



annual report

06 | 07

EOWWA



Australian Government

Equal Opportunity for
Women in the Workplace Agency



ISSN: 1444-4232

© Commonwealth of Australia 2007

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without prior written permission from the Commonwealth available from the Commonwealth Copyright Administration, Copyright Law Branch, Attorney-General's Department.

Requests and enquiries concerning reproduction and rights should be addressed to the Commonwealth Copyright Administration, Copyright Law Branch, Attorney-General's Department, Robert Garran Offices, National Circuit, BARTON, ACT, 2600 or posted at: <http://www.ag.gov.au/cca>.



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

Level 6, 1 Elizabeth Plaza
North Sydney NSW 2060
ABN 47 641 643 874
Tel (02) 9448 8500
Fax (02) 9448 8572
www.eowa.gov.au

The Hon Joe Hockey MP
Minister for Employment and Workplace Relations
Parliament House
CANBERRA ACT 2600

Dear Minister

I have pleasure in presenting to you the Annual Report of the Equal Opportunity for Women in the Workplace Agency for the year 2006-2007.

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

This Annual Report covers the period from 1 July 2006 – 30 June 2007 but also includes EOWA's most current report assessment data from compliance reports submitted for the 1 April 2006 – 31 May 2007 reporting year.

Yours sincerely

Anna McPhee
16 November 2007

Our Vision

To create an Australia where women in the workplace can achieve their greatest potential

Our Mission

To inspire Australian employers to create workplaces where women's contribution is valued and recognised. EOWA works to achieve this by:

- Providing unique, leading-edge knowledge and solutions
- Building strategic alliances and partnerships
- Engaging community debate to increase the rate of change

Contents

01

7 Review by Director

02

9 EOWA Overview

- 10 Role and Functions
 - 11 Organisational Structure
 - 11 Outcome and Output Structure
-

03

12 Report on Performance

- 13 Actual Performance in Overall Achievement of Outcome
 - 14 Actual Performance for Output
 - Reporting
 - Waiving
 - Insights from Reporting
 - Educating HR and Diversity Practitioners
 - Communications
 - Building Partnerships
-

04

29 Management and Accountability

- 30 Corporate Governance
- 31 External Scrutiny
- 32 Management of Human Resources
- 33 Purchasing
- 34 Asset Management
- 34 Consultants, Competitive Tendering and Contracting
- 34 Providing Access to People with Disabilities

Contact

For any enquiries in relation to information contained in the Annual Report, please contact:

Cheryl Seeto

Communications Officer

Email: cheryl.seeto@eowa.gov.au

Equal Opportunity for Women in the Workplace Agency
Level 6, 1 Elizabeth Plaza
North Sydney NSW 2060

PO Box 712
North Sydney NSW 2059

Telephone: (02) 9448 8500

Fax: (02) 9448 8572

For more information about EOWA and its role and functions, please visit our **website:** www.eowa.gov.au

An electronic copy of the annual report is available at:
http://www.eowa.gov.au/Information_Centres/Resource_Centre/EOWA_Publications/Annual_Reports/EOWA_Annual_Report_06_07.asp

Appendices

36	01	Financial Statements
61	02	Occupational Health and Safety
63	03	Freedom of Information
64	04	Advertising and Market Research
65	05	Ecologically Sustainable Development and Environmental Performance
65	06	Discretionary Grants
66	07	Consultancies Commissioned
67	08	EOWA Staffing
69	09	Non-Compliant Organisations
70	10	Waived Organisations
72	11	2006 EOWA Business Achievement Award Winners
73	12	2007 EOWA Employers of Choice for Women
4		Contact Officer
75		Glossary
76		Index



01

Review by Director



Review by Director



Anna McPhee
Director, EOWA

The Equal Opportunity for Women in the Workplace Agency has continued its steadfast commitment to educating and assisting organisations to develop their workplace programs to promote equal employment opportunity for women.

Women's participation in the Australian workforce increased from 45.0% in October 2006 to 45.2% in October 2007. The workplace profiles of EOWA reporting organisations also reflect this increase.

Over the past three years women's representation in management has steadily increased. Female managers now constitute 34.3% of all managers in EOWA reporting organisations.

The percentage of female CEOs in EOWA reporting organisations has increased from 9.6% in 2005-06 to 9.8% in 2006-07 reflecting a consistent overall increase in women's representation.

On 31 August 2006, we released the fourth EOWA Australian Census for Women in Leadership. This biennial research project measures the status of women in the most senior leadership positions across the top 200 companies listed on the Australian Stock Exchange.

The 2006 Census results showed that there has only been incremental improvement in the number of women board directors (currently 8.7%) since the Census was first conducted in 2002. The number of women executive managers in the ASX200 has increased slightly to 12.0% from 11.4% in 2004, however the increase was based on only a minimal rise in the number of women in executive manager positions and a decrease in the size of executive management teams.

Although disappointing, EOWA is hopeful that these results will highlight the barriers that continue to prevent women's equal participation in the workplace and encourage Australian employers to increase the rate of change and work towards achieving improved outcomes for female staff at every level.

We are extremely encouraged by those organisations and individuals who are leading the way in achieving genuine workplace equality and diversity throughout the year.

The annual EOWA *Leading Edge Initiatives* publication was once again distributed to all reporting organisations. This year's edition showcased organisations that have implemented innovative initiatives across each of the seven employment matters to achieve equal employment opportunity, including programs addressing flexibility and parental leave, awareness campaigns on bullying and harassment and pay benchmarking processes to improve staff retention.

Among these organisations was Acumen Alliance, whose cutting edge 'Equilibrium' program earned the company the 2006 EOWA Business Achievement Award for Outstanding Initiative/Practice in Achieving Workplace Flexibility. Under Equilibrium, Acumen Alliance employees from receptionist to CEO have total flexibility and authority in determining their working patterns and can vary them to suit the various stages of their lives.

In October 2006, it was decided to review the EOWA Employer of Choice for Women citation criteria to ensure the citation continued to reflect the significant progress that has been made in equal opportunity since its inception in 2001. The six existing criteria were retained and six prerequisites were added to address the key areas that are recognised barriers to women's participation and advancement in the workplace. These changes demonstrate EOWA's commitment to maintaining the citation's status as a prestigious benchmark against which workplaces can continue to measure their own progress.

In light of the nation-wide talent shortage, the need for building sustainable workplace practices has never been so great. While much work remains to be done, our ongoing relationship with Australian employers affords us an unparalleled perspective of the workplace situations women face today, positioning us to lead community debate on issues and inspire awareness, innovation and change.



02

EOWA Overview

EOWA Overview

Role and Functions

EOWA's primary role is to:

- Administer the *Equal Opportunity for Women in the Workplace Act 1999*
- Provide information, advice, education and communication to reporting organisations and members of the broader community to achieve equal opportunity for women in the workplace

The functions of EOWA are:

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

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

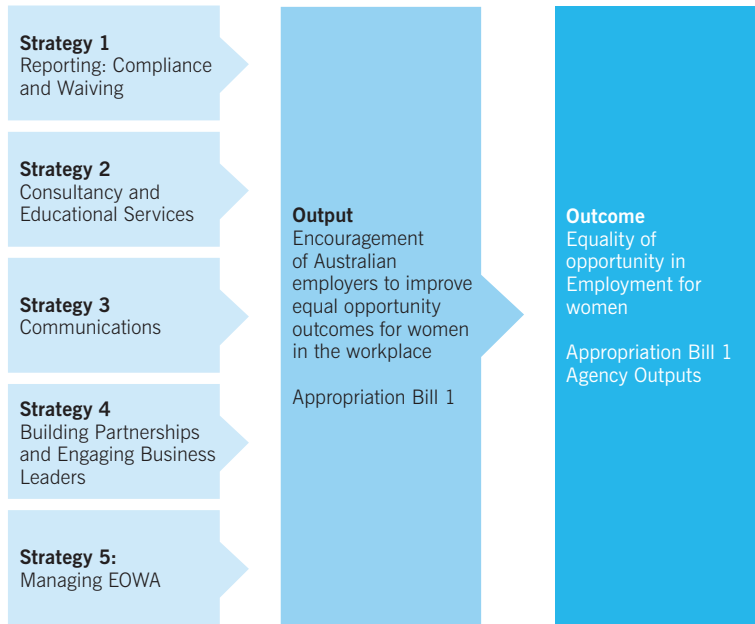
Organisational Structure

EOWA is a statutory authority located within the portfolio of the Australian Commonwealth Department of Employment and Workplace Relations (DEWR). The Directorship of EOWA is a statutory appointment made by the Governor-General of Australia. The Director reports directly to the Minister for Employment and Workplace Relations and embodies the powers and functions as described in the Act.

Outcome and Output Structure

FIGURE 1

Organisational Structure Relating to Outputs and Outcomes



03

Report on Performance



Report on Performance

Actual Performance in Overall Achievement of Outcome

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

TABLE 1

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

Impact	Organisations' compliance with the Act and employer awareness and progress towards equal employment opportunity for women.
Impact Measured by Effectiveness Indicators	Compliance with the Act; client performance improvement; eligibility for waiving, EOWA Employer of Choice for Women (EOCFW) citations and Business Achievement Awards (BAAs); requests for information and advice; workshop attendance; stakeholder feedback; website use; media coverage; and partnership events.
Actual Performance	<ul style="list-style-type: none"> • 2,469 compliant and 13 non-compliant organisations (as at 08 November 2007). • Average of 3.7 Employment Matters actioned per organisation (4.6 Employment Matters actioned in 2005-06). • 106 waived organisations (as at 08 November 2007). 131 EOCFW organisations. 52 organisations self-nominated for the 2007 BAAs. • 39 workshops and 60 individual workplace consultations held. • 334 known media mentions. • 9 external partners supported EOWA events.
Output	Encouragement of Australian employers to improve equal opportunity outcomes for women in the workplace.
Output Measured by Quality	Client awareness/satisfaction with: administration of the Act; value-added services; improved client reports; EOWA's service charter; client management processes and systems; workshops; site visits and consultancy services; website and on-line educational tools; written materials/publications and presentations; information and advice; media interest; BAA feedback; and strategic alliances/partnerships with key people and organisations.
Output Measured by Quantity	Client satisfaction determined by number of: responses to client managers; complaints to EOWA and the Minister; electronic reports submitted; information/advice provided; liaisons, consultancies and partnership events with client organisations; workshop attendees; e-newsletters; website usage and feedback, waived and EOCFW organisations; client relationships and CEO attendance at the BAAs.
Actual Performance	<ul style="list-style-type: none"> • All reporting organisations were telephoned by EOWA and offered tailored feedback. • No complaints made to the Minister. • More than 450 business leaders attended the 2006 BAAs (over 350 attendees in 2005). • 213 clients attended 39 EOWA workshops in 2006-07 (247 attendees at 52 workshops in 2005-06). Workshop evaluation sheets measured 100% client satisfaction. • EOWA's <i>Leading Edge Initiatives</i> publication distributed to all reporting CEOs and Report Contacts. • EOWA's e-Newsletter distributed to nearly 7,000 subscribers. • 106 organisations waived (122 waived in 2005-06). 131 organisations awarded EOCFW citation (compared to 116 in 2006).

Price in PBS	Actual Expenditure
\$3.414m	\$3.227m

Reporting

Compliance organisations report annually to EOWA on:

- The composition of their workforce
- How they consulted with their employees
- Their analysis and issues identified for women in their organisation across the seven Employment Matters
- Actions taken
- The evaluation of the actions taken
- Planned future actions

EOWA's reporting clients are assessed as either compliant, non-compliant or waived from reporting for a specified period of time under the *Equal Opportunity for Women in the Workplace Act* (The Act). Should a report be initially assessed as non-compliant, Client Consultants work with that organisation to obtain the necessary additional information for that organisation to reach compliant status.

Client Consultants, who are highly skilled in managing client relationships and human resource issues, are recruited annually to assess EOWA reports. They receive comprehensive training that equips them to provide tailored feedback relevant to each employer's needs. Client Consultants are also allocated specific industries to assess, which enables them to develop a comprehensive knowledge of industry-specific issues.

For every report assessed, Client Consultants telephone and email that organisation's EOWA report contact to provide personalised and detailed feedback on their workplace program. The feedback conversation with clients not only enhances the relationship between EOWA and reporting organisations but also provides an opportunity to discuss their individual program, ensuring that employers receive the maximum benefit of industry knowledge.

Client Consultants recognise that each reporting organisation is at a different stage in implementing a workplace program for achieving equal opportunity, hence feedback is tailored to each organisation's particular stage in that process. This feedback is designed to assist clients to influence change within their organisation.

In March 2007, over 2,700 CEOs from reporting organisations were sent a personalised letter from EOWA's Director updating them on the Agency's activities and also inviting them to contact EOWA for reporting and workplace program assistance. Additionally, all CEOs from compliant organisations received a tailored letter advising compliance with the Act and written feedback on their workplace program outlined in their report.

At the end of each calendar year, EOWA publishes all compliance reports from that reporting year on the EOWA website. This enables employers to read about how other organisations, both in their industry and generally, are addressing their equal opportunity issues.

Non-Compliant Organisations

As at 08 November 2007, there were 13 reporting organisations that did not comply with the *Equal Opportunity for Women in the Workplace Act 1999*.

Of these, 8 organisations have been non-compliant long term (that is, the client has been non-compliant for three or more consecutive years). The only organisations on the non-compliant list are those that did not submit a compliance report.

Non-compliant organisations are ineligible to tender for government contracts and industry assistance.

For the names of 2006-07 non-compliant organisations, refer to Appendix 9.

Waiving

The Equal Opportunity for Women in the Workplace Act 1999 (Section 13C) provides organisations covered by the Act with the opportunity to apply to be waived from reporting. This means that the employer is not required to submit a report to EOWA for a period of up to three years. Under the Act, organisations which have been waived from reporting are required to continue to develop their workplace program during the period of the waiver.

Waiving aims to:

- Encourage organisations to develop effective workplace programs to achieve equal opportunity in the workplace
- Recognise organisations that have done as much as they can, given their unique organisational circumstances
- Enable organisations to divert resources from reporting into their workplace program
- Respond to organisations that believe and can demonstrate that there are no further actions they can reasonably and practicably take to progress equal opportunity for women in the workplace.

EOWA's Waiving Manager provides organisations interested in waiving with a high level of one-on-one support and assistance. This involves consultation, feedback and guidance relating to EO in their workplace. In addition, EOWA's workshop, *Positioning your business for waiving, EOWA Employer of Choice for Women and Business Achievement Awards*, focuses on requirements for waiving. Education and Client Advisors who conduct these workshops provide participants with advice and information to provide the foundation for a successful waiving application.

This year, 121 organisations applied to be waived, a decrease from 137 applications last year. In 2006-07, EOWA's Director waived the reporting requirements of 106 organisations (compared with 122 organisations in 2005-06), demonstrating that these organisations are taking all reasonable and practical actions to progress equal opportunity for women in the workplace.

A list of waived organisations is provided in Appendix 10.

Compliance Data

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

The 2006-07 report assessment data provides insights into how Australian employers are taking action to implement equal opportunity for women in their workplaces.

As at 08 November 2007, the total number of organisations registered with EOWA for the 2006-07 reporting year was 7,317 organisations, of which 2,701 were designated reporting organisations, a decrease of 36 (1.3%) since 2005-06. Changes in the total number of registered organisations occur on a continuous basis throughout the year, and result from factors such as the sale, merger and closure of companies, and reductions in employee numbers that bring organisations below the 80-employee threshold.

Of the 2,701 reporting organisations registered with EOWA in 2006-07, 91.9% (2,482) were due to report to the Agency in 2007, with the remaining 8.1% (219) exempt from reporting this year as they had been officially waived in a previous year.

This year, 99.5% of 2007 reporting organisations (2,470 out of 2,482) were assessed as compliant under the Act, compared to last year when 99.5% (2,516 of 2,529 reporting organisations) complied. Out of these 2,470 compliant organisations, 106 were approved to be waived from reporting for a future period of up to three years, which compares with 122 in 2005-06.

The number of non-compliant organisations this year was 13 (0.5% of 2,482), compared to 13 (0.5% of 2,529) in 2005-06 and 14 (0.5% of 2,508) in 2004-05.

Women's Workforce Participation

In 2006-07, employee data was available for 2,676 of the 2,701 organisations registered with EOWA. These 2,676 organisations employed 2,725,088 people, an increase from 2,640,627 in 2005-06. Of these, approximately 47.2%, or 1,048,816 were women.

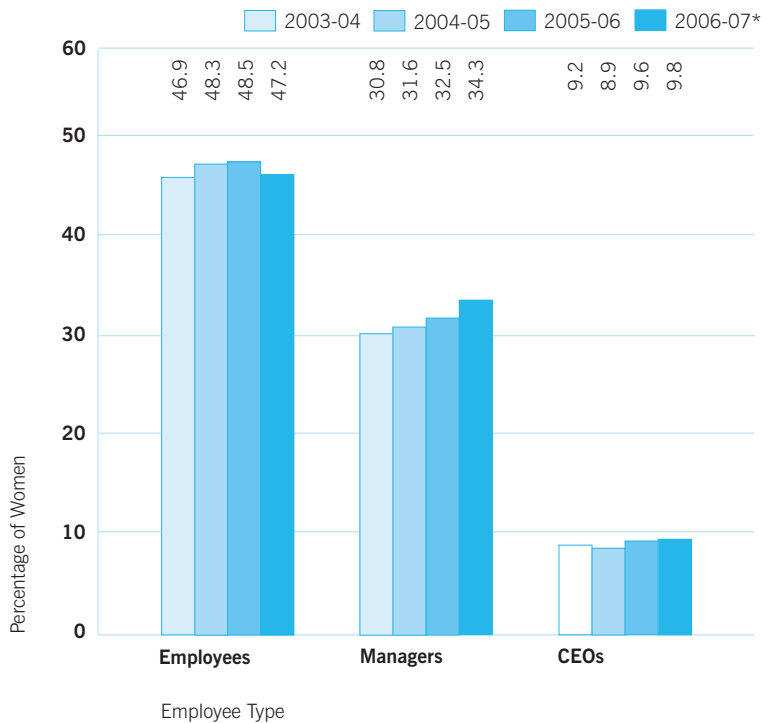
As at 06 November 2007, employee gender data was available for 2,258 reporting organisations. The proportion of women in these organisations is shown by employment category on the following page, together with the final figures for 2004-05 and 2005-06 (updated since the last Annual Report).

	2006-07 (%)	2005-06 (%)	2004-05%
CEOs	9.8	9.6	8.9
Managers	34.3	32.5	31.6
Employees	47.2	48.5	48.3
Full-time Employees	34.3	35.1	36.2
Part-time Employees	77.5	77.8	77.6
Casual Employees	57.4	59.6	58.5
Part-time Managers	81.0	80.9	81.9
Casual Managers	56.6	56.1	45.0

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

FIGURE 2

Women's Employment Participation in EOWA Reporting Organisations



* Interim figures as at 06 November 2007.

** Management data is taken from 1593 orgs that provided complete gender composition of management.

Educating HR and Diversity Practitioners

Workshops and Education Sessions

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

Throughout the year a total of 39 workshops were conducted across Australia, attracting 213 attendees. This was a decrease from the 247 attendees who attended the 52 workshops offered in 2005-2006.

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

Consultancy Services

Consultations are designed to deliver improved outcomes for women and align equal opportunity practices with the organisation's business needs. Employers are able to choose from a range of services, including informative and practical workshops, an analysis of current workplace programs, internal training, analysis of their policies, motivational presentations and industry-specific reports, along with advice on how to become a leading organisation for the advancement of women.

Consultations present senior managers and executives with the organisational benefits of equal opportunity for women in the workplace and provide them with ideas and strategies to encourage women in their workplaces to reach their full potential, and improve organisational outcomes.

This year, EOWA conducted 60 individual workplace consultations, up from 45 in 2005-06.

Advice and Consultation

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

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

For the period 1 July 2006 to the end of the 2006-07 financial year, EOWA responded to in excess of 1,993 inquiries (compared with 1,735 inquiries in 2005-06). Additionally, during the 2006-07 reporting year, every reporting organisation was provided with personalised and industry-specific assistance on their workplace program.

Website

EOWA's website offers an extensive range of online tools and a library of rich resources including leading organisations' policies, practices and case studies, designed to enhance the development of successful EO workplace programs.

During the year, there was a significant revision and expansion of the resources made available on the website, which are frequently used by clients to develop their workplace programs and draft their EOWA compliance reports. The EOWA Employment Matter Guidelines have been updated to better reflect the most current EO practices and environment, and new case studies and an external resources list have been compiled.

In addition, further improvements have been made to the architecture and general navigability of the website, with particular regard to the Media Centre, Publications and Reporting sections.

These updates and improvements have helped to ensure a more current, user-friendly website that is an informative resource for business, the media, government and general public.

Communications

Speeches and Presentations

An important educational role for the Agency is to publicly address the current issues facing women in the workplace. Representatives of EOWA conduct speeches in order to educate, inspire and create debate around improving outcomes for women and business.

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

Publications

EOWA Leading-Edge Initiatives

EOWA's *Leading Edge Initiatives* was first launched in 2005 and has been published annually since. The 2007 issue, as well as past issues, are available in both hard copy and electronically via the EOWA website. The publication showcases a wide selection of initiatives by employers from across a variety of industries that are maximising women's employment participation and opportunities.

It is distributed nationally to over 2,700 CEOs and report contacts, and the Agency continues to receive additional requests throughout the year from non-reporting organisations and members of the public for copies of the publication. Some reporting organisations, particularly those featured in the publication, also request additional copies for wider internal distribution.

EOWA News Alert

EOWA regularly distributes this electronic newsletter, which provides tailored and relevant information to clients and other subscribers.

Each edition explores a specific EO issue, provides reporting-related information and updates on relevant internal or external events. The publication is distributed to nearly 7,000 subscribers. Subscription numbers continue to increase.

2007 EOWA Australian Census of Women in Leadership

Details on this publication are in the Census section later in this report.

Media

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

In 2006-07, the Agency achieved at least 334 known media mentions (228 print articles and 106 radio, TV and online media), compared with 209 print and 66 radio, TV and electronic media stories in 2005-06. It should be noted that in 2005-06, the EOWA Australian Census of Women in Leadership, which generates significant media coverage, was not produced.

Building Partnerships and Engaging Business Leaders

EOWA has continued to develop and strengthen strategic relationships with leading organisations and networks in Australia during the past year.

EOWA's key projects in 2006-07, which were aimed at inspiring leaders to take action to help women advance in the workplace, were:

- 2006 EOWA Australian Census of Women in Leadership
- The EOWA Business Achievement Awards
- The *Intimate Conversation* forum
- The EOWA *Employer of Choice for Women* citation
- Networking and representation of EOWA on industry bodies

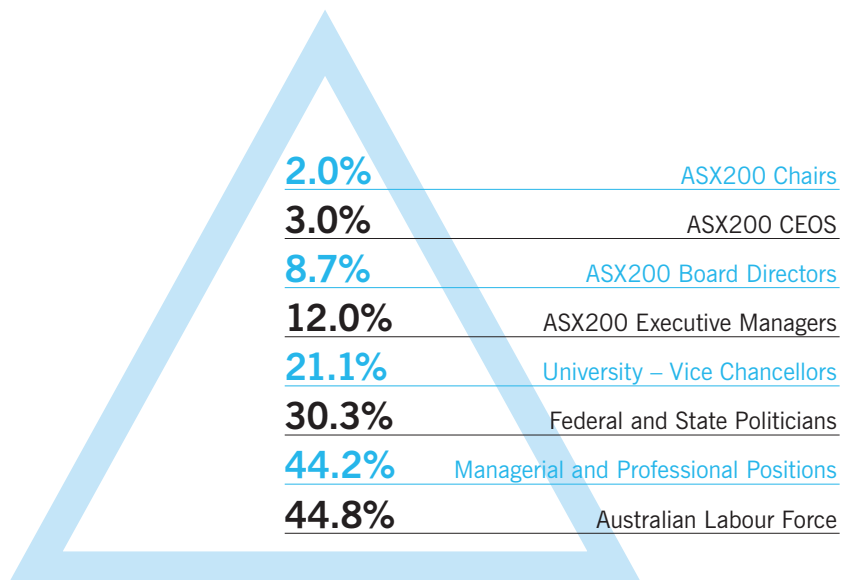
EOWA Australian Census of Women in Leadership

The EOWA Census research provides the only definitive measure of the status of women on boards and in executive management across the ASX200. The Census is regularly cited by academics, business and the media.

Key findings of the research revealed that across the ASX200, 8.7% of Board Directors and 12% of Executive Managers were women (compared to 8.2% and 11.4% in 2004 respectively). Only 6 CEOs were women (3%).

The 2006 Census presented a number of new data analyses, including an international comparison of data against the United Kingdom and New Zealand, plus the inaugural list of Top Performing Companies, defined as those companies which have 25% or more women on both their board and senior executive team.

Census Pyramid – Australian Women in Business



During the 2006-07 financial year, 189 of the Agency's 334 known media mentions referenced or directly quoted the 2006 Census figures. This compares to 134 of the 327 known media mentions for the 2004-05 financial year, when the last EOWA Census was conducted.

EOWA Business Achievement Awards (BAAs)

Over 450 business leaders attended the 2006 BAAs to honour Australian business leaders and the organisations that have strategically driven the advancement of women in their workplace. Corporate sponsors included American Express Australia, the Australian Industry Group, the Commonwealth Bank of Australia, ExxonMobil, Hays, IBM Australia and McDonald's.

This prestigious EOWA event is a way of focussing attention on women in the workplace and recognising equal opportunity excellence. The number of award nominations continues to increase each year, as has the number of awards to cater for the increasing number of eligible winners.

The 2006 BAA winners are listed in Appendix 11.

EOWA *Intimate Conversation* Forum

The EOWA *Intimate Conversation* is an annual "up close and personal" forum where CEOs from leading-practice organisations discuss their assessments of the important issues for women in the workplace and the obstacles facing them. The panel speaks openly and honestly about the issues they have encountered in driving EEO.

The 2007 panel comprised Christine Bartlett, Australian Chief Executive Officer, Jones Lang LaSalle; Russell Caplan, CEO of The Shell Company Australia; Ahmed Fahour, Australian Chief Executive Officer, National Australia Bank; and Giam Swiegers, Chief Executive Officer, Deloitte Touche Tohmatsu. Facilitating the discussion was Jennie Brockie, the award-winning journalist and documentary maker with more than 20 years of experience in broadcasting. Over 90 people from a diverse range of industries and organisations attended the event this year.

EOWA Employer of Choice for Women

In February 2007, 131 organisations were featured on the EOWA Employer of Choice for Women (EOCFW) list. In April 2007, the Minister for Employment and Workplace Relations the Honourable Joe Hockey, invited CEOs and EO Managers of successful EOCFW organisations to attend a function at Parliament House Canberra to recognise and celebrate their achievements in advancing women in the workforce.

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

To be an EOWA Employer of Choice for Women, an organisation needs to:

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

Organisations seeking the citation, including current citation holders, are required to submit an application each year to ensure that their current workplace programs continue to meet the six criteria required to maintain their EOCFW status. Organisations that no longer demonstrate the criteria are removed from the list.

Changes to the EOCFW Citation Process

In October 2006, five years after the inaugural EOWA Employer of Choice for Women (EOCFW) criteria were set, it was decided to review EOCFW to reflect the progress that organisations had made in that period and to reflect changes to what is considered to be leading practice in advancing women and removing barriers in the workplace.

Current EOCFW citation holders were invited to focus groups in Sydney, Melbourne and Brisbane in December 2006 to discuss the proposed changes. Other interested parties were invited to provide input via the EOWA website. Information received from stakeholders and current research on women's status in the workplace were reviewed and discussed.

The six criteria for EOCFW were retained and six prerequisites were added. This information was sent to EOCFW citation holders and displayed on the EOWA website, and a further period for comment was provided.

The prerequisites that will need to be met, in addition to the six criteria, by all applicants from 2007 onwards are:

1. Equal Opportunity for Women is a standing agenda item on a committee chaired by the CEO or his/her direct report.
2. Female managers can work part-time.
3. Paid Maternity leave is available – minimum six weeks' paid leave after 12 months' service.
4. Sex-based harassment education is conducted at induction for all staff (including management, contract staff and casual staff); plus refresher education OR update is received by all staff (including management, contract staff and casual staff) at least every two years.
5. The Pay Equity Gap between average male and female salaries at each level of the organisation is less than the national gender gap identified by ABS research (currently 17%). Additionally, the organisation's overall pay gap must be less than the organisation's industry average pay gap, based on current ABS statistics.
6. At least 27% of managers are women OR the organisation's percentage of female managers is greater than the industry-sector average.

Networking and Representation of EOWA

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

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

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

Throughout the year, the Agency Director participated in and attended numerous external events and accepted all appropriate guest speaking invitations convenient to her schedule.

Purchaser/Provider Arrangements

EOWA entered into a purchaser/provider arrangement with the Department of Employment and Workplace Relations for the provision of administrative and information technology in 2006-07 under a Memorandum of Understanding.

Where Performance Targets Differ from PBS

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

Factors and Events Influencing Performance

After a tender process, EOWA engaged Beethoven Computer Services (BCS) in November 2006 to replace the Agency's reporting system. The factors that influenced the appointment of BCS were:

- better 'out of the box' fit which translated to lower project cost; and
- compliance with the Agency's infrastructure.

The new system has enabled the reporting staff for the 2006-07 reporting period to collect more data from reporting organisations than previously, resulting in improved data mining capabilities.

Significant Changes in Nature of Principal Functions/Services

There have been no significant changes to EOWA's principal functions or services over the past reporting period. In addition, EOWA has had no significant changes to its principal functions or services since the introduction of the amended legislation as outlined in the 1999-2000 EOWA Annual Report.

Service Charter

EOWA's Service Charter outlines the key service standards that EOWA commits to abide by in order to respond better to the needs of business and working women. External queries or complaints are responded to quickly and client feedback on EOWA's service is encouraged.

Of the 1,993 calls received in the period from July 06 – June 07, 108 calls were from members of the public whom EOWA referred to other agencies as we could not assist them, and 467 calls were relating to rights and obligations under the Act and how EOWA could provide assistance to meet those obligations.

The Service Charter is available on EOWA's website at:
http://www.eowa.gov.au/About_EOWA/Our_Services/EOWA_Service_Charter.asp

Financial Performance

The total appropriation for EOWA in 2006-07 was \$2,833,000.

Significant Changes from Prior Year or from Budget

There were no significant changes.

TABLE 2

Summary Resource Table by Outcome

	(1) Budget* 2006-07 (\$)	(2) Actual Revenue 2005-06 (\$)	(3) Actual Expenses 2005-06 (\$)	Variation (3) – (2)	(4) Budget** 2007-08 (\$)
Administered Expenses (including third-party outputs)	0	0	0	0	0
Total Administered Expenses	0	0	0	0	0
Price of Output					
Output – Administration of the Act, Advice, Education, Information and Communication	2,833,000	2,833,000	3,227,178	–	2,972,000
Subtotal of Output	2,833,000	2,833,000	3,227,178	–	2,972,000
Revenue from Government (Appropriation) for Outputs	2,833,000	2,833,000	–	–	2,972,000
Revenue from Other Sources	664,000	487,547	–	–	366,000
Other Sources – Resources	92,000	99,010	–	–	44,000
received free of charge from Government, EOWA services to external entities					
Total Price of Output	3,589,000	3,419,557	3,227,178	192,379	3,382,000
TOTAL FOR OUTCOME (Total Price of Outputs and Administered Expenses)	3,589,000	3,419,557	3,227,178	192,379	3,382,000
Average Staffing Levels [ASL]	21	18	18	0	20

* Full-year Budget, including additional Estimates

** Budget prior to additional Estimates

Developments since end of Financial Year

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



04

Management and Accountability

Management and Accountability

Corporate Governance

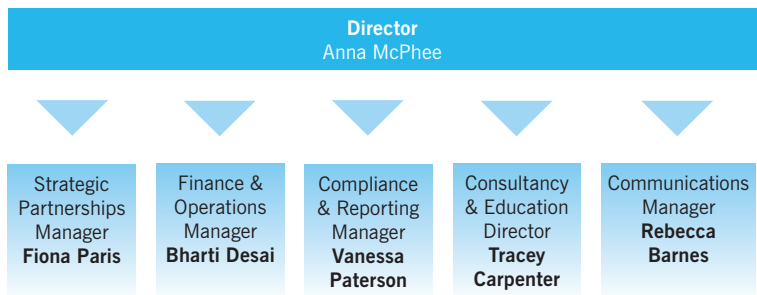
EOWA's Director reports directly to the Minister for Employment and Workplace Relations. The Executive Managers report to the Director.

The organisational structure that was put in place towards the end of 2004-05 continues to work well, streamlining processes to enable EOWA to better respond to business needs and thereby achieve its outcome. Figure 4 displays the corporate management structure.

Names of the Senior Executive and their Responsibilities

FIGURE 4

Corporate Management Structure



Financial and Operational Risk

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

EOWA has met with Comcover throughout 2006-07 to ensure the development of good risk management practices.

Audit Committee

EOWA formed an audit committee in April 2007 and is to meet three times a year. The committee is responsible for ensuring proper use of Commonwealth resources and the management of risks. The members of the committee as at 30 June 2007 were:

- Alison Gatt (Chair and external member)
- Graham Johnson (ANAO)
- Anna McPhee (Director)
- Bharti Desai

Certification of Fraud Measures in Place

EOWA updated its Fraud Control Plan to cover 2006-08. The Fraud Control Plan continues to be a part of the EOWA induction program for all new employees and consultants. Most of the risks have been, and will continue to be, addressed by the implementation and documentation of appropriate procedures. EOWA has appropriate fraud prevention, detection and investigation procedures and processes that meet the specific needs of the agency and comply with the Commonwealth Fraud Control Guidelines.

Ethical Standards

EOWA is committed to the Australian Public Service (APS) Values and Code of Conduct.

EOWA staff induction kits contain information provided by the Australian Public Service Commission concerning these values and codes.

External Scrutiny

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

During the period from July 2006 to June 2007 inclusive, EOWA was not the subject of:

- Judicial decisions or decisions of administrative tribunals that have, or may have, significant impact on operations; or

- Reports on the operations of EOWA by the Auditor-General (other than the report of financial statements), Parliamentary Committee or Commonwealth Ombudsman.

Management of Human Resources

Impact and Features of Certified Agreements and Australian Workplace Agreements

EOWA implemented its new Certified Agreement effective from April 2006 to March 2009. The main features of the 2006-09 Certified Agreement are:

- **Remuneration:** Employees receive three wage increases over the three-year duration of the agreement. The first increase of 4% took effect upon certification on 1 April 2006; the second increase of another 4% came into effect 12 months after certification on 1 April 2007, and the final 4% increase will take place on 1 April 2008.
- **Performance Bonus:** A performance bonus has been introduced.
- **Paid Maternity Leave:** EOWA has increased its paid maternity leave benefit to 14 weeks at full pay, with the option of a pay out at half-pay over a 28-week period.
- **Balancing work and personal life through working flexibly:** EOWA is committed to helping employees balance their work and personal lives through telecommuting, flextime, part-time work and other arrangements.
- **Recognising, building and using our employees' skills:** EOWA is providing staff with the opportunity to develop skills by provision of training and development and the health-related budgets.

EOWA has implemented a system of Australian Workplace Agreements (AWAs) for EOWA staff in order to further enhance the flexibility of terms and conditions available to staff.

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

Training and Development Undertaken and its Impacts

During the year, there were internal development opportunities for staff wishing to expand their skill base through extension projects, as well as formal training. In addition, all staff have access to a new flexible web-based IT training package.

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

A total of \$36,686 was allocated to training, development and networking activities. In 2006-07, the amount spent on EOWA Studybank was \$1,950.

Productivity Gains

There were no reported productivity gains achieved in the year 2006-07.

Staffing Structure and Statistics

There have been no further changes to the staffing structure within the Agency in the past year.

EOWA staffing profiles and statistics, including CA and AWA statistics, can be found in Appendix 8.

Performance Pay

EOWA provided performance pay to staff as described below.

Classification	Number	Total Paid (\$)	Min. paid (\$)	Max. paid (\$)
APS Level 1 to 6	13	47,328	453	3,835
Executive level 1	4	24,332	469	3,835
Executive level 2	1	6,016	2,181	3,835
PEO	1	13,809	0	13,809
Total	19	91,485		

Purchasing

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

EOWA is committed to the Government's payment policy and ensures that all accounts are processed by the due date. It also publishes an Annual procurement plan on Austender, in accordance with the requirements of the procurement guidelines.

Asset Management

EOWA's assets were managed internally by the Organisational Services section. EOWA's policies ensure that assets are properly recorded and that efficient, effective and ethical use of Commonwealth resources is promoted. EOWA also operates under an MOU with the Department of Employment and Workplace Relations for the use of its assets and support services.

EOWA undertakes yearly stocktakes and reconciles the stocktake reports to physical assets. EOWA confirms that the stocktake matched the physical assets as at 30 June 2007.

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

Consultants, Competitive Tendering and Contracting

During 2006–07, EOWA engaged 7 new consultancies (as listed in Appendix 7) for a total value of \$213,837 and 2 ongoing consultancy actual expenditure of \$349,226.

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

The previous successful tenders continued to be used in 2006-07. The largest of these was DEWR for IT supplies, Finance, Human Resources and the maintenance and enhancement of the EOWA Database application, Beethoven Computer Services for the development of the reporting system software and Nesova Pty Ltd for the leasing of office premises.

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

Providing Access to People with Disabilities

EOWA's Workplace Diversity Policy includes reference to equal opportunities for people with a disability. Reference to the policy is included in all staff inductions and annual training is conducted to ensure staff are aware of their rights and obligations. EOWA has two Workplace Diversity Contact Officers to assist in the implementation of EOWA's Workplace Diversity Policy.

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



50 Appendices

Appendices

01 Financial Statements



Appendix 1 – Financial Statements

Independent Audit Report

To the Minister for Employment and Workplace Relations

Scope

We have audited the accompanying financial statements of the Equal Opportunity for Women in the Workplace Agency (the Agency) for the year ended 30 June 2007. The financial statements comprise: a statement by the Chief Executive and Chief Financial Officer; income statement; balance sheet; statement of changes in equity; cash flow statement; schedules of commitments and contingencies, a summary of significant accounting policies and other explanatory notes.

The Responsibility of the Director for the Financial Statements

The Agency's Director is responsible for the preparation and fair presentation of the financial statements in accordance with Finance Minister's Orders made under the *Financial Management and Accountability Act 1997* and Australian Accounting Standards (including Australian Accounting Interpretations). This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

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

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

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

Independence

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

Auditor's Opinion

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

- a. have been prepared in accordance with Finance Minister's Orders made under the *Financial Management and Accountability Act 1997* and Australian Accounting Standards (including Australian Accounting Interpretations); and
- b. give a true and fair view of the matters required by Finance Minister's Orders including the Equal Opportunity for Women in the Workplace Agency financial position as at 30 June 2007 and of its financial performance and its cash flows for the year then ended.

Australian National Audit Office



P Hinchey
Senior Director

Delegate of the Auditor-General
Sydney
10 August 2007

Equal Opportunity for Women in the Workplace Agency Statement by the Chief Executive

In our opinion, the attached financial statements for the year ended 30 June 2007 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997* as amended.



Anna McPhee
Director
Equal Opportunity for Women
in the Workplace Agency
10 August 2007



Bharti Desai
Chief Financial Officer
Equal Opportunity for Women
in the Workplace Agency
10 August 2007

Appendices

01 Financial Statements

Equal Opportunity for Women in the Workplace Agency Income Statement

for the year ended 30 June 2007

	Notes	30 June 2007 (\$)	30 June 2006 (\$)
Revenue			
Revenue from Government	2A	2,833,000	2,749,999
Sale of goods and rendering of services	2B	487,547	420,321
Total revenue		3,320,547	3,170,320
Gains			
Other gains	2C	99,010	137,900
Total gains		99,010	137,900
Total Income		3,419,557	3,308,220
Expenses			
Employee benefits	3A	1,619,224	1,568,786
Suppliers	3B	1,437,199	1,262,038
Depreciation and amortisation	3C	170,755	332,212
Bad and doubtful debts expense	3D	–	22,000
Total expenses		3,227,178	3,185,036
Surplus (deficit)		192,379	123,184

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

Equal Opportunity for Women in the Workplace Agency Balance Sheet

as at 30 June 2007

	Notes	30 June 2007 (\$)	30 June 2006 (\$)
Assets			
Financial assets			
Cash and cash equivalents	4A	133,489	393,360
Trade and other receivables	4B	2,053,422	1,865,947
Total financial assets		2,186,911	2,259,307
Non-financial assets			
Land and buildings	5A,C	–	96,730
Infrastructure, plant and equipment	5B,C	21,030	10,915
Intangibles	5D	499,634	58,883
Other non-financial assets	5E	4,127	3,223
Total non-financial assets		524,791	169,751
Total assets		2,711,702	2,429,058
Liabilities			
Payables			
Suppliers	6A	41,551	53,107
Other payables	6B	228,127	165,123
Total payables		269,678	218,230
Provisions			
Employee provisions	7A	235,695	201,701
Other provisions	7B	57,753	52,930
Total provisions		293,448	254,631
Total liabilities		563,126	472,861
Net assets		2,148,576	1,956,197
Equity			
Contributed equity		1,399,000	1,399,000
Reserves		40,043	40,043
Retained surplus		709,533	517,154
Total equity		2,148,576	1,956,197
Current assets		2,191,038	2,262,530
Non-current assets		520,664	166,528
Current liabilities		540,293	445,957
Non-current liabilities		22,833	26,904

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

Appendices

01 Financial Statements

Equal Opportunity for Women in the Workplace Agency Statement of Changes in Equity

for the year ended 30 June 2007

Item	Retained Earnings		Asset Revaluation Reserves		Contributed Equity		TOTAL EQUITY	
	2007 (\$)	2006 (\$)	2007 (\$)	2006 (\$)	2007 (\$)	2006 (\$)	2007 (\$)	2006 (\$)
Opening balance as at 1 July	517,154	393,970	40,043	40,043	1,399,000	1,399,000	1,956,197	1,833,013
Net operating result	192,379	123,184	n/a	n/a	n/a	n/a	192,379	123,184
Closing balance as at 30 June	709,533	517,154	40,043	40,043	1,399,000	1,399,000	2,148,576	1,956,197

Equal Opportunity for Women in the Workplace Agency Cashflow Statement

for the year ended 30 June 2007

	Notes	30 June 2007 (\$)	30 June 2006 (\$)
Operating activities			
Cash received			
Goods and services		522,264	407,229
Appropriations		2,633,000	1,949,999
GST received from ATO		130,471	57,811
Total cash received		3,285,735	2,415,039
Cash used			
Employees		1,585,230	1,534,000
Suppliers		1,280,949	1,106,440
GST paid to ATO		154,536	63,533
Total cash used		3,020,715	2,703,973
Net cash used by from operating activities	8	265,020	(288,934)
Investing activities			
Cash used			
Purchase of property, plant and equipment		14,633	–
Purchase of intangibles		510,258	–
Total cash used		524,891	–
Net cash used by investing activities		524,891	–
Net increase/(decrease) in cash held		(259,871)	(288,934)
Cash at the beginning of the reporting period		393,360	682,294
Cash at the end of the reporting period	4A	133,489	393,360

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

Appendices

01 Financial Statements

Equal Opportunity for Women in the Workplace Agency Schedule of Commitments

as at 30 June 2007

	30 June 2007 (\$)	30 June 2006 (\$)
By type		
Other commitments		
Operating leases ¹	145,845	214,025
Net commitments by type	145,845	214,025
By maturity		
Operating lease commitments		
One year or less	145,845	214,025
Net commitments by maturity	145,845	214,025

NB: Commitments are GST inclusive where relevant.

¹ Operating leases included are effectively non-cancellable and comprise leases for office accommodation. There is no provision for review.

Equal Opportunity for Women in the Workplace Agency Schedule of Contingencies

as at 30 June 2007

There are no contingent liabilities or assets as at 30 June 2007.

Notes to and forming part of the financial statements

for the year ended 30 June 2007

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

1.1 Objectives of Equal Opportunity for Women in the Workplace Agency

The Equal Opportunity for Women in the Workplace Agency (EOWA) is an Australian Public Service organisation. EOWA's vision is for every woman in Australia to reach her full potential in the workplace. EOWA's mission is to inspire Australian employers to create workplaces where all women feel valued and fully able to contribute by:

- providing unique leading edge knowledge and solutions;
- building strategic alliances and partnerships; and
- engaging community debate to increase the rate of change.

The planned outcome is Equality of Opportunity in Employment for Women.

1.2 Basis of Preparation of the Financial Report

The Financial Statements and notes are required by section 49 of the *Financial Management and Accountability Act 1997* and are a general purpose financial report.

The Financial Statements and notes have been prepared in accordance with:

- Finance Minister's Orders (FMO's) for reporting periods ending on or after 1 July 2006; and
- Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period

Appendices

01 Financial Statements

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

The financial report is presented in Australian dollars.

Unless an alternative treatment is specifically required by an Accounting Standard or the FMO's, assets and liabilities are recognised in the Balance Sheet when and only when it is probable that future economic benefits will flow to the entity and the amounts of the assets or liabilities can be reliably measured. Assets and liabilities arising under agreements equally proportionately unperformed are not recognised unless required by an Accounting Standard. Liabilities and assets which are unrealised are reported in the Schedule of Commitments and the Schedule of Contingencies.

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

1.3 Significant Accounting Judgements and Estimates

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

1.4 Statement of Compliance

The financial report complies with Australian Accounting Standards, which include Australian Equivalents to International Financial Reporting Standards (AEIFRS). The AASB has issued amendments to existing standards, which are not effective at the reporting date. EOWA intends to adopt all standards upon their application date.

As at the reporting date, there is no expected effect from application of these standards.

1.5 Revenue

Revenue from Government

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

Appropriations receivable are recognised at their nominal amounts.

Other Revenue

Revenue from the sale of goods is recognised when:

- The risks and rewards of ownership have been transferred to the buyer;
- The seller retains no managerial involvement nor effective control over the goods;
- The revenue and transaction costs incurred can be reliably measured; and
- It is probable that the economic benefits associated with the transaction will flow to the entity.

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

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

Receivables for goods and services are recognised at the nominal amounts due less any provision for bad and doubtful debts. Collectability of debts is reviewed at balance date. Provisions are made when collectability of the debt is no longer probable.

1.6 Gains

Resources Received Free of Charge

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

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

Sale of Assets

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

Appendices

01 Financial Statements

1.7 Transactions with the Government as Owner

Equity injections

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

1.8 Employee Benefits

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

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

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

All other employee benefit liabilities are measured at the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date.

Leave

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

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

The liability for long service leave has been determined by reference to the work of an actuary as at 30 June 2007. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Superannuation

Staff of EOWA are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) or the PSS accumulation plan (PSSap). The liability for their superannuation benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course.

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

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

From 1 July 2005, new employees were eligible to join the PSSap scheme.

The liability for superannuation recognised as at 30 June 2007 represents outstanding contributions for the final fortnight of the year.

1.9 Leases

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

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

1.10 Cash

Cash means notes and coins held and any deposits held at call with a bank or financial institution. Cash is recognised at its nominal amount.

1.11 Financial Risk Management

EOWA's activities expose it to normal commercial financial risk. As a result of the nature of EOWA's business and internal and Australian Government policies, dealing with the management of financial risk, EOWA's exposure to market, credit, liquidity and cash flow and fair value interest rate is considered to be low.

1.12 De-recognition of Financial Assets and Liabilities

Financial Assets are derecognised when the contractual rights to the cash flows from the financial assets expire or the asset is transferred to another entity. In the case of a transfer to another entity, the risks and rewards of ownership are also transferred.

Financial liabilities are derecognised when the obligation under the contract is discharged, cancelled or expires.

Appendices

01 Financial Statements

1.13 Impairment of Assets

Financial Assets are assessed for impairment at each balance date.

Financial Assets held at cost

If there is objective evidence that an impairment loss has been incurred, the impairment loss is the difference between the carrying amount of the asset and the present value of the estimated future cash flows discounted at the current market rate for similar assets.

Other financial assets carried at cost which were not held to generate net cash inflows, were assessed for indicators of impairment. Where such indications were found to exist, the recoverable amount of the assets was estimated and compared to the assets' carrying amount and, if less, reduced to the carrying amount. The reduction was shown as an impairment loss.

1.14 Supplier and other payables

Supplier and other payables are recognised at their nominal amounts, being the amounts at which the liabilities will be settled. Liabilities are recognised to the extent that the goods or services have been received (irrespective of having been invoiced).

1.15 Contingent Liabilities and Contingent Assets

Contingent Liabilities and Assets are not recognised in the Balance Sheet but are reported in the relevant schedules and notes. They may arise from uncertainty as to the existence of a liability (asset), or represent an existing liability (asset) in respect of which settlement is not probable or the amount cannot be reliably measured. Where settlement becomes probable, a liability or asset is recognised. A liability or asset is recognised when its existence is confirmed by a future event, settlement becomes probable or reliable measurement becomes possible.

There were no contingent liabilities and assets reported as at 30 June 2007.

1.16 Acquisition of Assets

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

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenues at their fair value at the date of acquisition, unless acquired as a consequence of restructuring administrative arrangements. In the latter case, assets are initially

recognised as contributions by owners at the amounts at which they were recognised in the transferor agency's accounts immediately prior to the restructuring.

1.17 Property, Plant and Equipment

Asset Recognition Threshold

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

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site. These costs are included in the value of EOWA's leasehold improvements with a corresponding provision for the 'make good' taken up.

Revaluations

Land, buildings, plant and equipment are carried at fair value, being revalued with sufficient frequency so that the carrying amount of each asset class is not materially different, at the reporting date, from its fair value.

Assessments were undertaken by management as at 30 June 2007 to confirm that the written down value is not materially different to the fair value of the assets.

Asset class	Fair value measured at:
Leasehold improvements	Lesser of depreciated replacement or reproduction cost
Plant and equipment	Market selling price

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

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

Appendices

01 Financial Statements

Depreciation

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

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

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

	2007	2006
Leasehold improvements	Lease term	Lease term
Plant and equipment	3 to 9 years	3 to 9 years

Impairment of Non-Current Asset

Non-current assets carried at fair value, which are not held to generate net cash inflows, have been assessed for indications of impairment at 30 June 2007. 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.

1.18 Intangibles

EOWA's intangibles comprise of internally developed software for internal use. These assets are carried at cost.

Software is amortised on a straight-line basis over its anticipated useful life. The useful life of EOWA's software is 5 years (2005-06: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2007.

1.19 Taxation

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

Revenues, expenses and assets are recognised net of GST:

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

1.20 Comparative Figures

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

Note 2: Income

	2007 (\$)	2006 (\$)
Revenues		
Note 2A: Revenue from Government		
Appropriations for outputs	2,833,000	2,749,999
Total revenue from Government	2,833,000	2,749,999
Note 2B: Goods and Services		
Services rendered – external entities	487,547	420,321
Total sales of goods and services and rendering of services	487,547	420,321
Note 2C: Other gains		
Resources received free of charge	99,010	137,900
Resources received from related entities:		
Provision of support services by the Department of Employment and Workplace Relations	–	97,900
Auditors remuneration	27,000	25,000
Total resources from related entities	27,000	122,900
Resources received free from external entities:		
Resources free of charge – publications and printing	22,010	15,000
Resources free of charge – research fees	50,000	–
Total resources from external entities	72,010	15,000
Total other gains	99,010	137,900

Appendices

01 Financial Statements

Note 3: Operating Expenses

	2007 (\$)	2006 (\$)
Note 3A: Employee Benefits		
Wages and salaries	1,218,939	1,237,996
Superannuation	178,853	180,669
Leave and other entitlements	68,263	59,278
Other employee expenses	153,169	90,843
Total employee expenses	1,619,224	1,568,786

Note 3B: Suppliers

Provision of goods – external entities	460,945	415,575
Rendering of services – related entities	47,592	34,000
Rendering of services – external entities	658,571	524,078
Operating lease rentals*	209,059	180,045
Other supplier expenses	53,765	99,850
Workers' compensation premiums	7,267	8,490
Total supplier expenses	1,437,199	1,262,038

*These comprise minimum lease payments only.

Note 3C: Depreciation and Amortisation

Depreciation		
Infrastructure, plant and equipment	4,518	8,763
Building – leasehold improvements	96,730	104,858
Total depreciation	101,248	113,621
Amortisation		
Intangibles – Computer Software	69,507	218,591
Total amortisation	69,507	218,591
Total depreciation and amortisation	170,755	332,212

Note 3D: Write Down and Impairment of Assets

Impairment of non-financial assets		
Bad and doubtful debts expense	–	22,000
Total other expenses	–	22,000

Note 4: Financial Assets

	2007 (\$)	2006 (\$)
Note 4A: Cash and cash equivalents		
Cash at bank	132,489	392,360
Cash on hand	1,000	1,000
Total cash and cash equivalents	133,489	393,360
Note 4B: Trade and other receivables		
Goods and services	3,343	38,060
GST receivable from the Australian Taxation Office	50,079	27,887
Appropriations receivable – undrawn	2,000,000	1,800,000
Total receivables (net)	2,053,422	1,865,947

All receivables are current assets

All receivables are with entities external to the entity. Credit terms are net 30 days (2006: 30 days).

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

Receivables (gross) are aged as follows:

Current	2,052,997	1,827,887
Overdue by:		
Less than 30 days	425	37,400
30 to 60 days	–	660
Total receivables (gross)	2,053,422	1,865,947

Appendices

01 Financial Statements

Note 5: Non-Financial Assets

	2007 (\$)	2006 (\$)
--	-----------	-----------

Note 5A: Land and Buildings

Leasehold improvements		
– At fair value	291,025	291,025
– Accumulated amortisation	(291,025)	(194,295)
Total leasehold improvements	–	96,730
Total land and buildings (non-current)	–	96,730

Note 5B: Infrastructure, Plant and Equipment

Infrastructure, plant and equipment		
– At fair value	46,508	31,875
– Accumulated depreciation	(25,478)	(20,960)
Total infrastructure, plant and equipment (non-current)	21,030	10,915

Note 5C: Analysis of Property, Plant and Equipment

Table A – Reconciliation of the opening and closing balances of property, plant and equipment

Item	Buildings – Leasehold Improvements (\$)	Other IP&E (\$)	Total (\$)
As at 1 July 2006			
Gross book value	291,025	31,875	322,900
Accumulated depreciation/ amortisation	(194,295)	(20,960)	(215,255)
Opening net book value	96,730	10,915	107,645
Additions:			
By purchase	–	14,633	14,633
Depreciation/amortisation expense	(104,858)	(8,763)	(113,621)
As at 30 June 2007			
Gross book value	291,025	46,508	337,533
Accumulated depreciation/ amortisation	(291,025)	(25,478)	(316,503)
Closing net book value	–	21,030	21,030

Note 5D: Intangible Assets

	2007 (\$)	2006 (\$)
--	-----------	-----------

Computer software:		
At cost – internally developed	1,886,834	1,376,576
– Accumulated amortisation	(1,387,200)	(1,317,693)
Total intangibles (non-current)	499,634	58,883

Table A – Reconciliation of the opening and closing balances of intangibles

Item	Computer Software (\$)	Intangibles Total (\$)
As at 1 July 2006		
Gross book value	1,376,576	1,376,576
Accumulated depreciation/amortisation	(1,317,693)	(1,317,693)
Opening net book value	58,883	58,883
Additions		
By purchase or internally developed	510,258	510,258
Depreciation/amortisation expense	(69,507)	(69,507)
As at 30 June 2007		
Gross book value	1,886,834	1,886,834
Accumulated depreciation/amortisation	(1,387,200)	(1,387,200)
Closing net book value	499,634	499,634

Note 5E: Other Non-Financial Assets

	2007 (\$)	2006 (\$)
Prepayments	4,127	3,223
Total other non-financial assets	4,127	3,223

All other non-financial assets are current assets.

Note 6: Payables

	2006 (\$)	2005 (\$)
Note 6A: Supplier		
Trade creditors	41,551	53,107
Total supplier payables	41,551	53,107

All supplier payables are current liabilities.

Note 6B: Other Payables

	2006 (\$)	2005 (\$)
GST payable to ATO	5,555	7,431
Accrued expenses	102,572	84,692
Unearned revenue	120,000	73,000
Total other payables	228,127	165,123

All other payables are current liabilities.

Appendices

01 Financial Statements

Note 7: Provisions

	2007 (\$)	2006 (\$)
Note 7A: Employee Provisions		
Salaries and wages	11,039	12,922
Leave	209,926	162,888
Other	14,730	25,891
Total employee provisions	235,695	201,701
Current	212,862	174,797
Non-current	22,833	26,904
Total employee provisions	235,695	201,701
Note 7B: Other Provisions		
Provision for 'Makegood'	29,575	29,575
Lease incentives	28,178	23,355
Total other provisions	57,753	52,930

All other provisions are current liabilities.

Note 8: Cash Flow Reconciliations

	2007 (\$)	2006 (\$)
Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement		
Cash Flow Statement	133,489	393,360
Balance Sheet	133,489	393,360
Reconciliation of operating result to net cash from operating activities:		
Add:		
Net operating result	192,379	123,184
Depreciation and amortisation	170,755	332,212
(Increase) / decrease in net receivables	34,717	(13,092)
(Increase) / decrease in OPA receivables	(200,000)	(800,000)
(Increase) / decrease in GST receivable	(22,190)	(7,742)
(Increase) / decrease in prepayments	(905)	364
Increase / (decrease) in employee provisions	33,993	43,276
Increase / (decrease) in supplier payables	58,144	30,844
Increase / (decrease) in GST payable	(1,873)	2,020
Net cash from / (used by) operating activities	265,020	(288,934)

Note 9: Executive Remuneration

	2007	2006
The number of executives who received or were due to receive total remuneration of \$130,000 or more:		
\$190,000 to \$204,999	1	1
The aggregate amount of total remuneration of executives shown above.	\$199,563	\$202,641

Note 10: Remuneration of Auditors

	2007 (\$)	2006 (\$)
Financial statement audit services are provided free of charge to the Agency.		
The fair value of audit services provided was:	27,000	25,000
No other services are provided by the Auditor-General.		

Note 11: Average Staffing Levels

	2007	2006
The average staffing levels for the Agency during the year were:	18	19

Appendices

01 Financial Statements

Note 12: Financial Instruments

Financial Instrument	Notes	Non-Interest Bearing		Total	
		2007 (\$)	2006 (\$)	2007 (\$)	2006 (\$)
Note 12A: Interest Rate Risk					
Financial assets					
Cash	4A	132,489	392,360	132,489	392,360
Cash on hand	4A	1,000	1,000	1,000	1,000
Receivables for goods and service	4B	3,343	38,060	3,343	38,060
GST receivable	4B	50,079	27,887	50,079	27,887
Appropriation receivable	4B	2,000,000	1,800,000	2,000,000	1,800,000
Total		2,186,911	2,259,307	2,186,911	2,259,307
Total assets				2,711,702	2,429,058
Financial liabilities					
Trade creditors	6A	41,551	53,107	41,551	53,107
GST payable	6B	5,555	7,431	5,555	7,431
Other payables	6B	222,572	157,692	222,572	157,692
Total		269,678	218,230	269,678	218,230
Total liabilities				563,126	472,861

Note 12B: Net Fair Values of Financial Assets and Liabilities

	Notes	2007		2006	
		Total Carrying Amount (\$)	Aggregate Net Fair Value (\$)	Total Carrying Amount (\$)	Aggregate Net Fair Value (\$)
Departmental financial assets					
Cash	4A	132,489	132,489	392,360	392,360
Cash on hand	4A	1,000	1,000	1,000	1,000
Receivables for goods and services	4B	3,343	3,343	38,060	38,060
GST receivable	4B	50,079	50,079	27,887	27,887
Appropriation receivable	4B	2,000,000	2,000,000	1,800,000	1,800,000
Total financial assets		2,186,911	2,186,911	2,259,307	2,259,307
Financial liabilities (recognised)					
Trade creditors	6A	41,551	41,551	53,107	53,107
GST payable	6B	5,555	5,555	7,431	7,431
Other payables	6B	222,572	222,572	157,692	157,692
Total financial liabilities (recognised)		269,678	269,678	218,230	218,230
Financial liabilities (unrecognised)					
Total financial liabilities (unrecognised)		-	-	-	-

Note 12C: Credit Risk Exposures

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

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

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

Note 13: Appropriations

Note 16A: Acquittal of Authority to Draw Cash from Consolidated Revenue Fund for Ordinary Annual Services Appropriations

Particulars	Departmental Outputs	
	2007 (\$)	2006 (\$)
Balance carried from previous year	2,193,360	1,682,294
Appropriation Act (No. 1)	2,833,000	2,709,000
Refunds credited (FMAA s30)	–	40,999
Sub-total annual appropriation	2,833,000	2,749,999
Appropriations to take account of recoverable GST (FMAA s30A)	130,471	57,811
Annotations to 'net appropriations' (FMA s31)	522,264	407,229
Total appropriations available for payments	5,679,095	4,897,333
Cash payments made during the year (GST inclusive)	3,545,606	2,703,973
<i>Balance of authority to draw cash from the CRF for ordinary annual services appropriations</i>	2,133,489	2,193,360
Represented by:		
Cash at bank and on hand	133,489	393,360
Receivable – departmental appropriations	2,000,000	1,800,000
Total	2,133,489	2,193,360

Appendices

01 Financial Statements

Note 14: Reporting of Outcomes

Note 14A: Net Cost of Outcome Delivery

	Outcome 1	
	2007 (\$)	2006 (\$)
Departmental expenses	3,227,178	3,185,036
Total expenses	3,227,178	3,185,036
Costs recovered from provision of goods and services to the non-government sector		
Departmental	559,557	435,321
Total costs recovered	559,557	435,321
Goods and services revenue from related entities	27,000	122,900
Total other external revenues	586,557	558,221
Net cost/(contribution) of outcome	2,640,621	2,626,815

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

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

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

OH&S Policy

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

Health and Safety representatives are self-elected. Any OH&S issues are discussed at regular staff meetings.

Ergonomic workstation assessments are carried out regularly during the year for staff who are telecommuting. As part of the induction program, new starters go through an informal OH&S training.

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

Statistics

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

Investigation

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

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

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

Organisation, Functions and Decision-Making Powers

EOWA is a statutory authority located within the portfolio of the Australian Commonwealth Department of Employment and Workplace Relations (DEWR).

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

Participation and Involvement

Member of the public are welcome and invited by EOWA to present their views and opinions on current policy, the operations of EOWA and other procedural matters either to the Director of EOWA, Anna McPhee, or the Minister of Employment and Workplace Relations, the Hon. Joe Hockey MP.

Availability

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

Categories of Documents

EOWA files and maintains the following categories of documents:

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

Facilities Provided

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

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

FOI Procedure and Initial Contact For Enquiries

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

Freedom of Information Officer

Telephone: 02 9448 8500

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

The Director

Equal Opportunity for Women in the Workplace Agency
PO Box 712
North Sydney NSW 2059

Appendices

04 Advertising and Market Research

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

Total payment on or behalf of EOWA was made to advertising and market research organisations totalling \$135,153. A detailed list is as follows:

Advertising Agencies

Name	Summary description of the nature and purpose of the consultancy	Cost
HMA Blaze	Recruitment	\$ 5,171.58
John Fairfax Publications	Recruitment	\$ 700.00
Seek Limited	Recruitment	\$ 405.00
	Total	\$ 5,871.58

Market Research Organisations

Name	Summary description of the nature and purpose of the consultancy	Cost
Splash Consulting P/L*	Quantitative research on what women want	\$ 45,980.00
Sensis P/L*	Work and family research – medium to large organisations	\$ 77,000.00
	Total	\$ 122,980.00

*Also reported under appendix 7 – Consultants and consultancies

Direct Mail Organisations

Name	Summary description of the nature and purpose of the consultancy	Cost
The Mailing House	BAA Invitations	\$ 2,365.40
	Total	\$ 2,365.40

Media Advertising Organisations

Name	Summary description of the nature and purpose of the consultancy	Cost
Australian Associated Press	Media Services	\$ 3,806.59
Media Monitors	Media Services	\$ 129.30
	Total	\$ 3,935.89

Ecologically Sustainable Development 05 and Environmental Performance

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

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

The key objectives of the Commonwealth Energy Policy require EOWA to:

- Meet new energy intensity targets by June 2011
- Report annually to the Minister on performance in improving energy usage
- Perform energy audits (yearly surveys carried out internally)
- Purchase appliances that meet energy performance standards

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

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

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

Discretionary Grants 06

No Discretionary Grants have been provided.

Appendices

07 Consultancies Commissioned

Consultancy Contracts During 2006-2007

Justification

- A. Specialist skills not available
- B. Lack of in-house resources
- C. Need for independent review

Selection Process Used

- 1. Advertised publicly
- 2. Selective Tendering process
- 3. Pre-existing contract
- 4. Specialist experience/skills
- 5. Approved consultants register

Consultancies let in 2006-07 of \$10,000 or more

Name of Consultant	Description of Nature and Purpose	Contract Price	Selection Process Used	Justification Of Decision
Avant Card	EOCFW – promotional postcards – concept design and printing	\$12,515	4	B
Carillon Graphic Communications	EOWA Leading Edge Initiatives Publication – concept design and printing	\$15,608	4	A, B
Department of Employment and Workplace Relations	Provision of IT infrastructure, development and Corporate services under a memorandum of understanding	\$303,246	2	A, B
Grant Dodwell	Video vignettes for the EOWA Online Training Program	\$27,843	4	A, B
Hays Recruitment	Temporary staff	\$27,769	4	B
Innovit (Aust) P/L	Needs analysis of the reporting system	\$28,726	4	B
Ozelearn P/L	Establishing and hosting of the EOWA Online Training Program	\$24,376	4	A, B
Sensis P/L **	Work and family research – medium to large organisations	\$77,000	4	C
Splash Consulting**	Quantitative research on what women want	\$45,980	4	C

The staffing profiles of EOWA as at 30 June 2007 and 30 June 2006 are shown respectively in the following tables:

General Staffing Profile – 30 June 2007

Band	Ongoing (including F/T and P/T totals)	F/T	P/T	Non ongoing*	Men	Women	Employee under Public Service Act	Location
PEO	1	1	0	0	0	1	1	Sydney
SES Band 1	0	0	0	0	0	0	0	Sydney
EL 1 and 2	5	5	0	1	0	5	5	Sydney except one in Brisbane
APS Level 5 and 6	11	7	4	5	0	11	11	Sydney
APS Level 2 to 4	5	3	2	4	1	4	5	Sydney
APS Level 1	0	0	0	0	0	0	0	
Total	22	16	6	10	1	21	22	Sydney & Brisbane

* EOWA engages non-ongoing staff each year to perform report receiving and assessment duties in the timeframe required under the EOWW Act. Those staff engaged on contract for this purpose are not included in this data.

General Staffing Profile – 30 June 2006

Band	Ongoing (including F/T and P/T totals)	F/T	P/T	Non ongoing	Men	Women	Employee under Public Service Act	Location
PEO	1	1	0	0	0	1	1	Sydney
SES Band 1	0	0	0	0	0	0	0	Sydney
EL 1 and 2	5	5	0	0	0	5	5	Sydney except one in Brisbane
APS Level 5 and 6	15	7	8	8	3	12	15	Sydney
APS Level 2 to 4	9	7	2	5	2	7	9	Sydney
APS Level 1	0	0	0	0	0	0	0	
Total	30	20	10	13	5	25	30	Sydney & Brisbane

EEO Groups as at 30 June 2007

Band	Culturally and Linguistically Diverse Backgrounds	Aboriginal or Torres Straight Islander	People with a Disability	Women	All Staff*
PEO	0	0	0	1	1
EL 1 and 2	1	0	1	5	5
APS Level 5 and 6	2	0	1	11	11
APS Level 2 to 4	2	0	0	4	5
Total	5	0	2	21	21

* EOWA engages non-ongoing staff each year to perform report receiving and assessment duties in the timeframe required under the EOWW Act. Those staff engaged on contract for this purpose are not included in this data.

Appendices

08 EOWA Staffing

Staff Turnover during 2006-2007

Band	Male Ongoing	Female Ongoing	Total Ongoing	Type of Exit	Male Non-Ongoing	Female Non-Ongoing	Total Non-Ongoing
PEO	0	0	0	0	0	0	0
SES Band 1	0	0	0	0	0	0	0
EL 1 and 2	0	0	0	0	0	0	0
APS Level 1 to 6	0	3	3	Promotion to other APS Agency/ Resignation	3	8	11
Total	0	3	3		3	8	11

* EOWA engages non-ongoing staff each year to perform report receiving and assessment duties in the timeframe required under the EOWW Act.

Salary Ranges available for APS Employees

The following ranges indicate the full range available under a Certified Agreement (CA) or Australian Workplace Agreement (AWA) as at 30 June 2007:

Band	Lower Salary	Upper Salary
PEO	Not Applicable	
EL 2	85,936	109,041
EL 1	74,511	88,274
APS Level 6	58,427	66,845
APS Level 5	53,890	57,142
APS Level 4	48,271	52,452
APS Level 3	43,314	46,769
APS Level 2	38,184	42,155
APS Level 1	33,716	37,137

Certified Agreement (CA) and Australian Workplace Agreement (AWA) – Employees Covered as at 30 June 2007

Agreement	Band	Employees Covered
Australian Workplace Agreement	SES	0
	Non-SES	11
Certified Agreement	APS	10
Total		21*

* PEO not covered by CA or AWA.

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

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

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

The following list names the non-compliant organisations for the 2006-07 reporting year, as at 08 November 2007.

Once a non-compliant organisation submits a compliant report their name is removed from the non-compliant list. Accordingly, for an updated list of non-compliant organisations, please refer to EOWA's website.

2007 Non-Compliant List

Organisation	Location	Industry Sector
1 A J Mills & Sons Pty Ltd	Lismore, NSW	Transport, Postal & Warehousing
2 Berri Hotel Incorporated	Berri, SA	Accommodation
3 Charles Hull Contracting Co Pty Ltd	Waroona, WA	Construction Services
4 Eski Cleaning Services	North Melbourne, VIC	Cleaning Services
5 Fashion Fair Pty Ltd	Lidcombe, NSW	Clothing Retailing
6 J J Richards & Sons Pty Ltd (incorporating Coracle Marine; Coracle Marine Skips Direct; EnviroCom Australia; Isa Trade Waste; J.J. Richards Engineering Pty Ltd; Lincoln Waste; Partington 4WD Spares; Regwaste Australia; Towners Cleansing Services Pty Ltd; Townsville Trade Waste)	Cleveland, QLD	Waste Collection, Treatment & Disposal Services
7 Kays Bag Stores	Revesby, NSW	Retail Trade
8 Morgan's Supa IGA (legal name: Janagrom Nominees Pty Ltd)	Melton, VIC	Food Retailing
9 Nowshire Pty Ltd	Brisbane, QLD	Meat & Meat Product Manufacturing
10 Rivers (Australia) Pty Ltd t/a Rivers Australia	Prahran, VIC	Clothing Retailing
11 Ross Cosmetics Aust Pty Ltd	Tullamarine, VIC	Cosmetic & Toiletry Preparation Manufacturing
12 Roverworth Pty Ltd	Brisbane, QLD	Business Services
13 Thomas Jewellers (Aust) Pty Ltd	Melbourne, VIC	Watch & Jewellery Retailing

Appendices

10 Waived Organisations

Waived organisations demonstrate excellence through workplace programs and initiatives to advance women in the workplace, or have proven they are taking all reasonable and practical actions to progress equal opportunity for women in the workplace. The following list names those organisations whose application to be Waived was approved during the 2006-07 reporting year, as at 08 November 2007:

Organisations Waived 1 Year

AirRoad Distribution Pty Ltd
Carter & Spencer Group
Castricum Bros Pty Ltd
Foot Locker Australia Inc.
Goodearth Hotels Australia Pty Limited t/a
Cairns Colonial Club Resort
Law Society of New South Wales
Manpower Services Pty Ltd
Nationwide News Pty Ltd t/a Cumberland
Newspaper Group
Panasonic Australia Pty Ltd
Santos Limited
Sunbeam Foods Group Limited t/a
Sunbeam Foods
TeleTech International Pty Ltd
Travelex Limited

Organisations Waived 2 Years

199 George Street Hotel Pty Limited t/a
Four Seasons Hotel
Accenture Australia Limited
Alcoa of Australia Limited
Amana Living
Ansell Limited
Arnott's Biscuits Holdings Limited
"Arnott's" t/a Campbell Arnott's
Australia Meat Holdings Pty Limited
Australian Alliance Insurance Company
Limited
Australian Associated Motor Insurers
Limited t/a AAMI
Australian Maritime College
Barro Group Pty Ltd
Becton Dickinson Pty Ltd
BHP Coal Pty Ltd t/a BHP Billiton
Mitsubishi Alliance
Blake Dawson Waldron
BlueScope Steel Limited t/a BHP Steel
Limited
BOC Limited
Bristol-Myers Squibb Australia Pty Ltd
Churches of Christ Community Care
Clorox Australia Pty Limited
Credit Union Australia Limited
Dampier Salt Limited t/a Rio Tinto Minerals
Diabetes Australia – Victoria
Early Childhood Management Services Inc
Eltham College t/a ELTHAM College
of Education
EMI Music Services Pty Ltd t/a
EMI Music Australia Pty Ltd
Epworth Foundation
ExxonMobil Australia Group of Companies
Family Planning NSW
Futuris Automotive Interiors (Australia)
Pty Ltd
Gilbert & Tobin
GM Holden Ltd
Golden Circle Limited
Griffith University
Hassell Pty Ltd
Henry Davis York
Hewlett-Packard Australia Pty Ltd
Hospitality Training Network Limited t/a
HTN – Hospitality Employment Solutions

IBM Australia Ltd
 IGT (Australia) Pty Ltd
 Illawarra Catholic Club Limited
 Insurance Australia Group Limited
 James Brown Memorial Trust Inc
 James Cook University
 Kailis and France Foods Pty Ltd
 Kellogg Brown & Root Pty Ltd
 Kelly Services (Australia) Limited
 Kilcoy Pastoral Company Ltd
 KIMBERLY-CLARK AUSTRALIA PTY LTD
 Lafarge Plasterboard Pty Ltd
 Lauriston Girls' School
 Lend Lease Corporation Limited t/a
 Lend Lease Corporation
 Loreto College Marryatville Association
 Incorporated t/a Loreto College
 Marryatville
 McKesson Asia Pacific Pty Limited
 Media Monitors Pty Ltd
 Mercy Community Services
 Mercy Health and Aged Care Inc t/a
 Mercy Health and Aged Care
 Monash University
 Motorola Australia Pty Ltd
 MRAEL Limited
 Mt Pritchard & District Community Club
 Ltd t/a Mounties Group
 Munich Holdings of Australasia Pty
 Limited
 National Australia Bank Limited
 Pfizer Pty Limited
 PMI Mortgage Insurance Limited
 Praxa Limited
 RBC Dexia Investor Services Trust
 RSL (QLD) War Veterans Homes Limited
 t/a RSL Care
 RSL LifeCare Limited
 Servcorp Limited
 South East Regional Group Apprenticeship
 Scheme Inc t/a Group Training
 Employment
 SP Ausnet
 Sparke Helmore
 St Hilda's School
 St Vincents & Mater Health Sydney t/a
 St Vincent's Private Hospital/
 The Mater Hospital
 STA Travel Pty Ltd t/a STA Travel Pty Ltd
 The Geelong College
 The MTA Group Training Scheme
 Incorporated
 The Peninsula School
 The Samaritans Foundation Pty Ltd
 t/a The Samaritans Foundation
 TNT Freight Management (Australia)
 Pty Ltd
 Tomago Aluminium Company Pty Limited
 Torbay Retirement Villages Limited t/a
 Torbay Aged Care and Retirement Village
 Toyota Finance Australia Limited t/a
 Toyota Financial Services
 Trinity Catholic College Lismore Limited
 t/a Trinity Catholic College Lismore
 Universal Music Australia Pty Ltd
 University of Newcastle
 University of Queensland Union
 University of Southern Queensland
 University of Wollongong
 Wenona School Limited
 William Adams Pty Ltd
 Wollongong UniCentre Ltd
 Woodside Energy Limited

Appendices

11 2006 EOWA Business Achievement Awards

In recognition of equal employment opportunity excellence, EOWA congratulates the following 2006 EOWA Business Achievement Award winners:

Award 1: Leading CEO for the Advancement of Women

Maria Mercurio, CEO, RSPCA Victoria Inc

Award 2: Diversity Leader for the Advancement of Women

Niki Kesoglou, Head of Diversity, Westpac Banking Corporation

Award 3: Leading Organisation for the Advancement of Women (<500 employees)

VicSuper Pty Ltd

Award 4: Leading Organisation for the Advancement of Women (>500 employees)

IBM Australia Limited

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

Holding Redlich

Award 6: Outstanding EEO Practice for the Advancement of Mature-Aged Women

ECH Inc

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

Cummins Engine Company Pty Ltd

Award 8: Outstanding Initiative/Practice in Achieving Workplace Flexibility

Acumen Alliance (ACT) Pty Ltd

Judges' Award: For a Person or Organisation for their Contribution to the Advancement of Women

Stuart Davis, CEO, HSBC Australia

2007 EOWA Employer of Choice for Women List 12

In February 2007, 131 organisations were featured on the EOWA Employer of Choice for Women list. These organisations are:

Agilent Technologies Australia Pty Ltd	Friends' School Incorporated, The
Alcoa of Australia Limited	Fullarton Lutheran Homes Inc
Allens Arthur Robinson	GM Holden Ltd
American Express Australia Limited	Goldman Sachs JBWere Services Pty Ltd
Anglican Aged Care Services Group (Benetas)	Griffith University
Anglican Care	Hays
ANZ Banking Group Limited	HLA-Envirosiences Pty Ltd
Arup Pty Ltd	Holy Spirit Home Limited
Australian Council for Education Research Limited	Hotel Windsor, The
Australian National University, The	IBM Australia Ltd
Autoliv Australia Pty Ltd	Illawarra Technology Corporation Limited
Avis Australia	Insurance Australia Group Limited
Avon Products Pty Ltd	John Wiley & Sons Australia Ltd
Bain International	JPMorgan Administrative Services Australia Limited
Baptist Community Services – NSW & ACT	Kilbreda College
Becton Dickinson Pty Ltd	KPMG Australian Services Pty Ltd
Bedford Industries Incorporated	La Trobe University
Beiersdorf Australia Limited	Langham Hotel Melbourne
Blake Dawson Waldron	Lend Lease Corporation Limited
Brisbane Girls Grammar School	Loreto College Marryatville Assoc Inc
Brisbane Water (NSW) Legacy	Loreto Normanhurst Association Inc
Cabrini Health	Maddocks
Cairns Region Group Training	Mallesons Stephen Jaques
Calvary Health Care Tasmania Inc	MasterFoods Australia New Zealand
Canberra Girls' Grammar School	McDonald's Australia Pty Ltd
Catholic Education Office, Adelaide	Meat & Livestock Australia Limited
Chevron Australia Pty Ltd	Medtronic Australasia Pty Ltd
Churches of Christ Homes & Community Services Inc	Monash University
Cisco Systems Australia Pty Ltd	Motorola Australia Pty Ltd
Citigroup Pty Ltd	Mt Pritchard & District Community Club Ltd
Clayton Utz	Murdoch Childrens Research Institute
Commonwealth Bank of Australia	National Australia Bank Limited
Corrs Chambers Westgarth	National Childcare Accreditation Council Inc
Credit Union Australia	Nutrimetics Australia Pty Ltd
Cummins Engine Company Pty Ltd	OneCare Limited
Curtin University of Technology	Origin Energy Limited
Deacons	Ove Arup Group Limited
Deakin University	Overnewton Anglican Community College
Deloitte Touche Tohmatsu	Pharmacy Guild of Australia (Queensland Branch)
EMI Music Services Pty Ltd	Pitney Bowes Australia Pty Ltd
Energy Resources of Australia Limited	Pymble Ladies' College
Epworth Healthcare	Queensland University of Technology
Ernst & Young Services Pty Ltd	Ravenswood School for Girls
ExxonMobil Australia Group of Companies	Rio Tinto Aluminium Limited
Flinders University of South Australia	Royal Automobile Club of Victoria (RACV) Limited
Ford Motor Company of Australia Limited	Royal Melbourne Institute of Technology
Frank Whiddon Masonic Homes of New South Wales, The	Saint-Gobain Abrasives Australia Pty Ltd
Freehills	

Appendices

12 2007 EOWA Employer of Choice for Women List

Samaritans Foundation Pty Ltd, The	University of Adelaide, The
Santa Sabina College	University of Canberra, The
Savings & Loans Credit Union (SA) Limited	University of Melbourne, The
Shell Company of Australia Pty Ltd, The	University of New England
Somerville Community Services	University of New South Wales
SP Ausnet	University of Queensland, The
Sparke Helmore	University of South Australia
Spastic Centre of New South Wales, The	University of Sydney, The
St John of God Health Care Inc	University of Technology Sydney, The
Statewide Financial Management Services Pty Ltd	University of the Sunshine Coast, The
Stockland Corporation Limited	University of Western Australia, The
Swinburne University of Technology	University of Western Sydney, The
TABCORP Holdings Limited	University of Wollongong, The
TressCox Lawyers	VicSuper Pty Ltd
TRUenergy Services Pty Ltd	Villa Maria Centre
UBS AG	Warner World Australia Pty Ltd and Village
United Water International Pty Ltd	Themepark Management Pty Ltd
Uniting Church in Australia Property Trust (Q)	Warrigal Care
	Westaff (Australia) Pty Ltd
	Westpac Banking Corporation

Employers Covered by the Act

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

Employment Matters

The seven Employment Matters listed in the Act are:

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

Equal Opportunity for Women in the Workplace

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

Workplace Program

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

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

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

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

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

Appendices

Index

A			
Administering the Act	10		
Actual Performance in Overall Achievement of Outcome	13		
Advertising and Market Research	64		
Advice and Consultation	20		
Analysis of reporting data	18		
Assessment Process – see Reporting and Report Assessment	15		
Asset Management	34		
Australian Census of Women in Leadership	23		
B			
Business Achievement Awards, EOWA	24		
C			
Census, EOWA Australian Census of Women in Leadership	23		
Consultancy Services	20		
Consultants and Competitive Contracts and Tendering	34		
Consultancies Commissioned	66		
Contact Officer	4		
Contents Table	3		
Corporate Governance	30		
Corporate Structure	30		
D			
Data Analysis	18		
Disability Access	34		
Discretionary Grants	65		
E			
Educational Workshops	20		
Employer of Choice for Women, EOWA	25		
Employer of Choice for Women, EOWA – List	73		
<i>Equal Opportunity for Women in the Workplace Act 1999</i>	75		
External Scrutiny	31		
F			
Factors and Events Influencing Performance	27		
Financial Performance	27		
Financial Statements 2006-07	36		
Freedom of Information (FOI)	63		
G			
Glossary of Terms	75		
H			
Human Resources, Management of	32		
I			
Internet Homepage address	4		
EOWA and the Annual Report			
Intimate Conversation Forum	24		
L			
<i>Leading-Edge Initiatives</i> , EOWA	22		
Letter of Transmittal	1		
M			
Media	22		
N			
Narrative Discussion and Analysis of Performance	14		
Networking	26		
<i>News Alert</i> , EOWA	22		
Non-Compliant Organisations – List	69		
O			
Occupational Health and Safety	62		
Organisational Structure	11		
Outcome and Output Structure	11		
Outcome Resources	28		
P			
Partnerships and Liaison	23		
Performance	13		
Publications	22		
Purchasing	33		
R			
Relevant Employers	75		
Reporting and Report Assessment	15		
Review by Director	7		
Risk Assessment and Fraud Plan	31		
Role and Functions	10		
S			
Senior Executive	30		
Service Charter	27		
Speeches and Presentations	21		
Sponsors	23		
Staff Training and Development	32		
Staffing Profile	67		
Strategic Alliances	23		
W			
Waiving	17		
Waived Organisations – List	70		
Website	21		
Workplace Program	75		
Workshops	20		





eowa.gov.au

