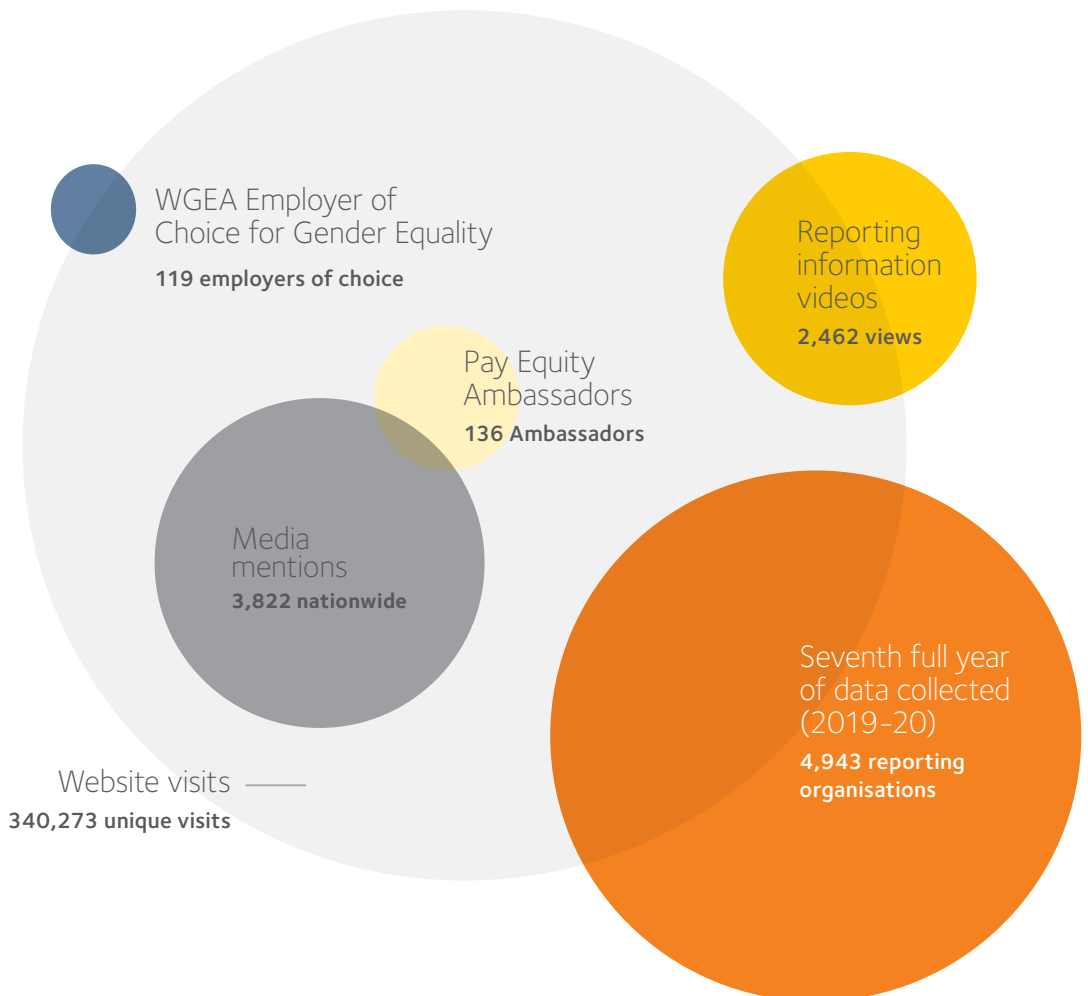
system, the Agency undertook a rigorous multi-stage procurement process. A vendor was appointed at the end of 2019 and commenced building and delivering the system in January 2020.

Due to the disruption caused by the COVID-19 pandemic, the Agency delayed the start of the reporting period to 1 May and extended the reporting deadline from 31 May to 31 July 2020. This extension provided employers with additional time to prepare and submit their compliance reports.

The Agency also enhanced the assistance provided to reporting organisations during 2019-20. We published a range of improved reporting resources,

including materials to assist employers to access the Agency's reporting portal using the AUSkey replacement, myGovID. We also provided telephone and email support.

In 2019-20, we accredited 119 organisations as WGEA Employer of Choice for Gender Equality citation holders. This citation reflects an ongoing desire in the business sector to be recognised as a best-practice employer in gender equality. We also continued our engagement with our network of 136 Pay Equity Ambassadors. Many ambassadors played a high-profile role in promoting the issue of pay equity on Equal Pay Day (28 August 2019) through their social media and online channels.



Snapshot of reporting organisations

As at 21 September 2020, 4,943 reports had been assessed as compliant for the 2019–20 reporting period. These employers represented 4,393,656 employees, approximately 40% of Australian employees.

Table 1: Reporting organisations by industry

	Number of reporting organisations	Number of employees	% Women	% Men
Accommodation and Food Services	259	225,540	52.5	47.5
Administrative and Support Services	255	289,255	45.3	54.7
Agriculture, Forestry and Fishing	58	24,719	32.9	67.1
Arts and Recreation Services	102	87,666	51.3	48.7
Construction	223	143,495	18.1	81.9
Education and Training	542	436,930	63.7	36.3
Electricity, Gas, Water and Waste Services	47	49,625	25.6	74.4
Financial and Insurance Services	265	282,296	54.3	45.7
Health Care and Social Assistance	698	729,489	79.6	20.4
Information Media and Telecommunications	145	117,344	39.3	60.7
Manufacturing	615	356,564	27.2	72.8
Mining	145	166,623	18.0	82.0
Other Services	149	53,111	52.0	48.0
Professional, Scientific and Technical Services	576	318,942	42.8	57.2
Public Administration and Safety	29	37,311	21.7	78.3
Rental, Hiring and Real Estate Services	83	44,932	41.4	58.6
Retail Trade	296	684,723	57.4	42.6
Transport, Postal and Warehousing	196	214,331	27.4	72.6
Wholesale Trade	260	130,760	38.0	62.0
All reporting organisations	4,943	4,393,656	50.5	49.5

Table 2: Reporting organisations by size

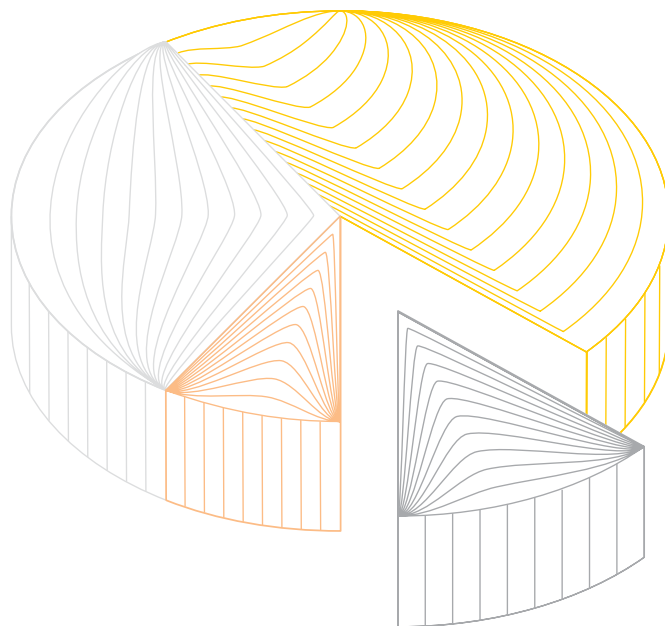
Organisation size	Number of reporting organisations	Number of employees	% Women	% Men
0–249	2,217	339,007	47.9	52.1
250–499	1,163	403,487	46.7	53.3
500–999	735	513,512	46.5	53.5
1000 – 4999	684	1,440,389	49.4	50.6
5000+	144	1,697,261	54.1	45.9

Detailed statistics on the 2019–20 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 until the year ending 30 June 2020 were to:

- increase our impact and reach
- maximise the potential of the data; and
- develop the team and advance the technology.

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 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.

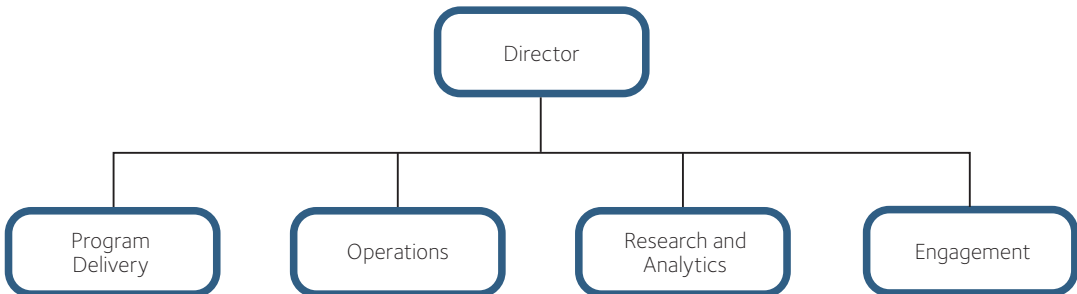
The Agency is divided into four business units:

- Program Delivery
- 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 28-30.

Figure 1: Organisational structure of the Workplace Gender Equality Agency



Report on performance

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Annual Performance Statement 2019–20

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 2019-20 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

Gender equality continues to be recognised as a mainstream business issue

Target: Increased use of gender data in business reporting (increased reporting of gender data to executive teams and governing bodies / boards)

Target: Continued improvement across gender equality indicator (GEI) measures relating to flexible working arrangements and work arrangements to support employees with family or caring responsibilities

Criterion Source

Workplace Gender Equality Agency 2019-20 Corporate Plan

Workplace Gender Equality Agency – Entity resources and plan performance 2019-20 Portfolio Budget Statement (PBS)

Result Against Performance Criterion

The Agency's reporting data collected on the GEIs show that:

- The proportion of organisations reporting their pay equity metrics to the executive has increased by 1.8 percentage points (pp) to 31.2% and proportion of organisations reporting their pay equity measures to the board has increased by 1.2pp to 19.1% in 2018-19.
- The percentage of organisations with targeted policies and/or strategies to support flexible working has increased by 2.0 pp to 72.7% in 2018-19.
- Almost 50% of employers now offer primary carer's leave to women and men – up 1.6pp to 49.4%. There was also an increase in paid secondary carer's leave for women and men – up 2.0pp to 43.8%.
- Organisations reporting a formal policy and/or strategy to support employees with family or caring responsibilities was up 2.2pp to 66.5%.
- The proportion of employers offering non-leave based measures to support employees with caring responsibilities also increased – up 1.5pp to 55.2%.

Result Against Performance Criterion (*continued*)

The WGEA Employer of Choice for Gender Equality (EOCGE) citation's new requirements include reporting metrics on a number of gender equality measures to different stakeholders. These include all staff, key management personnel and governing bodies. This requirement drives increased business reporting on metrics that include gender composition of the workforce; promotions, appointments and exits by gender; the number of women and men accessing formal flexible working arrangements; the number of women and men accessing and returning from parental leave; results of the gender pay gap analyses including progress on the narrowing of the organisation-wide pay gap and actions taken; results from the gender equality survey questions, and, data on gender-based harassment and discrimination and sexual harassment complaints.

Targets on track across the duration of the multi-year program.

PERFORMANCE CRITERION

Analyse WGEA data to provide targeted and accessible insights

Target: Circulation of targeted employer resources based on analysis of WGEA's dataset to improve key gender equality outcomes

Target: Inclusion of data visualisation functionality into the website

Target: Establishment of new research partnerships

Criterion Source

Workplace Gender Equality Agency 2019-20 Corporate Plan

Workplace Gender Equality Agency – Entity resources and plan performance 2019-20 PBS

Result Against Performance Criterion

The Agency released a number of new and updated resources focused on emerging issues. Promotion of these resources was through social media, email campaigns and public engagement events.

- Gender pay gap calculator updated and upgraded for organisations to calculate and analyse their organisation-wide gender pay gaps
- Insight/background paper on gender equitable recruitment and promotion and an accompanying Guide for organisations
- An Agency webpage dedicated to *Gender equality and men* that includes an insight paper on gender equitable parental leave and resources on workplace flexibility
- Insight paper on *Women's economic security in retirement*
- An Agency webpage and research paper on the *Future of Work*
- Video, *Be Strategic – Addressing Workplace Gender Equality* featuring two CEOs discussing how their organisations are taking a strategic approach to gender equality.

The Agency launched a new Gender Equality Strategy Guide and Gender Equality Diagnostic Tool. This was adapted for use as part of the DFAT-funded Investing in Women initiative. The toolkit is being utilised across the Indo-Pacific region.

Following the release of the 2018-19 dataset, the Agency targeted organisations that reported they had not taken action after undertaking a pay equity analysis. The Agency wrote to each organisation and provided information and resources on strategies for reducing gender pay gaps within organisations. The Agency also provided the Gender Strategy toolkit to every organisation who reported that they had no policy or strategy on gender equality.

Annual Performance Statement 2019-20 (continued)

Result Against Performance Criterion *(continued)*

The Agency has continued to develop its website and has increased the usability and value of its interactive Data Explorer tool with new data featured in a more accessible format in 2019-20. Data visualisation capability has been included in the design and build of the Agency's new online data management and reporting system, which will be accessible through the website.

The Agency established a new research partnership with the University of Queensland Business School and released the report *Employer of Choice for Gender Equality – Leading practices in strategy, policy and implementation* in February 2020. An additional new partnership commenced with HESTA but was put on hold due to the COVID-19 pandemic.

Targets on track across the duration of the multi-year program.

PERFORMANCE CRITERION

WGEA meets key milestones in the development of a new reporting and data management system

Target: Identify and incorporate areas of improvement for reporting and leading practice and analysis output

Target: Development of requirements for new reporting and data management system

Target: The Agency has clarity on the impacts of any changes to reporting processes

Criterion Source

Workplace Gender Equality Agency 2019-20 Corporate Plan

Workplace Gender Equality Agency – Entity resources and plan performance 2019-20 PBS

Result Against Performance Criterion

The Agency secured funding through the Women's Economic Security Package to develop and implement a replacement, fit-for-purpose, online reporting and data management system. Scoping to design and build a new online system commenced in February 2019. The first stage was a detailed discovery phase to identify the needs and requirements of our end users and identify areas for improvement. Consultation with a cross section of reporting organisations was included in this discovery work. The cross section considered corporate structure (standalone, parent/corporate subsidiaries and Australian subsidiary of a global organisation), size, geographical location, industry, and the format used for the provision of their data to the Agency.

An architecture and design phase followed. This phase was guided by the findings and identified user needs. The development of the solution architecture blueprint was finalised in July 2019. This established the requirements for the new reporting and data management system and a multi-stage procurement process was undertaken. Following a rigorous assessment process, a vendor was appointed at the end of 2019.

The Agency undertook a review of its business rules and data collection processes. The key outcomes of this review were the identification of changes that could improve data quality and simplify the reporting process for employers. All the underlying guiding principles and reporting organisation guidelines were collected and analysed to enable better data coverage and assist in the simplification of the process. The build of the new system has incorporated the documented agreed changes with impact assessment for reporting processes established and a communication strategy developed for stakeholders.

The project team has met all key milestones. The project is on target for pilot in October 2020 and full delivery in April 2021.

Targets met

Analysis of performance against purpose

The Agency has delivered on all performance criteria in the 2019–20 year. A summary of the performance criteria are:

- adding to the gender equality narrative and embedding the business case for gender equality
- maximising the value of the data collected through provision of targeted insights
- creation of a fit-for-purpose data management and reporting system to enhance the collection of data.

The Agency has released six years of data and the seventh annual report submission period has closed. Capturing and reporting on workplace gender equality indicators is a firmly established mainstream activity for Australian businesses. Employers continued to submit their reports to the Agency even under the challenging circumstances caused by the COVID-19 pandemic.

Because of the disruption caused to Australian workplaces by the COVID-19 pandemic, the Agency provided a universal extension to the report submission period for 2019–20. This extension provided extra time and offered additional support to employers experiencing hardship as well as ensuring that the data set would be sufficiently accurate and robust in size to maintain trend data.

The profile of the Agency and recognition of the value of the data continues to increase. Australian media frequently quote and refer to the WGEA data and the Agency's Director. The Agency's Director and staff are regularly invited to participate in a broad range of conferences, workshops, roundtables as well as national and international business and community discussions. The unprecedented COVID-19 pandemic limited the Agency's capacity to attend and present at external events including planned international engagement events.

The Agency continued to publish research reports in collaboration and partnership with organisations. These included universities, industry bodies, professional services firms and not-for-profit organisations.

With the effects of the COVID-19 pandemic escalating in May 2020, the Agency proactively published a research paper, *Gendered Impacts of COVID-19*.

The paper addressed the effect the global pandemic is having on women both in the workplace and at home. The paper was regularly cited by media.

In June 2020, the partnership between Bankwest Curtin Economics Centre (BCEC) and the Agency saw the release of the fifth *Gender Equity Insights Report*. This strengthened the business case for gender-balanced leadership at board and senior level of organisations. The findings identified a strong and convincing causal relationship between improved company productivity, performance and profitability and the presence of women on boards and in senior leadership positions. Based on the Agency's analysis of available information, the establishment of this causal relationship is a world-first.

The findings of this report have been widely used in the Agency's educational material, toolkits and resources, public speaking events, media interviews and on social media.

An increasing number of organisations not covered under the *Workplace Gender Equality Act 2012* are seeking WGEA expertise, tools and resources. These include public sector agencies and small business.

The Agency continues to review and refine communication channels to deliver targeted communications to different audiences. The Agency has undertaken research on attitudes and perceptions of specific groups towards workplace gender equality issues to assist the Agency to monitor community perceptions and tailor resources to different stakeholders.

The criteria for the 2019–20 WGEA Employer of Choice for Gender Equality citation were strengthened to reflect the latest academic research into the drivers of improved gender equality outcomes in the workplace and to recognise contemporary leading practice in this area. Applicants are now required to provide evidence of actions taken in specified areas to verify claims made in their application. This ensures greater rigour and accountability on the part of the applicant and builds on the integrity of the program and the quality of the citation holders.

It was anticipated that fewer organisations would apply for the citation because of the more rigorous eligibility criteria. However, it is gratifying to report that the citation was granted to 119 employers in 2019–20.

Advocates for the Agency and gender equality more broadly continued to amplify the ongoing public

Annual Performance Statement 2019-20 (continued)

discussion on workplace gender equality. They enthusiastically reinforced the business case in taking proactive steps in the support of equal representation, recognition and reward of women and men in the workplace.

The Agency remains on schedule to develop and implement a replacement, fit-for-purpose online reporting and data management system. This system is being developed to ensure:

- there is the capacity and flexibility to support voluntary reporting by organisations such as public sector employers
- capability for a significant increase in the collection of data
- an improved and streamlined user experience for reporting organisations
- improved delivery of data analysis and insights to both reporting organisations and the general public.

The Agency selected a vendor through a multi-stage procurement process at the end of 2019 and commenced building the replacement system in January 2020. A review of the current reporting processes and guidelines resulted in the Agency incorporating additional data points into the new reporting system, which will enable greater data analysis and insights. At the time of writing, the key milestones for the project had been met. The new platform is due to be launched for our eighth year of reporting under the current Act in April 2021.

Further discussion and statistics on key Agency activities aligned with our legislative mandate can be found on pages 22-24.

Financial Performance

The total appropriation for the Agency in 2019-20 was \$4,864,000. Additional funding of \$667,000 was received through the *Women's Economic Security Package* for the replacement online management and reporting system.

Expenditure in 2019-20 decreased 6% from the previous year to \$6,165,600 due to the activities related to the *Women's Economic Security Package*. Funding of \$667,000 was received through the measure *Women's Economic Security Package* (FY18/19 \$961,000).

Expenditure on suppliers was \$2,072,528 or 34% and included:

- IT and office equipment
- contractors
- travel and training for staff
- subscriptions, printing and publications
- lease costs associated with premises (\$410,000) is included in the total expenditure.

Expenditure on employee benefits was \$3,497,535 or 57% of total expenditure.

Table 3: Agency resource statement

	Actual available appropriation for 2019-20 \$'000	Payments made 2019-20 \$'000	Balance remaining 2019-20 \$'000
Ordinary annual services			
Departmental appropriation ⁽¹⁾	9.96	7.56	2.40
Total resourcing and payments	9.96	7.56	2.40
	2019-20	2018-19	
Average staffing level (number)	33	31	

(1) Appropriation Bill (No. 1), 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 2019-20, relevant employers reported on the six gender equality indicators outlined in the *Workplace Gender Equality Act 2012*. The Agency continued its ongoing commitment to support, advise and educate relevant employers through the 2019-20 reporting period.

Due to the disruption caused by the COVID-19 pandemic, the Agency delayed the start (1 May instead of 1 April) and extended the report submission period to 31 July 2020 (instead of 31 May) to assist employers who needed additional time to prepare and submit their compliance reports.

Improving the ease of reporting and level of service provided to employers remained a high priority for the Agency. In 2019-20, the Agency provided telephone and email support, as well as resources to assist employers to access the Agency's reporting portal using the AUSkey replacement, myGovID.

Opening access to our knowledge

In 2019-20, visitor numbers increased across the Agency's digital platforms, including the website, Data Explorer and educational publications, helping to reinforce the Agency's reputation as a trusted and respected source for gender equality statistics, research and resources.

The Agency's website (wgea.gov.au) attracted 340,273 unique visitors between 1 July 2019 and 30 June 2020. Increased interest in the organisation's resources on the gender pay gap statistics saw the number of unique page views increase by over 40% on the previous year to 112,272.

The Agency's social media presence expanded significantly across all channels. Our LinkedIn account grew by almost 109% to 10,698 followers while our Instagram account saw an increase of 110% solely through organic growth. In 2019-20, our Facebook followers increased by 17% to 4,403 and our Twitter followers increased by 10% to 8,261.

The Agency's staff and, in particular, our Director Libby Lyons, continued to be in high demand for speaking engagements. In 2019-20, the Agency was represented at 49 speaking events.

Throughout the reporting period, the Agency participated in workshops, presentations and webinars. The range of topics included the overview of WGEA's dataset, addressing pay equity, implementing flexibility in the public service and addressing recruitment and promotion practices. Other stakeholder participants in these events included the Diversity Council of Australia, the Financial Services Institute of Australasia, APS Interagency Network South Australia, Melbourne University and the University of Technology, Sydney.

Building evidence through data

In 2019-20, the Agency continued to ensure the data it collects is as accessible and usable as possible, subject to relevant legislation. In November 2019, the sixth comprehensive workplace dataset was released and was complemented by a national roadshow of events. It was the largest dataset released by the Agency to date.

As part of the Agency's commitment to data sharing, transparency and engagement with our data users, the Agency published its inaugural Data Quality Report in 2019. The report highlights the Agency's data coverage, longitudinal variations and data quality parameters ensuring the Agency's data is *fit for purpose*.

The Agency's online interactive Data Explorer featured new data in 2019-2020 and attracted 19,173 unique users between 1 July 2019 and 30 June 2020. The availability of this data in a more accessible format has contributed to the attraction of over 281,382 page views. The Agency's public data is also accessible through data.gov.au.

The Agency once again produced customised and confidential Competitor Analysis Benchmark Reports from the 2019-20 reporting data, which were made available for download through the data portal for compliant reporting organisations.

The Agency developed a new gender pay gap calculator for organisations to calculate and analyse their organisation-wide gender pay gaps. The calculator's new features include simplifying the user interface, enabling the use of manager and non-manager categories and streamlining the calculator with the current reporting requirements.

Supporting employers to report

Views of reporting information videos on YouTube	2,462
Page views of reporting-related resources	121,800

Building evidence through data

Employees covered by the 2019-20 dataset	4,393,656
Users of the online Data Explorer	19,173

Expanding our outreach

Page views of gender pay gap statistics resources	112,272
Unique website visits	340,273

Generating national debate

Increase in media mentions	168%
Increase in LinkedIn followers	109%
Increase in Twitter followers	10%

Recognising leading practice

WGEA Employer of Choice for Gender Equality citation holders	119
Pay Equity Ambassadors	136
Pay Equity Official Supporters	37

Expanding our research reach

In collaboration with KPMG and the Diversity Council Australia (DCA), the Agency released the third report in the *She's Price(d)less, the economics of the gender pay gap* series in August 2019. The report found that stubborn gender stereotypes about the roles men and women play in both paid work and caring continue to be the driving force behind the gender pay gap.

In partnership with the University of Queensland Business School, in February 2020, the Agency released the report *Employer of Choice for Gender Equality – Leading Practices in Strategy, Policy and Implementation*. The report revealed that the targeted and strategic actions employers are taking under the EOCGE citation has generated significant positive change.

The Agency continued its partnership with the Bankwest Curtin Economics Centre, releasing the *Gender Equity Insights 2020: Delivering Business Outcomes* in June 2020. The fifth report in the series strengthened the business case for having gender-balanced leadership, identifying a causal relationship between women on Boards and in senior leadership and improved company performance, increased productivity and profitability.

As a response to the COVID-19 pandemic, the Agency published a research paper on the *Gendered Impacts of COVID-19* in May 2020, which investigated the effects of the global pandemic on women in the workplace and at home. The paper was regularly cited by numerous media outlets. The Agency has continued to monitor the emerging research findings and updates the paper on a regular basis.

In the first half of 2020, the Agency also released an updated insight paper on *Women's economic security in retirement* and a new research paper on *The Future of Work*.

Responses to Senate and other inquiries

The Agency presented two submissions on issues relevant to workplace gender equality. In February 2020, it submitted a response to Treasury's *Retirement Income Review Consultation Paper*. The submission highlighted how the current framework of Australia's compulsory superannuation system, which is tied to paid work and a continuous work history, does not account for many women's experience of work. In March 2020, the Agency presented a submission to the *Inquiry into the Paid Parental Leave Amendment*

(*Flexibility Measures*) Bill 2020 referred to the Senate Community Affairs Legislation Committee. This submission commented on the contribution the Bill will make to women's labour force participation through increased flexibility in the use of primary carers' paid parental leave.

Expanding our educational reach

To fulfil its role as a promoter of workplace gender equality, the Agency continued to place significant importance on producing practical education materials, research and news.

The Agency's comprehensive suite of gender equality resources and tools for organisations and individuals deliver innovative learning solutions that promote gender equality. These include written toolkits, data collection spreadsheets, videos and recorded screencasts. They cover support for reporting, pay equity, flexibility, strategies for gender equality and the WGEA Employer of Choice for Gender Equality program.

During the reporting period, new educational resources were developed and released. An updated Gender Equality Strategy Guide and Gender Equality Diagnostic Tool was launched in October 2019. Following its release, the Agency collaborated with the Investing in Women program (which is funded and supported by DFAT) to develop a version of this toolkit for intended use in the Asia-Pacific region. In August 2019, the Agency also published an insight paper on gender equitable recruitment and promotion and an accompanying guide for organisations.

In September 2019, the Agency published a new section on the website dedicated to gender equality and men. This webpage recognises the low access to and uptake of flexible working arrangements and parental leave among Australian men. It includes an insight paper on gender-equitable parental leave and resources on workplace flexibility.

The Agency continued with its strategy to deliver content across digital channels. In October 2019, a video was released, *Be Strategic – Addressing Workplace Gender Equality*, which featured two organisations discussing the strategic approach they are taking to achieve better gender equality outcomes.

Raising national awareness

The Agency continued to generate significant coverage and commentary about gender equality during 2019–20 and our reach to mainstream audiences increased with the Agency's campaigns and activities receiving regular media attention.

The release of the 2018–19 reporting dataset in November 2019 attracted extensive media coverage, including mentions in most major Australian

newspapers and a wide range of TV and radio outlets and online publications. The strong media coverage for the announcement of the national gender pay gap and Equal Pay Day in August 2019 and the release of the *Gender Equity Insights 2020 Report* in June 2020 also contributed to increased media interest in gender equality issues and Agency's world-leading dataset.

Global footprint

During 2019–20, there was continued international interest in the Agency's work and Australia's approach to gender equality reporting and data collection. A number of countries and individual organisations contacted the Agency for information, advice and guidance.

The Agency's Director attended the 2019 APEC Women's Economic Forum in Chile and participated in other international conferences and fora in Chile, Argentina, Indonesia, The Philippines and Mauritius. The Agency also met with government officials and delegations from Japan, Chile and Vietnam.

Recognising leading practice

The Agency continued to invest time and resources to develop our networks of leading practice employers focused on driving change across different industries.

In February 2020, the Agency released the list of successful applicants for our leading recognition program: the WGEA Employer of Choice for Gender Equality (EOCGE) citation. We strengthened the eligibility criteria by placing even greater emphasis on accountability, outcomes, evidence and internal reporting processes. 119 organisations received the citation, which recognises employer commitment and best practice in promoting gender equality in Australian workplaces.

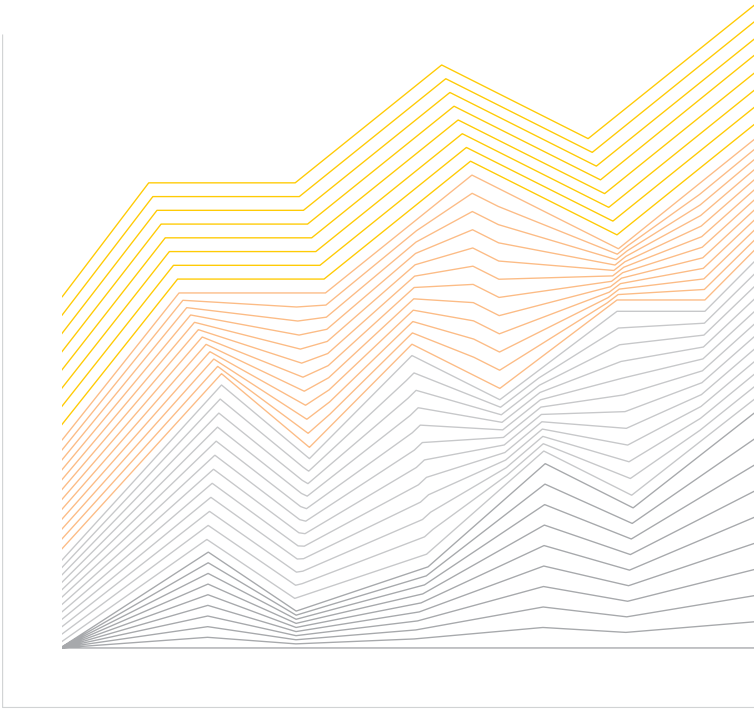
Throughout the year, we continued our engagement with our Pay Equity Ambassadors (PEA) a network of 136 chief executive officers and directors who have committed to pay equity and to working with the Agency to drive change. We hosted two CEO roundtables and public leadership fora, at which our PAEs spoke publicly on the business case for equality and outlined the strategies they are implementing to address gender equality in their organisations.

On Equal Pay Day (28 August 2019), our network of Ambassadors posted supporting items on social media to help educate the public and business community on the need for change.

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 2019-20 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 2020, the Executive was comprised of five Executive Manager positions reporting to the Director.

- **Program Delivery Executive Manager**
Vanessa Paterson
- **Operations Executive Manager**
Anne Beath
- **Research and Analytics Executive Manager**
Janin Bredehoeft
- **Engagement Executive Manager**
Kate Lee
- **Executive Project Manager**
Mikhail Dudarenok

Fraud control and risk management

During the financial year 2019-20, 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 Executive meetings.

External scrutiny

The Agency is subject to an annual statutory audit performed by the Australian National Audit Office. The outcomes of the 2019-20 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
- Janin Bredehoeft
- George Sutton
- Margaret Smylie

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.

More information about the Audit Committee is included in Appendix 4 on page 68-69.

There have been no significant developments in external scrutiny of the Workplace Gender Equality Agency during 2019-20.

Human resources management

Assessment of effectiveness

The Agency operated successfully under its organisational and staffing structure with the addition of a project team to drive the delivery of the Agency's new data management and reporting system. The Agency continued to review and revise its people management policies, procedures, systems and documentation to reflect contemporary better practice and reduce redundant or overly prescriptive practices or procedures.

The Agency maintained a flexible and agile workforce through cross-Agency project team work. This was achieved through the movement of staff on a short-term basis to work in different teams and the

operation of a flat management structure. This assists with maximising the Agency's resources and skills, building capability, engaging employees and eliminating operational silos. This leads to greater innovation and responsiveness to change. The Agency undertook an organisational review as part of its 2020–24 strategic objectives to ensure WGEA has adequate resources and capabilities to meet the expanded application and activity which the transformation of the Agency's data management and reporting platform will require.

During 2020, the Agency's flexible and agile practice ensured effective operations remained in place during the COVID-19 period, with minimal impact to operational capacity or culture. Using technology platforms such as VOIP, GOVteams, and online project and collaboration tools has allowed the Agency to ensure the smooth transition to remote working for all staff.

In response to COVID-19, the Agency has also implemented an Employee Engagement pulse survey tool, allowing it to obtain real-time insights and effective actions to enhance the overall wellbeing of our team members.

Information on enterprise bargaining

The WGEA Enterprise Agreement 2015-2018 came into effect on 29 December 2015 with a nominal expiry date of 21 December 2018.

A determination under subsection 24(1) of the *Public Service Act 1999* was approved on 10 January 2019. This determination provided all employees with increases to their existing salary for which they are eligible under the terms of the Enterprise Agreement 2015-2018.

The determination provided a total 6% increase over three years with the first increase of 2% taking effect on 1 March 2019, the second increase of 2% on 1 March 2020 and the third increase of 2% taking effect on 1 March 2021. Based on the pauses of general wage increases in Commonwealth agencies, this final 2% increase will take place on 1 September 2021.

At 30 June 2020, 31 employees were covered by the Agency Enterprise Agreement and WGEA Determination 2019/01 under subsection 24(1) of the *Public Service Act 1999* and two employees had an individual flexibility arrangement. The salary ranges available for employees by classification structure are outlined in Table 8.

Table 9 refers to the remuneration of key management personnel by the Agency.

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:

- individual flexibility agreements
- health and wellbeing programs including Employee Assistance Program services
- learning and development opportunities
- study assistance (study leave and financial assistance)
- 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, including the Executive (84%), have flexible working arrangements. As a result of the COVID-19 pandemic, 100% of staff were working remotely.

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 2019-20, a total of \$78,847 was spent on training and development activities to develop the capability of our workforce.

Development opportunities and upgrading skills were provided through extension projects, formal training, temporary transfers to higher duties and short-term

Management & accountability (continued)

transfers to other teams. The Agency encouraged employees to attend conferences, seminars and other events in addition to structured external training. Access was provided to a suite of e-learning courses with in-house sessions for all employees to promote and enhance understanding of respect and resilience in the workplace, as well as Indigenous Cultural Awareness.

All employees received targeted training and development, including courses on data analytics,

project management, organisational skills, leadership development, presentation and media skills, digital skills and legislative obligations, ensuring we can 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.

Workforce profile and remuneration

The following tables provide a comparison of the Agency's ongoing and non-ongoing staffing profile as at 30 June 2020 and 30 June 2019. All staff are located in Sydney.

Table 4: Ongoing staff as at 30 June 2020

Band	F/T	P/T	Men	Women	Indigenous	Culturally and linguistically diverse	People with a disability
FTO	1	0	0	1	0	0	0
EL 1 and 2	8	1	1	8	0	4	0
APS Level 5 and 6	10	2	1	11	0	3	0
APS Level 2 to 4	3	0	2	1	0	0	0
APS Level 1	0	0	0	0	0	0	0
Total	22	3	4	21	0	7	0

Note: Includes ongoing staff on parental leave.

Table 5: Non-ongoing staff as at 30 June 2020

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

Note: Includes ongoing staff on parental leave.

Table 6: Ongoing staff as at 30 June 2019

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	2	7	0	2	0
APS Level 5 and 6	11	4	2	13	0	4	0
APS Level 2 to 4	1	0	1	1	0	1	0
APS Level 1	0	0	0	0	0	0	0
Total	21	5	5	21	0	7	0

Note: Includes ongoing staff on parental leave.

Table 7: Non-ongoing staff as at 30 June 2019

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	1	0	0	1	0
APS Level 5 and 6	0	1	0	1	0	0	0
APS Level 2 to 4	1	0	0	1	0	1	0
APS Level 1	0	0	0	0	0	0	0
Total	2	1	1	2	0	2	0

Note: Includes ongoing staff on parental leave.

Table 8: Salary ranges by employment classification at 30 June 2020

Band	Minimum (\$)	Maximum (\$)
FTO		Not applicable
EL 2	\$123,771	\$140,996
EL 1	\$106,270	\$114,676
APS Level 6	\$82,166	\$93,862
APS Level 5	\$76,254	\$80,798
APS Level 4	\$68,055	\$73,864
APS Level 3	\$61,499	\$66,326
APS Level 2	\$54,039	\$59,558
APS Level 1	\$47,829	\$52,583
Total		

Key:

FTO: Full Time Office / 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

Note: All figures reflect base salary only and exclude superannuation

Management & accountability (continued)

Key Management Personnel Remuneration

During the reporting period ended 30 June 2020, the Agency had one executive who met the definition of key management personnel.

Table 9: Key Management Personnel Remuneration during FY 19–20

Name	Position title	Short-term benefits			Post-employment benefits	Other long-term benefits		Termination Benefits	Total remuneration
		Base salary	Bonuses	Other benefits & allowances	Super-annuation contributions	Long service leave	Other long-term benefits		
Libby Lyons	Director	\$242,701	0	0	\$23,068	\$18,672		0	\$284,441
Total		\$242,701	0	0	\$23,068	\$18,672		0	\$284,441

Performance pay

Progression through the available salary points is determined by the results of annual performance assessments. Eligible employees who have reached the top of their salary band may receive a bonus payment of 2% if they achieve a performance rating of fully effective or above. Table 10 outlines performance payment information for the 2019 performance cycle.

Table 10: Performance payments to staff during FY 19–20

Band	Number of staff who received performance pay	Aggregate of actual payments	Range of payments	Average bonus payment
EL2	5	\$11,820	\$2,820 - \$2,820	\$2,820
EL1	4	\$8,715	\$1,835 - \$2,294	\$2,179
APS Level 6	6	\$9,011	\$375 - \$1,877	\$1,502
APS Level 5	3	\$4,848	\$1,616 - \$1,616	\$1,616
APS Level 4–Level 1	1	\$1,477	\$1,477 - \$1,477	\$1,477
All staff	19	\$35,331		

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, entities 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 a 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 a disability are faring. These progress reports can be found 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 Work Health and Safety Officer (WH&S) to address relevant issues and provide solutions to ensure the optimum 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 all Executive and fortnightly staff meetings. The Agency has a health and safety representative. All staff are required to undertake an annual e-learning refresher module on workplace health and safety.

As part of the Agency's induction program, new employees have informal WH&S training and an ergonomic assessment of their workstation is conducted by an occupational therapist. Ergonomic workstation assessments are also necessary for all staff with a remote working arrangement and refresher assessments conducted as required.

The Agency took the opportunity during the office shutdown, due to the pandemic, to refit the office with sit-to-stand workstations, maintained a flu

vaccination program for all staff (a voucher program was implemented for this), maintained trained staff as mental health first aid officers and offered resilience awareness program to all staff. The Agency also invested in required signage and hygiene supplies to ensure the offices met COVID-safe SafeWork standards.

Incidents

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

Investigation

The Agency did not undertake any investigations or conduct any tests on any plant, substance or thing in the course of any such investigation. No notices were given to the Agency under sections 191, 195 or 198 of the *Work Health and Safety Act 2011* during the 2019–20 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 2019–20 financial year, the Agency had no active consultancy contracts.

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 at www.finance.gov.au/procurement/statistics-oncommonwealth-purchasing-contracts/.

The Agency has utilised the Digital Marketplace in 2019-20 for procuring digital skills and services. The Digital Marketplace is an open platform that makes it easier for SMEs to access government contracts. The Agency also 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.

The Agency 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, www.treasury.gov.au.

Compliance

There were no significant issues of non-compliance with Finance law during 2019-20 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 2019-20 which require 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.

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.

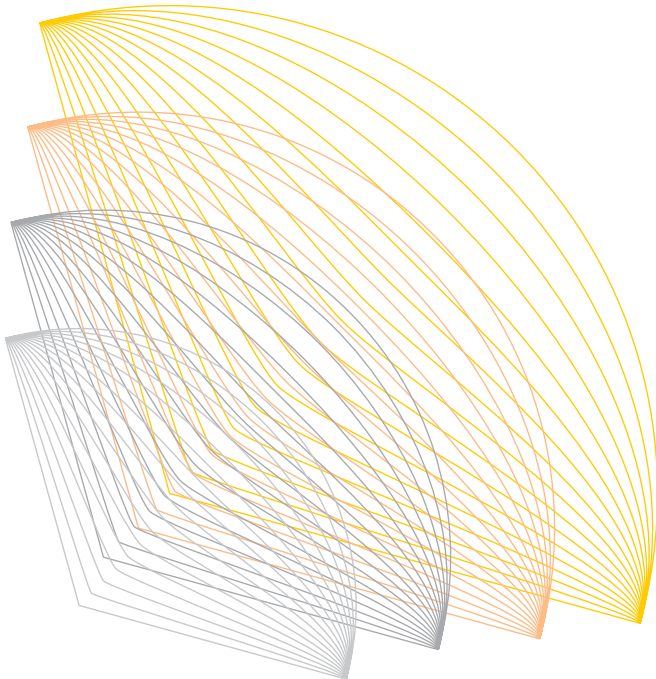
The Operations team has embedded the following initiatives to minimise the Agency's environmental impacts:

- 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.

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 Women

Opinion

In my opinion, the financial statements of the Workplace Gender Equality Agency (the Entity) for the year ended 30 June 2020:

- (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 Entity as at 30 June 2020 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following as at 30 June 2020 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;
- Notes to the financial statements, comprising a summary of 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 Entity 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 (including Independence Standards)* (the Code) to the extent that they are not in conflict with the *Auditor-General Act 1997*. 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 Entity, the Director is responsible under the *Public Governance, Performance and Accountability Act 2013* (the Act) for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under the Act. The Director is also responsible for such internal control as the Director determines is necessary to enable the preparation 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 ability of the Entity 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, as applicable, matters related to going concern 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 the Accountable Authority 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



Rebecca Reilly
Executive Director

Delegate of the Auditor-General

Canberra
10 September 2020

Statement by the Director and Operations Executive Manager

In our opinion, the attached financial statements for the year ended 30 June 2020 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
10/09/2020



Anne Beath

Operations Executive Manager
10/09/2020

Financial Statements

Workplace Gender Equality Agency Statement of Comprehensive Income for the year ended 30 June 2020

	Notes	2020 (\$)	2019 (\$)	Original Budget (\$)
NET COST OF SERVICES				
Expenses				
Employee benefits (a)	3A	3,497,535	3,027,738	3,605,000
Suppliers (b)	3B	1,662,528	2,869,445	2,049,000
Depreciation and amortisation (c)	3C	595,537	676,935	152,000
Finance costs - unwinding of discount		-	4,629	10,000
Total expenses		5,755,600	6,578,747	5,816,000
OWN-SOURCE INCOME				
Own-source revenue				
Rendering of services (d)	4A	226,364	131,682	100,000
Other revenue	4B	46,600	49,100	33,000
Total own-source income		272,964	180,782	133,000
Net cost of services		5,482,636	6,397,965	5,683,000
Revenue from Government (e)	4E	5,531,000	5,817,000	5,531,000
Total comprehensive surplus		48,364	(580,965)	(152,000)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of service				
Changes in asset revaluation reserve (f)		(5,198)	35,575	-
Total other comprehensive income		(5,198)	35,575	-
Total comprehensive surplus		43,166	(545,390)	(152,000)

Financial Statements (continued)

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.

- a) Employee Benefits - the underspend is due to staff turnover and delay in recruitment.
- b) Suppliers - the variance primarily relates to the transition to *AASB 16 Leases*, effective 1 January 2019. Under AASB 16, there has been change to the expense treatment: lease expense (\$0.410 million) is removed from operating expenses and replaced with depreciation and interest expenses. The budget estimates were updated to reflect this standard in the subsequent budget rounds.
- c) Depreciation and amortisation - the variance primarily relates to the depreciation of RoU asset (\$0.426 million) due to RoU assets recognised in accordance with AASB16.
- d) Rendering of Services - this item varies with the number of applicants for Employer of Choice for Gender Equality citation and the level of in-kind support received by the WGEA.
- e) Revenue from Government - Funding of \$0.677 million received through the measure *Women's Economic Security Package*.
- f) Valuation has been conducted to ensure that the carrying amount of asset does not differ materially from the assets' fair value at the reporting date.

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

Workplace Gender Equality Agency Statement of Financial Position

as at 30 June 2020

	Notes	2020 (\$)	2019 (\$)	Original Budget (\$)
ASSETS				
Financial assets				
Cash and cash equivalents	5A	249,615	264,029	180,000
Trade and other receivables (a)	5B	2,190,428	988,713	782,000
Total financial assets		2,440,043	1,252,742	962,000
Non-financial assets				
Leasehold improvements	6	187,529	252,716	231,000
Buildings (b)	6	1,067,004	-	-
Plant and equipment	6	220,520	116,896	74,000
Intangibles (c)	6	2,109,771	143,090	3,141,000
Other non-financial assets - prepayments		21,288	41,709	5,000
Total non-financial assets		3,606,112	554,411	3,451,000
Total assets		6,046,155	1,807,153	4,413,000
LIABILITIES				
Payables				
Suppliers	7A	53,277	274,119	89,000
Other payables	7B	1,155,609	76,134	44,000
Total payables		1,208,886	350,253	133,000
Provisions				
Employee provisions	8A	838,974	605,219	600,000
Provision for restoration obligation	8B	193,939	193,939	189,000
Total provisions		1,032,913	799,158	789,000
Total liabilities		2,241,799	1,149,411	922,000
Net assets		3,804,356	657,742	3,491,000
EQUITY				
Contributed equity (d)		7,555,000	4,500,000	7,555,000
Reserves		30,377	35,575	-
Accumulated deficit		(3,781,021)	(3,877,833)	(4,064,000)
Total equity		3,804,356	657,742	3,491,000

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.

- Trade and other receivables - comprised mainly of unspent appropriations.
- Right-of-use asset (AASB 16) \$1,067,004 are included in Buildings.
- Intangibles - software development was less than originally planned.
- Departmental capital budget \$197,000. Additional funding of \$2,858,000 received through the measure *Women's Economic Security Package*.

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

Financial Statements (continued)

Workplace Gender Equality Agency Statement of Changes in Equity

as at 30 June 2020

	2020 (\$)	2019 (\$)	Original Budget (\$)
CONTRIBUTED EQUITY			
Opening balance	4,500,000	4,251,000	4,500,000
Departmental capital budget	3,055,000	249,000	3,055,000
Total transactions with owners	3,055,000	249,000	3,055,000
Closing balance as at 30 June	7,555,000	4,500,000	7,555,000
RETAINED EARNINGS			
Opening balance	(3,842,258)	(3,296,868)	(3,912,000)
Comprehensive income			
Surplus for the period (a)	48,364	(580,965)	(152,000)
Adjustment for initial application of AASB 16	48,448	-	-
Total comprehensive income	96,812	(580,965)	(152,000)
Asset Revaluation Reserve			
Opening balance			
Balance carried forward from previous period	35,575	35,575	-
Other comprehensive income	(5,198)	-	-
Total other comprehensive income	(5,198)	-	-
Closing balance as at 30 June	30,377	35,575	-
Closing balance as at 30 June	(3,750,644)	(3,842,258)	(4,064,000)
Closing balance as at 30 June	3,804,356	657,742	3,491,000

Budget variances

a) Comprehensive income - the \$200,365 variance for the period is explained in the Statement of Comprehensive Income.

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

Workplace Gender Equality Agency Cash Flow Statement

for the year ended 30 June 2020

Notes	2020 (\$)	2019 (\$)	Original Budget (\$)
OPERATING ACTIVITIES			
Cash received			
Appropriations	5,304,173	5,683,827	5,531,000
Section 74 (a)	308,427	208,867	
Sales of goods and rendering of services	249,000	144,850	100,000
Net GST received (b)	408,771	154,610	-
Other	-	-	-
Total cash received	6,270,371	6,192,154	5,631,000
Cash used			
Employees (c)	3,229,402	3,017,121	3,605,000
Suppliers (c)	2,582,199	2,886,938	2,026,000
Section 74 (a)	308,427	208,867	-
Total cash used	6,120,028	6,112,926	5,631,000
Net cash from operating activities	150,343	79,228	-
INVESTING ACTIVITIES			
Cash used			
Purchase of plant and equipment	147,242	67,331	-
Purchase of leasehold improvement	7,147	76,258	-
Purchase of intangibles	2,024,662	101,330	3,055,000
Total cash used	2,179,051	244,919	3,055,000
Net cash (used) by investing activities	(2,179,051)	(244,919)	(3,055,000)
FINANCING ACTIVITIES			
Cash received			
Departmental Capital Budget	2,014,294	249,000	3,055,000
	2,014,294	249,000	3,055,000
Net cash from financing activities	2,014,294	249,000	3,055,000
Net decrease in cash held	(14,414)	83,309	-
Cash and cash equivalents at the beginning of the reporting period	264,029	180,720	180,000
Cash and cash equivalents at the end of the reporting period	249,615	264,029	180,000

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.

- a) Section 74 receipts and expenses - not included in budget.
- b) Net GST received - not included in budget.
- c) 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 (WGEA)

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 WGEA 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); 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

All new/revised/amending standards and/or interpretations that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material effect on the entity's financial statements.

Future Australian Accounting Standard Requirements

The WGEA adopted *AASB 16 Leases* from 2019–20. The standard requires the net present value of payments under most operating leases to be recognised as assets and liabilities for the period for which we have the right to use an asset, including optional periods when it is reasonably certain to extend a lease. There has been also change to the expense character (rent expenses replaced with depreciation and interest expenses). On transition to AASB 16, the WGEA recognised additional right-of-use assets and additional lease liabilities, recognising the difference in retained earnings.

The WGEA adopted *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. The standard does not have a material impact on the financials statements.

AASB 1058 Income of Not-for-Profit Entities (NFP) has been applied 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 owners, related to an asset (such as cash or another asset) received by an entity. The standard does 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 (2019:nil).

1.6 Taxation

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

Judgement has been exercised in considering the impacts that the Coronavirus (COVID-19) pandemic has had, or may have, on the company based on known information. This consideration extends to the nature of the products and services offered, customers, supply chain, staffing and geographic regions in which the company operates. Other than as addressed in specific notes, there does not currently appear to be either any significant impact upon the financial statements or any significant uncertainties with respect to events or conditions which may impact the company unfavourably as at the reporting date or subsequently as a result of the Coronavirus (COVID-19) pandemic.

Notes to the Financial Statements (continued)

Note 3: Expenses

Note 3A: Employee Benefits	2020 (\$)	2019 (\$)
Wages and salaries	2,610,418	2,400,842
Superannuation:		
Defined contribution plans	325,793	290,783
Defined benefit plans	108,598	98,276
Leave and other entitlements	409,588	194,411
Other employee expenses	43,138	43,426
Total employee benefits	3,497,535	3,027,738

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

Note 3B: Suppliers	2020 (\$)	2019 (\$)
Consultants and contractors	262,140	101,130
IT and office equipment	722,008	1,559,550
Travel related	114,006	206,529
Printing, stationery and publications	67,918	144,609
Minimum operating lease payments	-	420,448
Other Building related cost	200,796	173,750
Workers Compensation Expenses	5,407	5,736
Audit, legal, subscription, training and insurance	259,867	167,731
Other	30,386	89,962
Total goods and services	1,662,528	2,869,445
Goods and services are made up of:		
Provision of goods	127,101	1,109,918
Rendering of services	1,535,427	1,759,527
Total goods and services	1,662,528	2,869,445

Note 3: Expenses (continued)

Accounting Policy

The WGEA has applied AAB16 from July 2019 using the modified retrospective approach and therefore the comparative information has not been restated.

Note 3C: Depreciation and Amortisation	2020 (\$)	2019 (\$)
Depreciation:		
Leasehold improvements	72,334	54,720
Depreciation Short Term Lease RoU	426,802	-
Plant and equipment	38,419	18,325
Total depreciation	537,555	73,045
Amortisation:		
Intangibles	57,982	603,890
Total depreciation and amortisation	595,537	676,935

Notes to the Financial Statements (continued)

Note 4: Income

Note 4A: Rendering of Services	2020 (\$)	2019 (\$)
Rendering of services	226,364	131,682
Total	226,364	131,682
Disaggregation of revenue from contracts with customers		
Major product/service line:		
Research services	226,364	131,682
Total	226,364	131,682
Type of customers:		
Non-government entities	226,364	131,682
Total	226,364	131,682
Timing of transfer of goods and services:		
Point in time	226,364	131,682
Total	226,364	131,682

The WGEA adopted *AASB 15 Revenue from Contracts with Customers* from 2019-20. Revenue recognition is consistent with paragraphs 31 and 35 of AASB 15.

Revenue from rendering of services is recognised when control has been transferred to the buyer. The revenue is recognised when a performance obligation is satisfied by:

- a) transferring a promised good or service to a customer. An asset is transferred when (or as) the customer obtains control of that asset.
- b) the customer simultaneously receives and consumes the benefits.

Note 4: Income (continued)

Note 4B: Other Revenue	2020 (\$)	2019 (\$)
Resources received free of charge		
Related entities – Auditor's remuneration	37,000	39,500
External entities – in kind support	9,600	9,600
Total	46,600	49,100

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 4E: Revenue from Government	2020 (\$)	2019 (\$)
Appropriations:		
Departmental appropriation	5,531,000	5,817,000
Total revenue from Government	5,531,000	5,817,000

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 5B).

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).

Notes to the Financial Statements (continued)

Note 5: Financial Assets

Note 5A: Cash and Cash Equivalents	2020 (\$)	2019 (\$)
Cash on hand or on deposit	249,615	264,029

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

Note 5B: Trade and Other Receivables	2020 (\$)	2019 (\$)
Services	-	2,964
Appropriations receivable for existing programmes	2,145,695	878,173
GST receivable from the Australian Taxation Office	44,733	107,576
Total trade and other receivables (net)	2,190,428	988,713

Receivables are expected to be recovered within 12 months and are not overdue. Credit terms are net 30 days (2019: 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".

Note 5: Financial Assets (continued)

Categories of Financial Instruments	Notes	2020 (\$)	2019 (\$)
Financial Assets at amortised cost			
Cash and cash equivalents	5A	249,615	264,029
Services	5B	-	2,964
Carrying amount of financial assets		249,615	266,993
Financial Liabilities measured at amortised cost			
Trade creditors	5A	32,306	17,249
Accruals	5B	20,971	256,870
Carrying amount of financial assets		53,277	274,119

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

Aggregate assets and Liabilities

Assets expected to be recovered in:			
No more than 12 months		2,461,330	1,294,451
More than 12 months		3,584,824	512,702
Total assets		6,046,154	1,807,153
Liability to be expected to be recovered in:			
No more than 12 months		1,848,614	799,460
More than 12 months		393,185	349,951
Total liabilities		2,241,799	1,149,411

Accounting Policy

Financial assets

With the implementation of *AASB 9 Financial Instruments* for the first time in 2019, financial assets are recognised when the entity becomes a party to the contract and, as a consequence, has a legal right to receive or a legal obligation to pay cash and derecognised when the contractual rights to the cash flows from the financial asset expire or are transferred upon trade date.

Financial liabilities

With the implementation of *AASB 9 Financial Instruments* for the first time in 2019, financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

Comparatives have not been restated on initial application.

Notes to the Financial Statements (continued)

Note 6: Non-Financial Assets

Note 6: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2019-20)	Intangibles (\$)	Leasehold improvements (\$)	Buildings	Plant and equipment (\$)	Total (\$)
As at 1 July 2019					
Gross book value	2,934,269	338,704	-	351,554	3,624,527
Accumulated depreciation and amortisation	(2,791,179)	(85,988)	-	(234,658)	(3,111,825)
Net book value 1 July 2019	143,090	252,716	-	116,896	512,702
Additions by purchase	2,024,662	7,147	-	147,242	2,179,051
Right-of-use assets	-	-	1,493,806	-	1,493,806
Disposal	-	-	-	(15,404)	(15,404)
Disposal (amortisation)	-	-	-	10,206	10,206
Depreciation expense	(57,982)	(72,334)	-	(38,419)	(168,735)
Deprecation on right-of-use assets	-	-	(426,802)	-	(426,802)
Net book value 30 June 2020	2,109,770	187,529	1,067,004	220,521	3,584,824
As at 30 June 2020					
Gross book value	2,959,270	345,851	1,493,806	483,392	5,282,319
Work in progress	1,999,662	-	-	-	1,999,662
Accumulated depreciation	(2,849,161)	(158,322)	(426,802)	-262,872	(3,697,157)
Net book value 30 June 2020	2,109,771	187,529	1,067,004	220,520	3,584,824

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 (2019: \$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.

Note 6: Non-Financial Assets (continued)

All revaluations were conducted in accordance with the revaluation policy. An independent valuer (JLL) conducted the revaluations as at 30 June 2019. Revaluation increments for furniture and fittings were credited to the asset revaluation reserve included in the equity section of the Statement of Financial Position.

Depreciation

Depreciable plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to WGEA, 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:

	2020	2019
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 2020. 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 life of the Agency's software are 5 years (2019: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2020.

Impairment tests were carried out during the year which resulted in no assets being impaired (2019: Nil).

Lease Right of Use (RoU) Assets

AASB 16 takes effect from 1 January 2019 replacing *AASB 117 Leases*. The WGEA has recognised a right-of-use asset representing its right to use underlying leased asset and a lease liability representing its obligation to make lease payments.

The depreciation rates for RoU assets are based on the commencement date to the earlier of the end of the useful life of the RoU asset or the end of the lease term.

Notes to the Financial Statements (continued)

Note 7: Payables

Note 7A: Suppliers	2020 (\$)	2019 (\$)
Trade creditors	32,306	17,249
Accruals	20,971	256,870
Total supplier payables	53,277	274,119

Settlement is usually made within 30 days.

Note 7B: Other Payables

Salaries and wages	49,206	21,947
Superannuation	9,893	5,739
Fixed lease increase	1,096,509	48,448
Total other payables	1,155,608	76,134
Total other payables are expected to be settled in:		
No more than 12 months	1,155,608	76,134
More than 12 months	-	-
Total other payables	1,155,608	76,134

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 8: Provisions

Note 8A: Employee Provisions	2020 (\$)	2019 (\$)
Leave - no more than 12 months	639,728	449,207
Leave - more than 12 months	199,246	156,012
Total employee provisions	838,974	605,219

Liabilities for 'short-term employee benefits' (as defined in *AASB 119 Employee Benefits*) and termination benefits due within twelve 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

WGEA's staff are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS), the PSS accumulation plan (PSSap) and various choice schemes.

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.

WGEA 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.

Notes to the Financial Statements (continued)

Note 8: Provisions (continued)

Note 8B: Provision for restoration obligation	2020 (\$)	2019 (\$)
Obligation - more than 12 months	193,939	193,939
Total other provisions	193,939	193,939

	Provision for restoration (\$)	
Carrying amount 1 July 2019	193,939	189,310
Unwinding of the discount	-	4,629
Closing balance 30 June 2020	193,939	193,939

WGEA currently has an agreement (2019:one) for the lease of premises which has a provision requiring WGEA to restore the premises to their original condition at the conclusion of the lease. WGEA has made a provision to reflect the value of this obligation.

Note 9A: 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. The WGEA has determined, in accordance with AASB 124, that the WGEA Director, is the only position to meet the definition of Key Management Personnel. Key management personnel remuneration is reported in the table below:

	2020 (\$)	2019 (\$)
Short-term employee benefits	242,701	237,941
Post-employment benefits	23,068	24,024
Other long-term employee benefits	18,672	18,306
Total key management personnel remuneration expenses¹	284,441	280,271

The total number of key management personnel that are included in the above table is 1 (2019:1).

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. The actuarial changes to Long Service Leave (LSL) provisions are excluded from the KMP remuneration disclosures in the financial statements.

Note 9B: Related party relationships

Significant transactions with related parties can include:

- the payments of grants or loans;
- purchases of goods and services;
- asset purchases, sales transfers or leases;
- debts forgiven; and
- guarantees.

Giving consideration to relationships with related entities, and transactions entered into during the reporting period by WGEA, it has been determined that there are no related party transactions to be separately disclosed.

Notes to the Financial Statements (continued)

Note 10: Appropriations

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

Annual Appropriations for 2020	Annual appropriation (\$)	Adjustments to Appropriation (b) (\$)	Total appropriation (\$)	Appropriation applied (current and prior years) (\$)	Variance (c) (\$)
DEPARTMENTAL					
Ordinary annual services	5,531,000	226,364	5,757,364	5,380,193	377,171
Capital Budget (a)	3,055,000	-	3,055,000	2,179,052	875,948
Total departmental	8,586,000	226,364	8,812,364	7,559,245	1,253,119

Annual Appropriations for 2019	Total appropriation (\$)	Adjustments to Appropriation (\$)	Total appropriation (\$)	Appropriation applied (current and prior years) (\$)	Variance (\$)
DEPARTMENTAL					
Ordinary annual services	5,817,000	131,682	5,948,682	5,736,280	212,402
Capital Budget	249,000	-	249,000	244,919	4,081
Total departmental	6,066,000	131,682	6,197,682	5,981,199	216,483

Notes

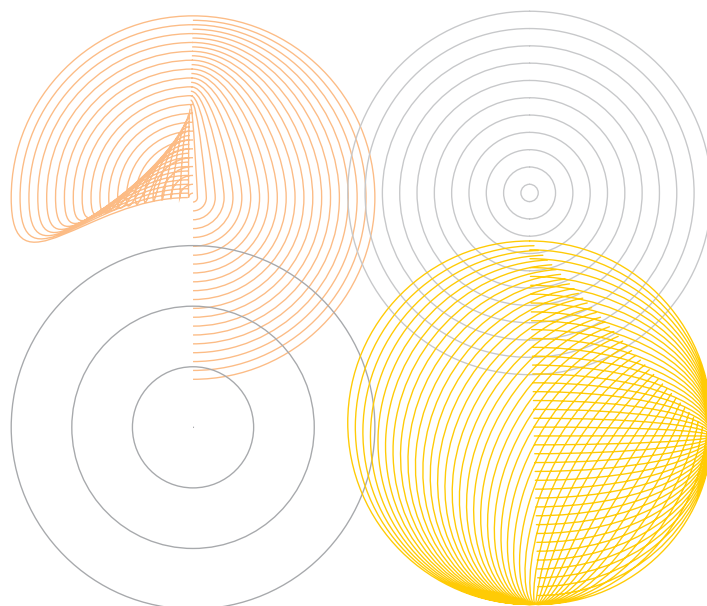
- Departmental and Capital Budgets are appropriated through Appropriation Acts (No.1 and 3). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.
- These adjustments comprise PGPA Act Section 74 receipts.
- Variance reflects the movement in the cash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

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

Authority	2020 (\$)	2019 (\$)
DEPARTMENTAL		
2019-20 Appropriation Act 1	2,145,706	
2018-19 Appropriation Act 1	-	776,000
2018-19 Appropriation Act 3	-	102,173
Cash and cash equivalents	249,615	264,029
Total	2,395,321	1,142,202

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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.

Director's discretion not to name (DNN) a non-compliant employer

Under the Act, the Director has the discretion not to name (DNN) an employer as non-compliant where there are mitigating circumstances. These may include receivership, major restructuring, retrenchments and employee numbers approaching less than 80.

Due to the significant impact of COVID-19 on some employers, the Director decided early in this report submission period that employers from industries severely impacted who sought an exemption from reporting would be granted an automatic DNN by Agency staff.

Employers who have been non-compliant in previous years were not granted a DNN unless they contacted the Agency to seek an exemption based on mitigating circumstances.

At 30 October 2020, the number of employers granted a DNN was 137. Ordinarily, fewer than ten employers are granted a DNN in any given reporting period.

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)
Achieve Australia Limited		
AI Topper & Co Pty Ltd		
Alimfresh Pty Ltd		
All Trades Queensland Pty Ltd		
Alpha Services Australia Pty Ltd	Alpha Nursing	
Ararat Abattoirs Pty Ltd	Ararat Abattoirs Pty Ltd	
Atlas Steels Pty Ltd	Atlas Steels	
B. & J. Catalano Pty Ltd	B&J Catalano	
Bachy Soletanche Australia Pty Ltd		VINCI
Balfours Bakery Pty Ltd		San Remo Macaroni Company Pty Ltd
Baycorp (Australia) Pty Ltd		Baycorp Holdings Pty Ltd
Beak & Johnston Pty Ltd		Beak & Johnston Holdings Pty Ltd
Berri Hotel Incorporated	Berri Resort Hotel	
Bindaree Beef Pty Limited	Bindaree Beef	
Bing Lee Electrics Pty Ltd		
Borg Corporate Property Services Pty Ltd		
Bretts Pty Limited		Nutting Investments Pty Ltd
Bulk Frozen Foods Pty. Ltd.		
Caelli Constructions (Vic) Pty Ltd		B. & P. Caelli Holdings Pty Limited
Cannon Hill Services Pty Ltd		Australian Country Choice Holdings Pty Ltd
Carla Zampatti Pty Limited	Carla Zampatti Pty Limited	Carla Zampatti Holdings (Australia) 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)
Casual Dining Concepts (Trading) Pty Limited	Bondi Pizza Bar and Grill	
Cerebos (Australia) Limited		
Cerebral Palsy League of Queensland		
Clarendon Corporate Services Pty Limited		CFT Holdings Company Pty Limited
Community Newspaper Group Limited		News Limited
Commvault Systems (Australia) Pty Ltd		
CPC Engineering Pty Ltd		
Crown Worldwide (Aust) Pty Limited	Crown Relocations	
Darlot Mining Company Pty Ltd		Red 5 Limited
E & A Limited		
E. C. Birch Proprietary Ltd	Birch Haberdashery and Craft	
ECL Group Australia Pty Ltd	ECL Group	
Enrich Living Pty Ltd	Enrich Living Services	RACWA Holdings Pty Ltd
EVZ Limited		
F. R. Ireland Pty Ltd	Irelands of Cairns	
Fircroft Australia Pty Ltd		Fircroft
Focus on Furniture Pty Ltd	Focus on Hire & Commercial Focus on Furniture and Bedding Focus on Sleep Melbourne Furniture Depot Focus on Furniture	
Form 700 Pty Ltd		Form 700 Holdings Pty Ltd
Fredon Industries Pty Limited	Fredon	
G4S Compliance & Investigations Pty Ltd	MJM Corporate Risk Services	G4S International Holdings Ltd
Gateway Lifestyle Employment Services Pty Ltd	Gateway Lifestyle	Hometown Australia Management Pty Ltd
GD Mitchell Enterprises Pty Ltd	Mitchells Quality Foods Pty Ltd	
Healthy Life Resources Pty Limited		Healthy Life Holdings Pty Limited
Hertel Modern Pty Ltd		Hertel Australia Holding Pty Ltd
Hosking's Jewellers Pty Ltd		
Hospitality Employment Pty Ltd	Nicks Restaurant Group	
Inspired Management Pty Ltd		
IOR Terminals (Port Bonython) Pty Ltd		Mitsubishi Corporation
Janagrom Nominees Pty Ltd	Morgans Supermarkets	
JMR Management Consultancy Services Pty Ltd		
Juicy Isle Proprietary Limited		The Myer Family Investments Pty Ltd
KAEFER Integrated Services Pty Ltd		
Kelly Family Trust	McDonald's Kew	

Appendix 1: Non-compliant organisations (continued)

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)
Kellyco Restaurants Pty Ltd	McDonald's Chapel Street McDonald's Elsternwick McDonald's Malvern East McDonald's Ormond McDonald's St Kilda Road McDonald's Holmesglen	
Kennards Storage Management Pty Ltd	Kennards Self Storage	
Linkforce Hire Pty Ltd		Linkforce Corporation
Macquarie Health Corporation Ltd		
Madill No 1 Pty Ltd		
Mainbrace Constructions Pty Ltd		
Maintenance Systems Solutions Pty Ltd		
MAXAM Australia Pty Ltd		
Metro Property Development Pty Ltd		
MSP Engineering Pty Ltd		
Multiple Sclerosis Society Of Queensland (MS Queensland)	MS Queensland	
Nasdaq Pty Ltd	Nasdaq	
Nobul Trades Pty Ltd		
NortonLifeLock Australia Pty Ltd	Symantec	
Nowra Coaches Pty Ltd		
Nursing Group Pty Ltd	The Casey College Lifestyle Directions Counselling	
Ocean Capital Pty Ltd		
Ostwald Bros Pty Ltd	Ostwald Bros	
Parkside Holdings Pty Ltd		
Port Hunter Conveyors Pty Ltd		
President Private Hospital Pty Limited		Macquarie Health Corporation Ltd
Pronto Software Pty Ltd		
Prysmian Australia Pty Limited		
Reading Entertainment Australia Pty Limited		
Regional Publishers Pty Ltd		
Remediation Rectification Works Pty Ltd		Hertel Australia Holding Pty Ltd
Rohanna Pty Ltd Atf The Skippers Unit Trust	John Hughes Group	
Romaly Holdings Pty Ltd	Jim Pearson Transport	
San Remo Macaroni Company Pty Ltd		
Sargents Pty Ltd		Allen Group Holdings Pty. Ltd.
Sesame Lane PTY LTD	Sesame Lane	
Sibelco Australia Limited		

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)
Solstadfarstad Pty Ltd		
Southern Suburbs Group Training Scheme	Apprenticeship & Traineeship Employment Partners	
Sparfacts Pty Ltd		
Speciality Mens Apparel Pty Ltd	Ed Harry Menswear	
Supercharge Batteries Pty Ltd	Supercharge Batteries	Ramcar Australia & New Zealand
Tasmanian Freight Services Pty. Ltd.	Tas Freight	
Tasmanian Redline Coaches Pty. Ltd.	Tasmania's own Redline	
The Ethnic Communities Of Queensland Limited	Diversicare Berlasco Court	
The Trustee for Barbagallo Investments Trust	Barbagallo	
The Trustee for Beaujolais Unit Trust	APG and Co Pty Ltd	
The Trustee for Bellivan Unit Trust	R A Bell & Company Pty Ltd Bell Fire & Rescue Modular Assembly Bell Pumps Bell Environmental Bell's Pumps	
The Trustee for Breakwater Island Trust	The Ville Resort-Casino	The Trustee For Colonial & Empire Brewing Trust
The Trustee for C&F Commercial Discretionary Trust	Pauls Warehouse	
The Trustee For Laurent Bakery Unit Trust	Laurent Bakery Pty Ltd	
The Trustee for Marks Family Trust	Marks Group Industries	
The Trustee For The Marshall Care Providers Trust	SACARE Lifestyle Support Services	
The Trustee for The Polaris Media Trust	Polaris Media Pty Ltd trading as The Australian Jewish News	Manly Cove Unit Trust
The Trustee for The Wrightville Services Trust	Jarvis Services	
The Trustee for Ziday-Vom Family Trust	McDonald's Restaurant Diamond Creek McDonald's Restaurant Eltham McDonald's Restaurant Greensborough McDonald's Restaurant Greensborough Plaza	Vomday Pty Ltd
The West Australian Group Training Scheme Inc		
TJM Products Pty Ltd		Aeroklas Australia Pty Ltd
Town Inn Pty Ltd	Miss Maud	Svea Pty Ltd

Appendix 2: WGEA Employer of Choice for Gender Equality citation holders 2019-20

AbbVie Pty Ltd	Gilbert + Tobin
Accenture	Hatch
AECOM Australia Pty Ltd	HESTA
Alcoa of Australia Limited	Hall & Wilcox
Allens	Holding Redlich
Allianz Australia Services Pty Ltd	HSBC Bank Australia Limited
American Express Australia Limited	Investa
Arcadis Australia Pacific Pty Ltd	IRESS Limited
Aurecon Australasia Pty Ltd	Jacobs Group (Australia) Pty Ltd
Australian Catholic University Limited	K&L Gates
AustralianSuper Pty Ltd	Kellogg (Aust) Pty Ltd
Avanade Australia Pty Ltd	King & Wood Mallesons
B & McK Services Trust	Konica Minolta Business Solutions Australia Pty Ltd
Bain and Company	KPMG Australia Services
Baker McKenzie Australia	La Trobe University
Baxter Healthcare Pty Ltd	Laing O'Rourke Australia
Becton Dickinson Pty Ltd	Lander & Rogers
Benetas	Lendlease Corporation Limited
Boston Consulting Group	Lion Pty Ltd
Caltex Australia Pty Ltd	L'Oreal Australia Pty Ltd
carsales.com Limited	Macquarie University
Challenger Limited	Maddocks
Charles Sturt University	Maurice Blackburn Lawyers
Clayton Utz	McCullough Robertson Lawyers
Clough Projects	McKinsey & Company
Corrs Chambers Westgarth	Medibank
Daimler Truck and Bus Australia Pacific Pty Ltd	Mercedes-Benz Financial Services Australia Pty Ltd
Deakin University	Mercedes-Benz Australia/Pacific Pty Ltd
Deloitte	Mercer (Australia) Pty Ltd
Dentons Australia Limited	Mercy Health
Dexus Holdings Pty Limited	Merri Health
Diageo Australia Ltd	Metcash Trading Limited
DLA Piper Australia	MinterEllison
Edith Cowan University	Mirvac Projects Limited
Frasers Property AHL Limited	MLC Limited
First State Super	MSD
Genworth	My Pathway

National Australia Bank Limited

Norman Disney & Young

Norton Rose Fulbright Australia

Novotech (Australia) Pty Ltd

Origin Energy Ltd

ORIX Australia Corporation Limited

Perpetual Limited

Philips Electronics Australia Limited

PwC Australia

QinetiQ Pty Ltd

Reckitt Benckiser (Australia) Pty Ltd

RMIT University

Russell Kennedy Lawyers

Scentre Group

Smartgroup Corporation Ltd

SMEC Australia Pty Ltd

Sparke Helmore Lawyers

St Barbara Limited

Stockland Development Pty Limited

Suncorp Group

Super Retail Group Ltd

Tabcorp

TAL

Teachers Health

Telstra Super Pty Ltd

The GPT Group

The Smith's Snackfood Company Pty Ltd

The University of Newcastle

Thermo Fisher Scientific

Thoughtworks Australia Pty Ltd

TEG Pty Ltd

Toyota Finance Australia

Transdev Australasia

Transurban Limited

UBS AG

Unilever Australia Limited

United Super Pty Ltd (Cbus)

University of Technology Sydney

University of Wollongong

UOW Global Enterprises

Victoria University

Viva Energy Australia Pty Ltd

Western Sydney University

WSP Australia Pty Ltd

YWCA Canberra

Appendix 3: Pay Equity Ambassadors

Organisation	Name	Job title
AbbVie Pty Ltd	Kirsten O'Doherty	General Manager
Accenture Australia and New Zealand	Robert Easton	Chairman and Managing Director
Accuteque	Natasha Norton	CEO
ADCO Constructions	Neil Harding	Chief Executive Officer
Adecco (also known as Ajilon)	Rafa Moyano	CEO
Adobe	Suzanne Steele	Managing Director ANZ
AECOM Australia New Zealand	Todd Battley	Chief Executive
Alcoa	Michael Parker	Managing Director
Allens	Richard Spurio	Managing Partner
American Express	Corrina Davison	Country Manager, Australia and New Zealand
Ansell	Christine Stribley	Company Secretary
Arc@UNSW	Shelley Valentine	CEO
Arnott's	Ümit Subasi	President Asia Pacific
Arup	Peter Chamley	Chair
Ashurst Australia	Paul Jenkins	Managing Partner
Aurizon	Andrew Harding	Managing Director and CEO
Australian Catholic University	Greg Craven	Vice-Chancellor and President
Australian National University	Brian Schmidt	Vice Chancellor
AustralianSuper	Ian Silk	Chief Executive
BAE Systems	Gabrielle Costigan	CEO
Baker & McKenzie	Anthony Foley	National Managing Partner
Barwon Water	Tracey Slatter	Managing Director
Becton Dickinson	David Zilm	General Manager ANZ
BGC Contracting	Greg Heylen	CEO
Caltex Australia	Julian Segal	CEO and Managing Director
Calvary Health Care	Martin Bowles	National CEO
Carsales.com Ltd	Cameron McIntyre	Managing Director & CEO
CBUS	David Atkin	CEO
Challenger	Richard Howes	CEO & Managing Director
Charles Sturt University	Professor Andrew Vann	Vice-Chancellor
Charter Hall	David Harrison	Managing Director and Group CEO
City of Sydney	Monica Barrone	CEO
Clayton Utz	Robert Cutler	Chief Executive Partner
Clicks IT Recruitment	Ben Wood	Managing Director
Cognizant	Denham Pinder	Head of Markets

Organisation	Name	Job title
Colin, Biggers & Paisley	Nick Crennan	Managing Partner
Cooper Grace Ward Lawyers	Chris Ward	Managing Partner
Corrs Chambers Westgarth	Gavin MacLaren	Partner and CEO
CPB Contractors	Juan Santamaria	Managing Director
CSEnergy	Andrew Bills	CEO
Curtin University	Professor Deborah Terry	Vice-Chancellor
Cuscal	Craig Kennedy	Managing Director
Dexus	Darren Steinberg	CEO
DHL Express Australia	Gary Edstein	Senior Vice President
DLA Piper	Amber Matthews	Country Managing Partner
Dow Chemical	Louis A Vega	President DOW Australia and New Zealand and Vice President, Olympic and Sports Solutions
Downer Group	Steve Schofield	Group Head of Human Resources and Industrial Relations
Edith Cowan University	Prof Steve Chapman	Vice Chancellor
EIC Activities	Glen Mace	Managing Director
ERM Power Ltd	Jon Stretch	Managing Director and CEO
EY	Tony Johnson	CEO and Regional Managing Partner Oceania
First State Super	Deanne Stewart	Chief Executive Officer
Gadens – Melbourne & Sydney	Grant Scott-Hayward	CEO
Genworth Financial Mortgage Insurance Pty Ltd	Georgette Nicholas	CEO and Managing Director
Georgiou	Rob Monaci	CEO
GHD Pty Ltd	Phil Duthie	Executive General Manager Australia
GPT Group	Bob Johnston	CEO and MD
Greening Australia	Brendan Foran	CEO
Griffith University	Professor Ian O'Connor	Vice Chancellor
Hatch	Jan Kwak	Regional Managing Director
Herbert Smith Freehills	Andrew Pike	Executive Partner, Australia
HESTA	Debby Blakey	CEO
Hilton Hotels of Australia	Heidi Kunkel	Vice President Operations, Australasia
Hoban Recruitment Pty Ltd	Alison Watts	CEO
Investa	Jonathan Callaghan	CEO
ITEC Group	Lynn Walker	Managing Director
Janssen	Bruce Goodwin	Managing Director
JLL	Stephen Conry	CEO
John Holland Group	Joe Barr	CEO
Jumbo Interactive	Abby Perry	Head of Human Resources
K&L Gates	Nick Nichola	Managing Partner

Appendix 3: Pay Equity Ambassadors (continued)

Organisation	Name	Job title
King & Wood Mallesons	Sue Kench	Global Managing Partner
King & Wood Mallesons	Berkeley Cox	Chief Executive Partner, Australia
KPMG	Gary Wingrove	CEO
Laing O'Rourke	Cathal O'Rourke	Managing Director Australia
Lendlease	Steve McCann	CEO and MD
Lion	Stuart Irvine	CEO
L'Oreal	Rodrigo Pizarro	Managing Director
Maddocks	Michelle Dixon	CEO
Maurice Blackburn Lawyers	Jacob Varghese	CEO
McCullough Robertson	Kristen Podagiel	Managing Partner
McKinsey & Company	John Lydon	Senior Partner
Medibank	Craig Drummond	CEO
Metcash	Jeff Adams	CEO
Minter Ellison	Annette Kimmett	Chief Executive Officer and Managing Partner
Mirvac	Susan Lloyd-Hurwitz	CEO
Monash University	Professor Margaret Gardner AO	Vice-Chancellor and President
Motorola	Steven Crutchfield	Regional Vice President - Asia Pacific
My Pathway	Paul Synnott	CEO
Norton Rose Fulbright Australia	Wayne Spanner	Managing Partner
Optus	Allen Lew	CEO
Pacific Partnerships	Martin D'Uva	Managing Director
Peoplebank Australia Limited	Peter Acheson	CEO
PepsiCo, Australia and New Zealand	Danny Celoni	CEO
Philips	Ryan Atkins	HR Director, Australia and New Zealand
Pitt & Sherry	Benita Husband	CEO
Property Council Australia	Ken Morrison	Chief Executive
PwC	Luke Sayers	CEO
QIC	Damien Frawley	CEO
Qinetiq	Greg Barsby	Managing Director
Risesmart	Alison Hernandez	National Director
RMIT	Martin Bean	Vice Chancellor
Robert Bird Group	Jason Beutel	CEO
Russell Kennedy Lawyers	Paul Gleeson	Principal and Managing Director
SAP Australia	Damien Bueno	President and Managing Director
Scentre Group	Peter Allen	CEO

Organisation	Name	Job title
Sedgman Ltd	Grant Fraser	Managing Director
Seymour Whyte	John Kirkwood	Managing Director
Siemens	Jeff Connelly	Country CEO
SixPivot	Faith Rees	CEO
Sparke Helmore	Phillip Salem	National Managing Partner
St Barbara	Craig Jetson	Managing Director and CEO
Stanwell Corporation	Richard Van Breda	Chief Executive Officer
Stockland Property Group	Carol Schwartz	Non-Executive Director of Stockland board, Member of the Reserve Bank of Australia board
Stockland Property Group	Mark Steinert	Managing Director and CEO
Swaab	Mary Digiglio	Managing Partner
Tabcorp	David Attenborough	Managing Director
TAL Group	Brett Clark	CEO
Telstra Super	Chris Davies	CEO
Thiess	Douglas Thompson	Managing Director
Transurban	Scott Charlton	Chief Executive Officer
UGL	Jason Spears	Managing Director
Unitywater	George Theo	CEO
University of Canberra	Deep Saini	Vice-Chancellor
University of New South Wales	Ian Jacobs	President and Vice Chancellor
University of Southern Queensland	Professor Geraldine MacKenzie	Vice-Chancellor
University of Technology Sydney	Professor Attila Brungs	Vice-Chancellor and President
University of Wollongong	Professor Paul Wellings CBE	Vice-Chancellor
UOW College	Marisa Mastroianni	Group CEO
Vanguard	Frank Kolimago	Managing Director
Vicinity Centres	Grant Kelley	Chief Executive Officer and Managing Director
VMWare	Alister Dias	VP and Managing Director
Western Sydney University	Professor Barney Glover	Vice Chancellor
Westpac Group	Brian Hartzler	CEO
WSP	Guy Templeton	President and CEO
YWCA Canberra	Frances Crimmins	Executive Director

Appendix 4: WGEA Audit Committee

Members of the Audit Committee

In the year reported, the members of the WGEA Audit Committee were:

- Heather Watson (Chair)
- Sean Van Gorp
- Dr Janin Bredehoeft
- George Sutton
- Margaret Smylie

About WGEA Audit Committee

Heather Watson

Heather is currently a Partner, CFO Advisory at KPMG, specialising in provision of advisory services to the public sector. She has worked in professional services in both the private and public sectors, including almost a decade with the NSW Auditor-General. She was a Councillor of Chartered Accountants of Australia and NZ from 2016-18, a NSW Regional Councillor from 2013-18 and contributed materials to the CA Program for a decade, including authoring examinations. She is a regular speaker at Chartered Accountants Australia and New Zealand conferences and events.

Qualifications

Bachelor of Commerce, University of NSW
Professional Year, Chartered Accountants, Australia and New Zealand

Sean Van Gorp

Sean is the former Managing Partner of Ernst & Young's audit and advisory business for 10 years. He has 25 years experience working in a diverse range of industries, including telecoms and IT, financial services, insurance, retail, mining and chemicals, and the public sector and was based in Asia and London for four years.. Sean currently chairs the ANU Enterprise Audit Committee, and is a member of the Audit Committee of the Australian National Audit Office and was a board member of the National Institute of Dramatic Arts (NIDA) for six years.

Qualifications

Bachelor of Economics, Sydney University
Master of Business Administration, Sydney University

Dr Janin Bredehoeft

Janin Bredehoeft is the Research and Analytics Executive Manager at the Workplace Gender Equality Agency, leading a team responsible for data management, analysis and benchmarking as well as the research and education functions of the Agency. A key aspect of her role is unlocking the potential of the Agency's world-leading dataset through internal and external collaboration to enhance gender equality in Australian workplaces. Janin has been with the Agency since 2015 and taken on a number of roles in research, data analysis and education. She has a strong background in research, having completed her PhD at the University of Sydney in 2019, analysing the developments of academic labour markets in Germany and Australia.

Qualifications

Doctor of Philosophy (Political Economy),
University of Sydney
Masters of international Relations,
Macquarie University
Masters of European Studies, University of Hamburg

Margaret Smylie

Margaret is currently a Client Services Partner at KPMG, specialising in governance, risk and compliance. She has over 20 years experience working across a wide range of industries and has spent her career working with clients to build compliant and sustainable businesses and improve governance, risk and compliance practices and outcomes. Margaret has extensive experience working with Audit Committees in both the private and public sector including Qantas, Origin Energy and Sydney Water.

Qualifications

Bachelor of Arts (Accounting), University of South Australia
Member of Institute of Chartered Accountants in Australia
Member of Institute of Certified Practising Accountants in Australia
Member of Institute of Internal Auditors in Australia

George Sutton

George is the Partner & National Head of Risk Consulting, Grant Thornton. He has over 20 years professional experience serving clients as a Big 4 partner. Most recently, he was the leader of KPMG's Internal Audit, Risk and Control practice in NSW for 10 years. George has worked with a portfolio of clients across financial services and the government sector. He also worked extensively with Transport for NSW and Roads and Maritime Services as an independent auditor on a number of significant NSW infrastructure projects in the rail and road sectors.

Qualifications

Bachelor of Business Studies (Finance and Economics), Trinity College, Dublin

Graduate, Australian Institute of Company Directors
CA, Institute of Chartered Accountants

Electronic address of the charter determining the functions of the entity's audit committee

<https://www.wgea.gov.au/sites/default/files/documents/WGEA%20Audit%20Committee%20Charter.pdf>

Members' attendance at WGEA Audit Committee meetings

There were two meetings of the WGEA Audit Committee in the 2019-20 financial year (23 August 2019, 20 May 2020). Members attended as follows:

Name	Meetings attended
Heather Watson (Chair)	2 out of the possible 2 meetings
Sean Van Gorp	2 out of the possible 2 meetings
Janin Bredehoeft	2 out of the possible 2 meetings
George Sutton*	1 out of the possible 1 meeting
Margaret Smylie*	1 out of the possible 1 meeting

** George Sutton and Margaret Smylie were appointed to the WGEA Audit Committee on 6 April 2020 and attended the committee meeting on 20 May 2020.*

Remuneration

There is no remuneration for members of the WGEA Audit Committee.

Appendix 5: List of requirements

The list of annual report requirements in the table below is prepared in accordance with paragraph 17AJ(d) of the Public Governance, Performance and Accountability Rule 2014 (PGPA Rule). Page references for WGEA's compliance with these requirements are provided in the right-hand column of the table.

PGPA Rule Reference	Description	Requirement	Page number
17AD(g)	Letter of transmittal		
17AI	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory	1
17AD(h)	Aids to access		
17AJ(a)	Table of contents.	Mandatory	3
17AJ(b)	Alphabetical index.	Mandatory	75
17AJ(c)	Glossary of abbreviations and acronyms.	Mandatory	4
17AJ(d)	List of requirements.	Mandatory	70
17AJ(e)	Details of contact officer.	Mandatory	Inside front cover
17AJ(f)	Entity's website address.	Mandatory	Inside front cover
17AJ(g)	Electronic address of report.	Mandatory	Inside front cover
17AD(a)	Review by accountable authority		
17AD(a)	A review by the accountable authority of the entity.	Mandatory	6-7
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	A description of the role and functions of the entity.	Mandatory	12
17AE(1)(a)(ii)	A description of the organisational structure of the entity.	Mandatory	14
17AE(1)(a)(iii)	A description of the outcomes and programmes administered by the entity.	Mandatory	16
17AE(1)(a)(iv)	A description of the purposes of the entity as included in corporate plan.	Mandatory	12
17AE(1)(aa)(i)	Name of the accountable authority or each member of the accountable authority.	Mandatory	1, 14
17AE(1)(aa)(ii)	Position title of the accountable authority or each member of the accountable authority.	Mandatory	1, 14
17AE(1)(aa)(iii)	Period as the accountable authority or member of the accountable authority within the reporting period.	Mandatory	14
17AE(1)(b)	An outline of the structure of the portfolio of the entity.	Portfolio departments mandatory	N/A
17AE(2)	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.	If applicable, Mandatory	N/A

PGPA Rule Reference	Description	Requirement	Page number
17AD(c)	Report on the Performance of the entity		
	<i>Annual performance Statements</i>		
17AD(c)(i); 16F	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory	16
17AD(c)(ii)	<i>Report on Financial Performance</i>		
17AF(1)(a)	A discussion and analysis of the entity's financial performance.	Mandatory	21
17AF(1)(b)	A table summarising the total resources and total payments of the entity.	Mandatory	21
17AF(2)	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.	If applicable, Mandatory.	N/A
17AD(d)	Management and Accountability		
	<i>Corporate Governance</i>		
17AG(2)(a)	Information on compliance with section 10 (fraud systems)	Mandatory	1,26
17AG(2)(b)(i)	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory	1
17AG(2)(b)(ii)	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.	Mandatory	1
17AG(2)(b)(iii)	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory	1
17AG(2)(c)	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory	24
17AG(2)(d) – (e)	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, Mandatory	32
	<i>Audit Committee</i>		
17AG(2A)(a)	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory	69
17AG(2A)(b)	The name of each member of the entity's audit committee.	Mandatory	26,68,69
17AG(2A)(c)	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory	68–69
17AG(2A)(d)	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory	69
17AG(2A)(e)	The remuneration of each member of the entity's audit committee.	Mandatory	69
	<i>External Scrutiny</i>		
17AG(3)	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory	26

Appendix 5: List of requirements (continued)

PGPA Rule Reference	Description	Requirement	Page number
17AG(3)(a)	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.	If applicable, Mandatory	N/A
17AG(3)(b)	Information on any reports on operations of the entity by the Auditor General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory	N/A
17AG(3)(c)	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory	N/A
<i>Management of Human Resources</i>			
17AG(4)(a)	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory	26
17AG(4)(aa)	Statistics on the entity's employees on an ongoing and nonongoing basis, including the following: (a) statistics on full-time employees; (b) statistics on part-time employees; (c) statistics on gender; (d) statistics on staff location.	Mandatory	28
17AG(4)(b)	Statistics on the entity's APS employees on an ongoing and nonongoing basis, including the following: • 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.	Mandatory	28
17AG(4)(c)	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> .	Mandatory	27
17AG(4)(c)(i)	Information on the number of SES and nonSES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory	27,29
17AG(4)(c)(ii)	The salary ranges available for APS employees by classification level.	Mandatory	29
17AG(4)(c)(iii)	A description of nonsalary benefits provided to employees.	Mandatory	27
17AG(4)(d)(i)	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory	30
17AG(4)(d)(ii)	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory	30
17AG(4)(d)(iii)	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory	30
17AG(4)(d)(iv)	Information on aggregate amount of performance payments.	If applicable, Mandatory	30
<i>Assets Management</i>			
17AG(5)	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	If applicable, mandatory	N/A

PGPA Rule Reference	Description	Requirement	Page number
	<i>Purchasing</i>		
17AG(6)	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory	31
	<i>Consultants</i>		
17AG(7)(a)	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts 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).	Mandatory	31
17AG(7)(b)	A statement that “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]”.	Mandatory	31
17AG(7)(c)	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.	Mandatory	31
17AG(7)(d)	A statement that “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.”	Mandatory	31
	<i>Australian National Audit Office Access Clauses</i>		
17AG(8)	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 AuditorGeneral 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.	If applicable, Mandatory	N/A
	<i>Exempt contracts</i>		
17AG(9)	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.	If applicable, Mandatory	N/A
	<i>Small business</i>		
17AG(10)(a)	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.”	Mandatory	32
17AG(10)(b)	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	32
17AG(10)(c)	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.”	If applicable, Mandatory	N/A

Appendix 5: List of requirements (continued)

PGPA Rule Reference	Description	Requirement	Page number
	<i>Financial Statements</i>		
17AD(e)	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	33-56
	<i>Executive Remuneration</i>		
17AD(da)	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 23 of the Rule.	Mandatory	30,55
17AD(f)	Other Mandatory Information		
17AH(1)(a)(i)	If the entity conducted advertising campaigns, a statement that “ <i>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.</i> ”	If applicable, Mandatory	N/A
17AH(1)(a)(ii)	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory	32
17AH(1)(b)	A statement that “ <i>Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website].</i> ”	If applicable, Mandatory	N/A
17AH(1)(c)	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	31
17AH(1)(d)	Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory	32
17AH(1)(e)	Correction of material errors in previous annual report.	If applicable, mandatory	N/A
17AH(2)	Information required by other legislation.	Mandatory	32

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