



Annual Report

2020 - 2021



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Letter of transmittal

25 November 2021

Senator The Hon. Marise Payne
Minister for Women
Parliament House
Canberra ACT 2600

Dear Minister,

I have pleasure in presenting to you the annual report of the Workplace Gender Equality Agency for the 2020-2021 year.

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

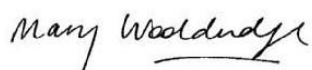
The report also contains the Financial Statements for the year ended 30 June 2021, as required by section 34(1) of the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*.

This annual report covers the period from 1 July 2020 to 30 June 2021, and also includes the Agency's most current report assessment data from compliance reports for the 1 April 2020 to 31 March 2021 reporting period.

I certify that I am satisfied that for the financial year 2020-21 the Agency, in compliance with section 10 of the *Public Governance, Performance and Accountability Rule 2014*, has:

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

Yours sincerely,



Mary Wooldridge

Director

Overview

Reader's guide

This report informs the Minister for Women, Parliament, relevant employers, and the public about the performance of the Workplace Gender Equality Agency in 2020-21.

This report has been prepared according to parliamentary reporting requirements.

The year in review

Profiles the Agency's reporting companies, key activities for the year and includes a review by the Director.

Agency overview

Provides an overview of the Agency and its functions, and a profile of the organisations that are covered by the *Workplace Gender Equality Act 2012* (Cth).

Report on performance

Provides specific information on the Agency's performance in 2020-21, including analysis of performance as a regulator.

Management and accountability

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

Financial Statements

Contains the Agency's audited Financial Statements for 1 July 2020 to 30 June 2021.

Glossary and acronyms

The Act	<i>Workplace Gender Equality Act 2012 (Cth)</i>
Agency	Workplace Gender Equality Agency
APS	Australian Public Service
ASX	Australian Securities Exchange
EOCGE	Employer of Choice for Gender Equality
Financial year 2020–21	1 July 2020 to 30 June 2021
FOI Act	<i>Freedom of Information Act 1982</i>
GEIs	Gender Equality Indicators. Defined in section 3 of the <i>Workplace Gender Equality Act 2012</i>
IPS	Information Publication Scheme
IT	Information technology
Legislative instrument	<i>The Workplace Gender Equality (Matters in relation to Gender Equality Indicators) Instrument 2013 (No. 1)</i>
NABERS	National Australian Built Environment Rating System
PBS	Portfolio Budget Statement
Relevant organisations	Employers that are covered under the <i>Workplace Gender Equality Act 2012</i> for reporting purposes
Reporting organisations	Relevant employers that submit reports to the Agency, sometimes on behalf of other entities within their corporate structure subsidiaries
Reporting period	1 April 2020 - 31 March 2021
SME	Small and medium enterprises
WGEA	Workplace Gender Equality Agency
WH&S	Work, health and safety

2020-21: Year in review

Review by the Director

I am very pleased to present my first annual report as Director of the Workplace Gender Equality Agency. I joined the Agency in May and was reminded shortly after that the COVID-19 pandemic had still not finished shaping workplaces in 2021 and beyond. We have experienced an unprecedented period of change. Over this time, businesses have had to truly embrace what flexibility in a workplace can look like. With it comes a unique opportunity to pause and rethink the shape of workplaces in the future, how women and men can be equally represented, valued, and rewarded at work, and the role the Agency can play in achieving that.

Since Australia began mandatory gender equality reporting, the gender pay gap has been moving downwards and employers have made progress against the Gender Equality Indicators (GEIs). However, eight years of reporting data from employers also tells us that progress has stagnated on some indicators and gender inequality in Australian workplaces persists.

Our latest Gender Equity Insights Report from our partnership with Bankwest Curtin Economics Centre (BCEC) released this year reveals that, on current trends, it will take 26 years to close the WGEA total remuneration gender pay gap in this country. While some companies have embraced change, we need wide-spread, meaningful, cultural shifts across the business community that leads to long-term improvements in gender equality. We cannot afford to wait more than a quarter of a century for the gender pay gap to be closed.

Our Agency is currently undertaking a critical period of strategy development, considering how we can maximise our role to promote and improve gender equality in workplaces. The Government's Review of the *Workplace Gender Equality Act 2012* is an important opportunity for effecting continued change for gender equality and for working Australians.

The Agency is of the view that, while annual measurement against the GEIs remains critical, the Act must be more than an instrument for data collection through which we have seen incremental improvements. Instead, the Act should be a driver of change towards gender equality, particularly through two key shifts: requiring employer action and progress on the GEIs and increasing transparency by publishing the gender pay gaps of individual organisations.

Further, the Agency is currently developing a new strategic plan focussed on how we can increase our impact and speed up the rate of progress towards achieving gender equality in Australian workplaces. This includes examining how we can more effectively work with employers to motivate and promote improvements, and how we measure our impact.

This year we launched a new platform for reporting organisations which will enable deeper insights from the information companies report to us. This in turn will enable better analysis returned to companies and greater insights in our education tools and from our research partnerships. There is no doubt the rollout of the platform has been challenging for everyone involved and we really appreciate the patience and perseverance of reporting organisations through this time. However, once the remediation and enhancement project is complete, we will be able to fully realise the platform's potential as a catalyst for change. A project is also underway to improve the way we visualise and present the data we collect, with the aim of ensuring our data remains accessible and usable so our insights can continue to motivate change.

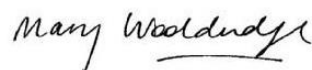
Since joining the Agency, I have been buoyed by the stories I have heard from company leaders who share our vision of a more equal future – not just because it is better for business, or because they need to report to their boards or shareholders - but because valuing all employees equally regardless of gender is the right thing to do.

“We cannot afford to wait more than a quarter of a century for the gender pay gap to be closed.”

I have heard examples of changes to hiring processes in male-dominated organisations, where one small adjustment to an entry-level job advertisement opened the door for more female applicants, and businesses who have increased parental leave and removed the primary and secondary carer distinctions see substantial increases in the proportion of men taking leave. These examples remind us that there are excellent cases of Australian businesses that understand and value men and women equally. These stories need to become the norm, not the exception.

I want to take the opportunity to acknowledge and thank the former Director Libby Lyons - who was at the helm of the Agency for most of this financial year - for her leadership over her five-and-a-half-year tenure. With her passion for the subject matter and her tireless advocacy to ensure gender equality is on the public agenda, she leaves a significant legacy of achievement. I would also like to thank the Minister for Women, Senator the Hon. Marise Payne for the opportunity to lead this incredible Agency as we seek to increase our impact and drive change.

I would also like to acknowledge and thank the staff within the Agency. I have had the pleasure of joining a small but impressive workforce that is committed, passionate and working towards a united aim. We have talented and dedicated people – from our data and technology team who have seen us through our first year under the new platform; our research, analytics and education team who continue to find new ways to use our data and insights to change minds; our communications and engagement team who have kept the stories of gender equality at the forefront of public discussions; our leading practice team who work closely with leading employers to mine for learnings in real-world practices; and our operations team who drive the Agency forward in our work. I look forward to working together to drive real improvements in gender equality over the next five years.




Mary Wooldridge

Director

Highlights

2020-2021

Key Statistics



4,393,656
employees covered under the seventh annual dataset, launched in November 2020



136
Employer of Choice for Gender Equality citation holders



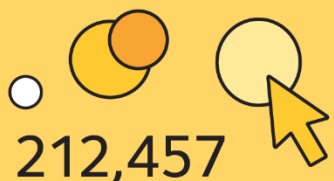
409,363
Unique visits to WGEA website



250
Knowledge Hub articles created to support employers with new reporting platform




177,980
Page views of the gender pay gap resources



212,457
Page views of the interactive WGEA data explorer



2,874
attendees at online events from organisations across Australia




4,844
media mentions



WGEA social media followers

- ↑ **Twitter** 5% increase
- ↑ **LinkedIn** 34% increase
- ↑ **Instagram** 45% increase
- ↑ **Facebook** 14% increase

3rd Biennial progress report on gender equality indicators published

1 new agency director

Progress towards gender equality, from the WGEA dataset

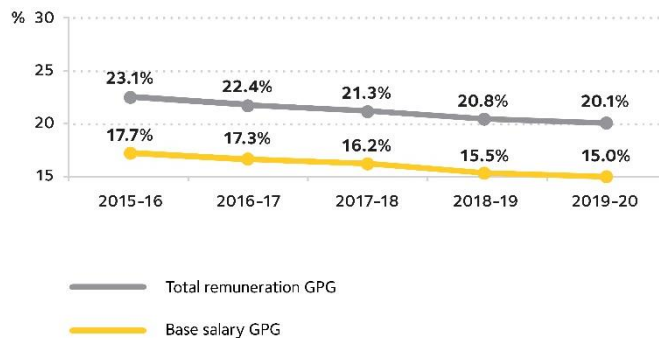
The Agency’s dataset is created by an annual census, collecting data from organisations with 100 or more employees. The data helps to map trends in progress towards gender equality in workplaces.

In November 2020, WGEA released the seventh annual scorecard on the state of equality in Australian reporting organisations. This was the largest dataset to date, accounting for more than 40% of employees in Australia. The value and insights to be gained from the longitudinal gender equality dataset continues to increase with time.

Gender Pay Gap – Over time

The gender pay gap measures the difference between the average earnings of women and men, expressed as a percentage of men’s earnings. The base salary and total remuneration gender pay gaps have declined year-on-year since 2013-14, to a low of 20.1% as of the November 2020 scorecard data:

Change in full-time base salary and total remuneration gender pay gaps (GPG)



Support for parents and carers

ACCESS TO PARENTAL LEAVE IMPROVES

For the first time in the seven-year dataset, over 50% of employers now offer paid primary carer’s leave (**up 3.0pp to 52.4%**). There was also an increase in paid secondary carer’s leave (**up 2.6pp to 46.4%**).

Cracking the glass ceiling

WOMEN’S PROMOTIONS KEEP RISING

Women now comprise **39.9% of all managers**, with 44.7% of manager appointments in 2019-20 going to women.

39.9%

Latest snapshot of reporting organisations

The 2020–2021 reporting submission period for employers ended on 11 August 2021. At 15 October 2021, 4,038,463 employees within 4,238 organisations are recorded in the dataset for the eighth year of reporting.

TABLE 1: REPORTING ORGANISATIONS BY INDUSTRY 2020-2021 REPORTING PERIOD

	Number of reporting organisations	Number of employees	% Women	% Men
Accommodation and Food Services	193	191,631	52.3	47.6
Administrative and Support Services	262	290,921	47.6	52.3
Agriculture, Forestry and Fishing	38	16,334	35.2	64.8
Arts and Recreation Services	80	73,324	50.8	49.2
Construction	175	137,738	25.5	74.4
Education and Training	481	407,588	63.9	35.9
Electricity, Gas, Water and Waste Services	40	4,1392	24.4	75.5
Financial and Insurance Services	250	289,428	52.4	47.6
Health Care and Social Assistance	588	647,189	79.4	20.5
Information Media and Telecommunications	99	82,550	38.2	61.6
Manufacturing	475	291,228	26.8	73.2
Mining	99	129,813	19.2	80.8
Other Services	165	83,638	55.3	44.7
Professional, Scientific and Technical Services	542	319,474	44.2	55.8
Public Administration and Safety	23	3,0268	23.3	76.7
Rental, Hiring and Real Estate Services	64	3,4909	38.9	61
Retail Trade	207	651,208	56.9	43
Transport, Postal and Warehousing	142	163,904	24.3	75.7
Wholesale Trade	315	155,926	35.2	64.7
All reporting organisations	4,238	4,038,463	51.0	48.9

Notes:

Industry figures are calculated using the primary industry of a reporting organisation, based on their employee headcount.

For the purposes of this table, gender percentages do not total 100% as employers were able to voluntarily report employees who identify as non-binary/gender X during the 2020-2021 reporting period.

TABLE 2: REPORTING ORGANISATIONS BY SIZE

Organisation size	Number of reporting organisations	Number of employees	% Women	% Men
0 - 249	1,900	285,003	47.7	52.2
250 - 499	997	348,057	48.6	51.4
500 - 999	586	410,237	46.3	53.7
1000 - 4999	622	1,346,527	49.7	50.3
5000+	133	1,648,639	54.4	45.5

Key Agency activities

WGEA's mission is to lead, influence and inspire change to promote gender equality in Australian workplaces utilising our world-leading dataset. Throughout this year, the Agency undertook a range of activities in line with our legislative mandate.

Launch of new employer reporting platform

The Agency's dataset is an invaluable economic and social asset, based on the data submitted by Australian businesses covered under the Act each year. WGEA sought to implement an improved, robust reporting platform this year, which aimed to simplify the reporting process and user experience.

The new WGEA reporting platform launched for the eighth year of reporting on 14 April 2021. This major project has been underway since 2019. Its delivery began with the scoping and design of the platform architecture, and a stakeholder engagement exercise to seek views from employers.

In September 2020, internal testing processes of the platform were undertaken. Staff also participated in training in the new WGEA Portal.

The Agency began a Platform Pilot in late October 2020, with 27 self-selected organisations. Valuable insights were gained from this, which were used to strengthen the platform's design and architecture.

The new platform opened for full employer reporting in April 2021. Despite the testing and pilot programs undertaken, unforeseen technical issues came to light as both the load on the platform, and the number of users navigating through its many new functions, increased. Employers experienced numerous technical glitches as well as difficulties in uploading and saving data as they navigated the platform.

To support employers with the additional reporting challenges they faced, the Agency provided an extension to the reporting submission period up until 11 August 2021. Over this period, the Agency experienced a significant surge in requests for support from employers, compared to the 2019-20 submission period.

The Agency undertook a range of mitigation actions to process the requests for support, remediate the technical issues in the platform and enhance communications. Additional temporary customer support staff were engaged and trained to support employers and a technical specialist was engaged to analyse and drive the resolution of issues. In addition, staff from other areas of the Agency were seconded to assist with the additional volume of requests from employers.

Over the year's extended reporting submission period from April to August 2021, the Agency recorded 22,000 support contacts from employers in total (through emails, phones, plus additional new channels: live agent and portal requests). This impacted the Agency's capacity to meet its service charter for reporting organisations. The charter is to respond to service requests within three working days, or where a more complex response is required, respond within two weeks. 85% of contact support cases were resolved within two weeks and 96% resolved within four weeks. At peak times, 24 WGEA staff were responding to support requests, but the volume of requests still meant the Agency was not able to provide the level of service expected.

The most prevalent technical issues affecting the platform have now been resolved, enabling reporting organisations to complete their submissions through the portal.

The remaining remedial actions required for the platform have been identified and will be part of an implementation review and enhancement program for the 2021-22 reporting period.

Transitioning employers to the future of reporting

The new WGEA reporting platform not only changed the way data was submitted, but also enabled the Agency to collect additional voluntary data points. The Agency created a wide range of resources to support organisations during the transition to the new platform. These efforts included the creation of:

- the Knowledge Hub, a new dedicated help repository with over 250 instructional articles
- revised website information
- a suite of instructional screencasts to guide users through the key parts of the reporting platform. The nine new videos were viewed more than 23,000 times as part of reporting.

The Agency also held a series of webinars to give reporting contacts an overview of the revised reporting platform, and the opportunity to have questions answered in real-time. In total, there were four Q&A webinars conducted with more than 1,000 attendees from organisations across Australia.

For the first time during the eighth annual reporting submission period, the Agency also allowed employers to voluntarily submit information on additional employee characteristics, which will be used to enrich the dataset and enable more detailed trend analysis in the future. The new voluntary data included age and location information, the inclusion of a gender X category for staff who do not identify as male or female, and new management categories to allow for more nuanced reporting of corporate structures.

Unlocking the potential of the data

In November 2020, the seventh comprehensive scorecard on gender equality in Australian workplaces was released – the largest dataset to date. It covered more than 4.3 million employees across 4,943 reporting organisations.

Building on the Agency's commitment to data sharing, transparency and engagement with our data users, a Data Quality report was released for the second year in a row. This report highlighted the Agency's data coverage, longitudinal variations, and data quality parameters, to ensure the Agency's data is fit for its intended purposes under the Act.

To promote and drive change within businesses, the Agency produced customised and confidential Competitor Analysis Benchmark Reports from the November 2020 dataset. These benchmark reports were made available to organisations to allow them to assess their performance relative to their industries.

WGEA's interactive Data Explorer remains a key piece of infrastructure to translate the Agency's dataset to employers and the public alike. The Data Explorer shows individual organisation's public data and enables benchmarking. In total, the explorable online data format attracted more than 16,000 new unique users and more than 212,000 page views for the year to 30 June. The Agency's public data is also accessible through data.gov.au.

The Agency has also commenced work to create a more interactive and shareable platform for public data, using the data visualisation software Tableau. This will provide more visually appealing dashboards to display the data, making the insights more accessible and comparable in the future. The new Tableau Data Explorer is on track for launch in the 2021-2022 financial year.

Expanding our research reach

Throughout this year, WGEA has continued promoting understanding of gender equality issues in workplaces by providing compelling research.

In October 2020, the Agency released an insights paper and employer guide on [Gender Equitable Procurement and Supply Chains](#). The research reviewed Australian and international evidence and case studies with a view to understand how government and business procurement and supply chain processes impact gender equality. The paper provides actions for organisations to increase procurement from women-owned businesses or to support gender equality in their supply chains. In conjunction with the release of the paper, the Agency held a webinar to highlight both the research findings and practical employer initiatives from superannuation fund HESTA and construction company Roberts Pizzarotti, to translate the evidence into action through real employer experiences.

The Agency continued its research partnership with the Bankwest Curtin Economics Centre (BCEC), releasing the [Gender Equity Insights 2021: Making It a Priority](#) report in March 2021. The sixth report in the series demonstrated that consistency in workplaces was key to improving gender equality outcomes: those organisations who paid close attention to their data saw a greater reduction in their gender pay gaps and more women in leadership roles. The report also warned against complacency, delivering the sobering forecast that the gender pay gap will take another 26 years to close at current rates of change.

This research partnership and its exceptional outcomes has since been recognised as a finalist in Engagement Australia's Excellence Awards 2021 - for Outstanding Engagement for Research Impact - demonstrating the value and high regard given to WGEA's research outputs.

In April 2021, the Agency released updated insights on [higher education enrolments and graduate labour market statistics](#). The fact sheet includes statistics on gender segregation in fields of study and pay gaps in industries after graduation and on entering the workplace, helping to enrich the understanding of the varied factors which contribute to Australia's gender pay gap.

Throughout 2020-21, the Agency has continued to monitor the latest research on the gendered impacts of the COVID-19 pandemic. This has informed the Agency's engagement with employers, including questions asked on a voluntary basis during 2020-21 compliance reporting.

Informing and educating to drive change

To fulfil its role as a promoter of workplace gender equality, the Agency continued to provide advice, practical tools, and education to employers.

An important lever of action for employers is conducting pay gap audits and analysis. The Agency provides a pay gap calculator and fact sheets on the website to enable employers to analyse their information and calculate their organisation-wide gender pay gaps. These resources on the gender pay gap were viewed more than 177,000 times in 2020-21 - a 9% increase from last financial year. The calculator's recently updated features include a simplified user interface and streamlined categories to align with the current reporting requirements. The Agency has received positive feedback about this resource from both public and private organisations.

In addition to supporting employers through the reporting cycle, the Agency also produced two key resources for employers this year. The first included a guide to conducting employee consultation on gender equality.

Employee consultation is crucial to developing policies, strategies and initiatives that reflect employees' needs.

The second included two new sections created on the website covering the intersections between workplace gender equality and [domestic violence](#), as well as [sex-based discrimination and harassment](#).

This content was the first step in a staged plan to broaden the scope of our resources to acknowledge the intersections between gender equality, other aspects of diversity, and other workplace issues.

Collaboration with industry

Throughout the reporting period, the Agency participated in workshops, presentations, and webinars. Due to the ongoing impact of COVID-19, most of these engagements moved to online formats. The Agency partnered with various stakeholders to deliver presentations on topics including pay equity, workplace flexibility and COVID-19, unconscious bias, gender equality and leadership, recruitment and promotion, and the WGEA dataset. This has included presentations or webinars with the Diversity Council Australia, the Southern Adelaide Local Health Network, Leaders in the Brisbane Advertising Industry, Certified Practising Accountants Australia, the Australasian Legal Practice Management Association and RAC Insurance.

The Agency held its biannual Educators Roundtable in October 2020 and June 2021. The roundtable continues to be well attended by the community of gender equality educators, which includes tertiary research institutions, industry bodies, advocacy networks and other Government authorities.

WGEA has continued to partner with many stakeholders across a wide range of industries and sectors. In October 2020, the Agency was proud to support the launch of '40:40 Vision': an ambitious investor-led initiative from a WGEA

Employer of Choice for Gender Equality (EOCGE) citation holder, superannuation fund HESTA, that aims to see women fill 40% of executive roles in ASX200 listed companies by 2030.

Broadening understanding and acceptance of gender equality issues

Over the last year, the Agency increased public awareness and understanding of the issues influencing workplace gender equality. The Agency received 4,844 media mentions (an increase of 28%), engagement levels grew across all the Agency's social media channels, and Agency staff continued to be in high demand for speaking engagements.

Media attention of the Agency campaigns and activities increased, in particular, for the release of the latest national data scorecard in November 2020, the announcement of the national gender pay gap and Equal Pay Day in August 2020, and the release of the 2021 Gender Equity Insights Report in March 2021.

In 2020-21, visitor numbers increased across the Agency's digital platforms, including the website, Data Explorer and educational publications, helping to reinforce the Agency's reputation as a trusted and respected source for gender equality statistics, research, and resources. The Agency's website attracted 409,363 unique visitors between 1 July 2020 and 30 June 2021.

The Agency's social media presence expanded significantly across all channels. The WGEA LinkedIn account grew by 34% to nearly 15,000 followers, while Instagram saw an increase of 45% solely through organic growth. WGEA's campaigns have contributed to agenda-setting on social media, with the Equal Pay Day 2020 theme #KeepMindingTheGap trending as a hashtag on Twitter on 28 August.

Engaging in reforms

In December 2020, the Agency presented a submission to the Law Reform Commission of Western Australia for the review of the *Equal Opportunity Act 1984 (WA)*. The submission highlighted the proactive measures that employers have taken to make progress on gender equality outcomes.

It noted the role of the Agency's education and compliance measures and initiatives that highlight leading practice in the private sector.

Recognising leading practice

The Agency continued to invest in developing networks of leading practice employers who are focused on driving change across different industries.

In February 2021, the Agency recognised employers who are modelling best practices and leading change in Australian workplaces, through the annual WGEA Employer of Choice for Gender Equality (EOCGE) citation. This year's list included 136 successful applicants, with 17 new employers who applied in 2020-22, and 119 organisations who were in their interim year after being successful in 2019-21 for the inaugural two-year citation cycle. For this year's citation, the eligibility criteria were strengthened by requiring employers to train managers on how to address gender stereotypes that traditionally prevent men from requesting flexible working arrangements, and to have procurement guidelines in place to encourage gender equality across the supply chains of businesses. The current EOCGE recipients are listed at **Appendix 1**.

In addition to the EOCGE program, WGEA also has a Pay Equity Ambassadors network of chief executive officers and directors who are committed to pay equity and driving change. The current Pay Equity Ambassadors are listed at **Appendix 2**. At the time of this report, this program is under review and will be evaluated to harness its maximum potential in the future.

Agency overview

About the Agency

Our purpose

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

Our vision

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

Our strategic priorities

The Agency's strategic mission is to lead, influence and inspire change to promote gender equality in Australian workplaces utilising our world-leading dataset. The strategic priorities until the year ending 30 June 2021 were to:

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

Our role and functions

The Act outlines our role and functions as follows:

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

- promote and contribute to understanding and acceptance, and public discussion, of gender equality in the workplace
- review the effectiveness of the Act in achieving its purposes
- report to the Minister on such matters in relation to gender equality in the workplace as the Agency thinks fit.

Our objectives

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

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

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

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

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

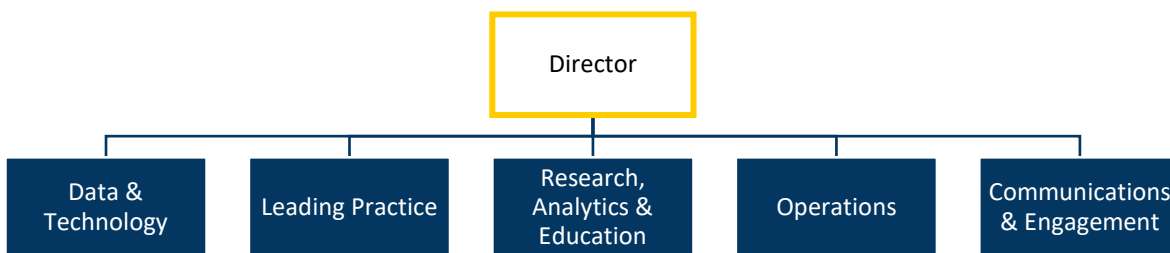
Organisational structure

The Director of the Workplace Gender Equality Agency has overall accountability for management of the Agency and is appointed by the Governor-General of Australia. Libby Lyons was appointed and held the position of Director of the Agency from 19 October 2015 to 20 April 2021. The Hon. Mary Wooldridge was appointed as Director of the Agency for a five-year term on 19 April 2021, commencing 19 May 2021.

Workforce

A breakdown of employees by ongoing and non-ongoing status, APS classification level, type of employment arrangement, salary range, performance pay and more information on the management of human resources is provided in the **Management and Accountability chapter**.

Figure 1: ORGANISATIONAL STRUCTURE OF THE WORKPLACE GENDER EQUALITY AGENCY AS AT 30 JUNE 2021



Report on performance

Annual Performance Statement

Introductory statement

The Annual Performance Statement for the Workplace Gender Equality Agency (WGEA, the Agency) has been prepared in accordance with the requirements of section 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) for the 2020-21 financial year and accurately presents WGEA's performance in accordance with section 39(2) of the PGPA Act.

Entity purpose

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

Analysis of performance against purpose

The Agency has delivered on all performance criteria in the 2020-21 year. A summary of the performance criteria is as follows:

- expanding the capacity for gender equality analysis and evidence to drive change
- maximising the value of the data collected through development of digital visualisation tools
- creation of a fit-for-purpose data management and reporting system to enhance the future collection of data.

The Agency has released seven years of data to date, and the eighth annual reporting submission period has now closed. Capturing and reporting on workplace gender equality indicators continues as a mainstream activity for Australian businesses. Employers continued to submit their reports to the Agency under the challenging circumstances caused by the COVID-19 pandemic and the new reporting platform.

The profile of the Agency and recognition of the value of the data continues to increase. Gender equality is now a widely discussed issue in the business community and broader society. This is, in part, due to the Agency's contribution to the national debate through media coverage, external communications campaigns and outreach (such as Equal Pay Day and the Annual Data Launch), regular speaking engagements and presentations, ongoing research collaborations and the public recognition of organisations as WGEA Employers of Choice for Gender Equality. The Agency's Director and staff are regularly invited to participate in a broad range of conferences, workshops, roundtables as well as national and international business and community discussions.

The Agency and other advocates continue to amplify the ongoing public discussion on workplace gender equality. They reinforce the business case in taking proactive steps in the support of equal representation, recognition and reward of women and men in the workplace.

Key EOCGE citation holders provided case study examples to assist the Agency's media campaigns for the annual data launch and the WGEA-BCEC Gender Equity Insights Report launch. Our Equal Pay Day campaign received strong support from both EOCGE organisations and Pay Equity Ambassadors who promoted our key messages and insights across their own communications channels. Representatives from EOCGE citation holders HESTA, Woolworths and Thermo Fisher Scientific participated in Agency webinars during the reporting period.

The Agency continues to review and refine communication channels to deliver targeted communications to different audiences. In August, two new educational videos ('The Lift' and 'The gender pay gap explained') were launched to break down the concept of the gender pay gap and translate it to overcome common misconceptions. Together, these videos have been viewed almost 20,000 times since their launch and have become evergreen resources shared in the subsequent Equal Pay Day campaign to draw continued focus and understanding of the gender pay gap.

The Agency website underwent a complete transformation during this year to make the resources and insights more accessible to the public. Thorough website audits were conducted on search engine optimisation (SEO), user interface (UI) and user experience (UX) to gain an understanding of how users move around the website, and how to better present content to enhance ease of navigation. The website architecture was consequently redesigned, and it now delivers modernised designs, improved accessibility, enhanced navigability, and greater audience engagement.

In November 2020, the Agency released the seventh year of reporting data under the Act, building on the compelling time series from our unique, world-leading dataset. By providing a detailed picture of the state of gender equality in Australia's workplaces, our data identifies the areas of strongest improvement (which is usually where employers have a direct influence on the outcome), and pinpoints where progress has slowed or stalled.

To bring further insights and analysis to the trends emerging from the dataset, the Agency continued to produce research reports in collaboration and partnership with other organisations during this year. These included universities, industry bodies, professional services firms, and not-for-profit organisations. The Agency continues to innovate ways to inspire and encourage progress towards gender equality. Work is underway to implement a new data visualisation tool which will allow visual benchmarking of data across industries, with the aim of encouraging competition amongst employers.

The criteria for the WGEA Employer of Choice for Gender Equality citation are strengthened each year to reflect the latest academic research into the drivers of improved gender equality outcomes in the workplace and to recognise contemporary leading practice in this area. For this year's citation, two additional requirements were introduced, related to employers addressing gender stereotypes that prevent men from requesting flexible working arrangements, and to employers influencing their supply chain by having procurement gender-equitable procurement guidelines in place.

The Agency has delivered a new reporting platform to position the organisation for the future. In its first year of operation, however, employers have experienced challenges in using the new platform and delays in responses and support to assist them. The Agency has not been able to achieve the intended reduced time and effort in reporting this year under the new platform. A full implementation review is in progress with enhancements, including pre-population of data and improved CEO benchmarking reports, being prioritised. The resolution of issues and deployment of enhancements is funded within the existing budget.

While technical issues were experienced by employers reporting using the new platform, the Agency is well placed to continue refining and enhancing our new online reporting and data management platform to deliver:

- an improved and streamlined user experience for reporting organisations
- support expanded data collection
- support public sector reporting
- improved delivery of data analysis and insights to both reporting organisations and the general public.

Organisations not covered under the *Workplace Gender Equality Act 2012* continue to look to WGEA for expertise, tools and resources. These include public sector agencies and small business. The Agency is developing educational resources to support these organisations.

The Agency will continue to examine and review the progress being made against the gender equality indicators as detailed in our Progress Report of March 2021 and will actively contribute to the Australian Government's review of the Act underway in the second half of 2021.

Further discussion and statistics on Key Agency Activities aligned with our legislative mandate can be found in the **2020-21 Year in Review** section of this report.

Results

Performance criterion 1

WGEA implements a fit-for-purpose reporting and data management system that provides for expanded data collection

Target	Employers report successfully utilising new reporting and data management system
Target	Over 50% of reporting organisations provide some voluntary data
Target	Utilisation of new CEO summary report, data visualisation and digital support channels
Criterion source	Workplace Gender Equality Agency 2020-21 Corporate Plan Workplace Gender Equality Agency – Entity resources and plan performance 2020-21 Portfolio Budget Statement (PBS)
Result against performance criterion	<p>WGEA deployed a replacement, fit-for-purpose online reporting and data management platform for employers in April 2021 for the eighth year of reporting.</p> <p>As outlined in Key Agency Activities section, technical challenges were experienced during the transition to the new platform. To support employers through the changes, self-service resources on the Knowledge Hub were made available, and live support chat functions were offered for the first time in addition to the established phone and email support options.</p> <p>A decision was made to extend the reporting submission deadline until 11 August 2021. This provided an opportunity to support employers using the platform for the first time, and for technical changes to be made addressing the problems experienced by employers.</p> <p>At the time of this report, 90% of employers have reported. Of those employers, over 70% have provided some voluntary data.</p> <p>With the extended reporting submission period, delivery of the new CEO summary reports has been delayed until the end of 2021.</p> <p>New data visualisation software, Tableau, has been implemented and is on track for delivery to businesses and the public in the 2021-2022 financial year.</p>

Targets: On track across the duration of the multi-year program

Performance criterion 2

WGEA establishes a framework for public sector and SME reporting

Target	Commencement of voluntary reporting program for public sector
Target	A sample of voluntary data collected is statistically significant allowing aggregate comparison with private sector
Criterion source	Workplace Gender Equality Agency 2020-21 Corporate Plan Workplace Gender Equality Agency – Entity resources and plan performance 2020-21 PBS
Result against performance criterion	The Public Sector voluntary reporting framework is in development and on track. The Agency has engaged with federal and state government agencies,

and five federal and three state government agencies will join the pilot voluntary reporting program.

The initial pilot voluntary program was delayed until late 2021 due to extending the reporting submission period for non-public sector organisations. The sample size of data is on track to be statistically significant.

It is planned that the Australian Public Service will voluntarily report next year, and the Agency will review the content and assess what additional changes and support mechanisms are required before mandatory public sector reporting commences. The Agency is working on data transfer and instructional resources for public sector reporting with the Australian Public Service Commission.

The introduction of mandatory federal public sector reporting is on track for submissions in 2023. Development of data-matching protocol to assist the public sector in drawing comparisons against private sector reporting is also on track.

Targets: On track across the duration of the multi-year program

Performance criterion 3

WGEA data collection and analysis is relevant to the workforce of the future

Target	Reporting matters on which employers report are evaluated, and subsequent recommendations made to Government
Target	Expansion of data analysis and data visualisation of workplace gender equality issues
Target	Data quality score maintained
Criterion source	Workplace Gender Equality Agency 2020-21 Corporate Plan Workplace Gender Equality Agency – Entity resources and plan performance 2020-21 PBS
Result against performance criterion	<p>The Agency provided its biennial Progress Report to the Minister on 12 March 2021. This report included commentary on the value of data points collected, along with a recommendation to review the <i>Workplace Gender Equality Act 2012</i>, with a number of suggestions which could enhance the value of data collected under the Act.</p> <p>This recommendation to review the Act was accepted by the Federal Government. A review was announced as part of the Women's Budget Statement 2021-22.</p> <p>The Agency's new reporting platform launched this reporting year provides an opportunity for expanded analysis, and with the new data visualisation tool Tableau, the Agency is on track to deliver enhanced insights and access to the data collected in 2020-21.</p> <p>The voluntary data points collected during this year's reporting submission period, including the new data of age and location, will be assessed, and are on track for release in 2022.</p> <p>Ensuring the data quality of the information collected remains a priority for the Agency. The Agency conducted a Data Quality Report for a second year in a row. The report confirmed the Agency's data coverage, longitudinal variations, and data quality parameters, to ensure it remains fit for the future.</p>

Targets: Met

Performance as a regulator

WGEA is chartered through the *Workplace Gender Equality Act 2012* with both regulatory and educative functions and responsibilities. Under the Regulator Performance Framework 2014, regulators are encouraged to undertake their functions with the minimum burden to business necessary to achieve regulatory objectives.

For 2020-21, the Agency has undertaken an assessment of our performance based around the key performance indicators (KPIs) developed under the Regulator Performance Framework 2014. These have been broadly aligned with the three principles of regulator best practice, outlined in the recent Regulator Performance Guide July 2021:

The principles of regulator best practice

1. **Continuous improvement and building trust:** Regulators adopt a whole-of-system perspective, continuously improving their performance, capability and culture to build trust and confidence in Australia's regulatory settings.
2. **Risk-based and data-driven:** Regulators manage risks proportionately and maintain essential safeguards while minimising regulatory burden and leveraging data and digital technology to support those they regulate to comply and grow.
3. **Collaboration and engagement:** Regulators are transparent and responsive communicators, implementing regulations in a modern and collaborative way.

The Regulator Performance Guide July 2021 provides for a transition year in developing outcomes-focused performance measures. The Agency currently incorporates our regulatory functions and performance broadly within our Corporate Plan 2021-22 and intends on developing additional performance measures.

Principle 1

PRINCIPLE 1: CONTINUOUS IMPROVEMENT AND BUILDING TRUST

KPI 1 Regulators do not unnecessarily impede the efficient operation of regulated entities

KPI 2 Communication with regulated entities is clear, targeted and effective

Measures WGEA understands operating environment of regulated entities and provides appropriate guidance and information, with communication with regulated entities clear, targeted and effective

Assessment On track across the duration of the multi-year program

Analysis

The Agency is committed to reducing the regulatory burden on reporting organisations, while striving to ensure the quality of the data collected. Each year, WGEA records feedback from organisations during the reporting period. This feedback is assessed and actioned before the next year's cycle commences.

As a result of this feedback, several changes were made to this year's educational resources to support employers through the reporting process.

The Agency undertakes consistent environment scanning to review and modify its regulatory impact on businesses and develops and maintains meaningful relationships with its stakeholders. WGEA hosts events with its stakeholders including the coordination of CEO and industry roundtables. Agency staff also attend a variety of forums and presentations and regularly participate in individual meetings with employers as well as undertaking regular public speaking engagements. During the development of the new WGEA reporting platform, the Agency engaged with regulated entities to identify the needs, expectations and desirable attributes of a new reporting and data management platform. These direct engagements provide a consistent pulse check of the operating environment for reporting organisations. Together with broader media engagement and monitoring of trending issues, these activities keep Agency staff attuned to the issues within workplaces.

The Agency also continues to expand its awareness of broad government initiatives which may improve or streamline future data collection processes. As a member of the Data Champions Network Initiative, the Agency has worked collaboratively across government to share knowledge and promote collaboration on data and digital transformation, to drive smart service delivery and management of government data.

The Agency regularly communicates relevant information with businesses which covers two broad purposes: to educate and support employers through the reporting process; and to encourage and advocate best practices to achieve equality in the workplace.

The focus of this year's communication activities to employers was ensuring readiness for the new reporting platform through the creation of a dedicated online help repository (the Knowledge Hub). Other communications activities directed towards businesses during this year included:

- online guidance and supporting tools such as pay calculators and reference guides
- responses to frequently asked questions online
- information videos (screencasts) giving step-by-step guidance on completing reporting
- targeted direct email campaigns to CEOs and nominated reporting contacts
- system generated pop-ups with guidance messaging
- online chat, phone, and email inquiries support.

All written guidance on the reporting requirements and how to report to WGEA is made available on the website. This material meets the Web Content Accessibility Guidelines (WCAG 2.0) adopted by the Australian Government.

PRINCIPLE 1: CONTINUOUS IMPROVEMENT AND BUILDING TRUST

KPI 6	Regulators actively contribute to the continuous improvement of regulatory frameworks
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Measures	WGEA actively contributes to the continuous improvement of regulatory frameworks - periodically reviewing its administration of reporting requirements and implementing continuous improvement strategies
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Assessment	Met
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Analysis

The Agency develops and undertakes a program of reporting review and improvement to meet legislative requirements, ensure clarity and minimise compliance costs.

The Agency has a range of accessible feedback mechanisms by way of established working groups, online feedback mechanisms and regular stakeholder surveys. The Agency frequently receives feedback from organisations in relation to the process of reporting and the reporting requirements. A comprehensive online Reference Tool has been developed in response to these queries and is updated to reflect any changes to reporting requirements, or to clarify areas of ambiguity. The Agency continues to receive positive feedback on the quality of its resources and tools made available to employers.

In accordance with the notification and access requirements of the *Workplace Gender Equality Act 2012*, the Agency may receive comments from employees and employee organisations concerning the accuracy of the content of an organisation's compliance report. These comments can be submitted anonymously and are captured in the Agency's database. Where appropriate, comments are acknowledged and if action is required, the Agency contacts the relevant employer to request clarification and/or an amendment to their report.

The Agency complies with requirements to report to Government. Section 12(2A) of the Act requires the Agency to submit a report to the Minister on the progress achieved in relation to gender equality indicators (GEIs) as soon as practicable after the end of the two-year period ending on 31 May 2016, and each later two-year period. The Agency submitted the 2019-20 Progress Report to the Minister in March 2021, which included a recommendation to undertake a review of the Act which has since been accepted by Government.

Principle 2**PRINCIPLE 2: RISK-BASED AND DATA-DRIVEN**

KPI 3	Actions undertaken by regulators are proportionate to the regulatory risk being managed
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KPI 4	Compliance and monitoring approaches are streamlined and coordinated
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Measures	WGEA applies a risk-based proportionate approach to the regulatory risk being managed. Compliance and monitoring approaches are streamlined and coordinated, and processes administered are transparent and streamlined
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Assessment	On track across the duration of the multi-year program
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Analysis

The Agency regularly reviews its approach to promoting compliance within legislative parameters.

Each year, the Agency communicates regularly with the Chief Executive Officers (CEO) and report contacts of reporting organisations about their reporting obligations. Taking a constructive, supportive approach, these communications include links to key educational and support materials.

After the report submission due date has passed, the Agency is required to write to employers that have not submitted a report and notify them that they have 28 days to submit their report, or risk being non-compliant with the Act. In effect, this gives those employers further time to submit their report.

The Agency regularly supports employers to complete their reporting obligations. To facilitate maximum levels of compliance amongst reporting organisations, the Agency reviews submission data during the reporting period as it is received. Organisations who have inputted their reporting data but have not yet finalised the process by submitting it online are identified and contacted by email. Any organisations that do not respond to the email are then contacted by phone and are supported by the Agency staff member to finalise the submission of the report.

In 2020-21, the focus of the Agency was to improve the data collection process by employing faster and simpler working methods. The Agency continues to consult broadly across government and the software development community to explore means of streamlining reporting with the development and delivery of a replacement reporting and data management platform

The Agency completed the development of a new reporting and data management platform in April 2021, with the platform operational for the 2020-21 reporting period. The new platform uses a hybrid cloud solution configured for WGEA's specific workflows, processes, and user needs utilising commercial off-the-shelf products.

The Agency adopts a transparent and risk management approach to exercising discretionary powers under Section 17 of the Act. This section provides the Agency with the discretion to approve a request for an extension for a period of time for reporting organisations to submit their annual report. Information on the availability of this provision is published on the Agency's website.

In 2020-21, the Agency provided an extension for all organisations to support the introduction of the new data management and reporting platform. The reporting submission period began on 14 April 2020 and concluded on 11 August 2021.

The Agency adopts a transparent and risk management approach to exercising discretionary powers under Section 19D of the Act. The Agency may, by electronic or other means, name an employer if they fail, without reasonable excuse, to comply with the requirements of the Act. A reasonable excuse should be an unforeseeable circumstance that prevented the relevant employer from meeting their requirement or a circumstance that was genuinely outside the organisation's control. In practical terms, the list of non-compliant employers appears on the Agency website.

In recognition of the impact of the COVID-19 pandemic, in the 2019-20 financial year the Agency exercised discretion and did not name (DNN) 137 employers as non-compliant who were adversely affected. WGEA has an established process to investigate, validate and document the circumstances of these organisations and the ultimate approval for DNN rests with the Accountable Authority of the Agency. At the time of this report, the non-compliant organisations for the 2020-21 reporting period are still being assessed and finalised.

Principle 3

PRINCIPLE 3: COLLABORATION AND ENGAGEMENT

KPI 5 Regulators are open and transparent in their dealings with regulated entities

Measures WGEA is open and transparent in dealings with regulated entities. Ensuring reporting requirements are available in clear, understandable, and accessible format. Remaining open and responsive to requests from regulated entities. Establishing cooperative and collaborative relationships with stakeholders.

Assessment On track across the duration of the multi-year program

Analysis

The Agency continues to consult broadly across government and the software development community to explore means of streamlining reporting to enhance the data collection process.

As it stands, reporting under the Act requires employers to draw on business information from a range of sources and systems. The Agency ensures it provides expert tailored advice and step-by-step guidance to assist reporting organisations to meet their compliance obligations.

As part of the project to implement a new reporting platform, the Agency engaged in a discovery project to identify the needs and requirements of end users and understand 'pain points'. A cross-section of reporting organisations were included in this discovery work to guide the design and architecture of the future platform. This considered the type of corporate structure of the reporting organisation (standalone, parent/corporate subsidiaries and Australian subsidiary of a global organisation), size, geographical location, industry, and the format of how they provide data to the Agency. The insights from this stakeholder engagement exercise were used to shape the new reporting platform implemented from April 2021 and will continue to inform future enhancements to its architecture.

The Agency actively seeks feedback and takes action to improve its regulatory activities. In response to the increased requests for assistance from reporting organisations during the reporting period in 2021, the Agency engaged and trained additional customer support staff, and extended the reporting period. The Agency maintains a customer records management system to record and analyse interactions and, from this, has identified and prioritised several enhancements to the new reporting platform to improve the user experience.

All materials related to reporting requirements are available on the Agency website and are designed to be clear, understandable, and accessible. The Agency website meets WCAG 2.0 requirements. The available materials include written guidance, screen shots, templates, indicative formats, calculators, and videos.

The Agency's data collection is publicly available and searchable, allowing businesses, media, and members of the public to conduct their own analysis on gender equality progress across industries. The Data Explorer tool attracted 16,191 new users between 1 July 2020 and 30 June 2021. The availability of this data in a more accessible format has contributed to the attraction of over 212,000 page views to the tool. The Agency's public data is also accessible through data.wgea.gov.au.

Financial Performance

The total appropriation for the Agency in 2020-21 was \$4,892,000. Additional funding of \$1,178,000 was received through the *Women's Economic Security Package* for the replacement online management and reporting platform.

Expenditure in 2020-21 increased 10% from the previous year to \$6,777,888 due to the activities related to the *Women's Economic Security Package*. Funding of \$1,178,000 was received through the measure *Women's Economic Security Package* (FY19/20 \$677,000).

Expenditure on suppliers was \$2,553,815 or 38% and included:

- IT and office equipment
- contractors
- travel and training for staff
- subscriptions, printing and publications
- lease costs associated with premises (\$421,000) is included in the total expenditure.

Expenditure on employee benefits was \$3,441,504 or 51% of total expenditure.

TABLE 3: AGENCY RESOURCE STATEMENT

	Actual available appropriation for	Payments made	Balance remaining
	2020-21	2020-21	2020-21
	\$'000	\$'000	\$'000
Ordinary annual services			
Departmental appropriation (1)	11.06	8.67	2.39
Total resourcing and payments	11.06	8.67	2.39
	2020-21	2019-20	
Average Staffing Level (number)	33	33	

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

Management and accountability

Corporate governance

During 2020-21, the Agency operated under the *Public Governance, Performance and Accountability Act 2013*. The Director is the accountable authority of the Agency.

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

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

Executive management

As at 30 June 2021, the Executive was comprised of five Executive Manager positions reporting to the Director, Mary Wooldridge.

Leading Practice Executive Manager

Vanessa Paterson

Operations Executive Manager

Anne Beath

Research, Analytics and Education Executive Manager

Janin Bredehoeft

Communications and Engagement Executive Manager

Murray Black (Acting)

Data and Technology Executive Manager

Janin Bredehoeft (Acting) and Steven Douek (Acting)

Fraud control and risk management

During the financial year 2020-21, the Agency did not identify any fraud. The Fraud Control Plan is part of the Agency's induction program and Fraud Awareness training is undertaken by all staff annually. The Agency's Risk Management Policy, Fraud Control Plan, Business Continuity Plan and associated Risk Registers are reviewed regularly with oversight by the Audit Committee.

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

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

External scrutiny

The Agency is subject to an annual statutory audit performed by the Australian National Audit Office. The outcomes of the 2020-21 audit were presented to the Audit Committee. The committee is chaired by an external member.

At the time of this report, the members of the Audit Committee are:

- Margaret Smylie (Chair)
- George Sutton
- Lauren Humphrey

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

More information about the Audit Committee is included in **Appendix 3**.

There have been no significant developments in external scrutiny of the Workplace Gender Equality Agency during 2020-21.

Human resources management

Assessment of effectiveness

The Agency enhanced focus on key areas of our work by establishing Leading Practice and Data and Technology teams to deliver the EOCGE citation and the Agency's new data management and reporting platform. The Agency continued to review and revise its people management policies, procedures, systems and documentation to reflect contemporary better practice and reduce redundant or overly prescriptive practices or procedures.

The Agency maintained a flexible and agile workforce through cross-agency project teamwork. This was achieved through the movement of staff on a short-term basis to work in different teams and the operation of a flat management structure. This assists with maximising the Agency's resources and skills, building capability, engaging employees, and eliminating operational silos. This leads to greater innovation and responsiveness to change. The Agency undertook an organisational review to support strategic objectives to ensure WGEA has adequate resources and capabilities to meet the expanded application and activity which the transformation of the Agency's data management and reporting platform will require.

During 2020-21, the Agency's flexible and agile practice ensured effective operations remained in place during the COVID-19 period, with minimal impact to operational capacity or culture.

Using technology platforms such as VOIP, GOVteams, MSTeams, and online project and collaboration tools has allowed the Agency to ensure the smooth transition to remote working for all staff.

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

Information on enterprise bargaining

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

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

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

At 30 June 2021, 32 employees were covered by the Agency Enterprise Agreement and WGEA Determination 2019/01 under subsection 24(1) of the *Public Service Act 1999* and three employees had an individual flexibility arrangement. The salary ranges available for employees by classification structure are outlined in **Table 8**.

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

Superannuation

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

Non-salary benefits

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

- individual flexibility agreements
- health and wellbeing programs including Employee Assistance Program services
- learning and development opportunities
- study assistance (study leave and financial assistance)
- access to salary packaging for a vehicle or laptop
- salary packaging of supplementary superannuation contributions.

Flexible work practices

The Agency helps employees balance their work and personal lives by offering remote working arrangements, changed patterns of hours, flex-time, part-time work, and providing purchased leave, access to two paid volunteer days per year and other arrangements.

Flexibility is vital to improving workplace gender equality and the Agency leads by example. The vast majority of staff, including the Executive (84%), have flexible working arrangements. The Agency's well established flexible work arrangements provided it with the ability to adapt to remote working for 100% of staff when required during COVID-19 lockdown periods.

Capability development

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

In 2020-21, a total of \$54,865 was spent on training and development activities to develop the capability of the workforce.

Development opportunities and upgrading skills were provided through extension projects, formal training, temporary transfers to higher duties and short-term transfers to other teams. During 2020-21 the Agency's major technology transformation project provided the Agency with an opportunity to provide all staff with training in the new technology and its supporting tools (Salesforce platform, Tableau, Jira, and Confluence). In addition to the technology skills development, staff's capability to work and operate in an AGILE project environment was further developed as part of the project delivery. The Agency delivered Privacy training for all staff and Data Literacy training which is critical for all staff. The Agency encouraged employees to attend conferences, seminars and other events, in addition to structured external training. Access was provided to a suite of e-learning courses with in-house sessions for all employees to promote and enhance understanding of respect in the workplace, as well as building resilience.

All employees received targeted training and development, including courses on data analytics, data science, leadership development, human resource skills, digital skills, and legislative obligations, ensuring accurate information, advice and education on reporting compliance matters and gender equality initiatives is provided to employers.

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

Workforce profile and remuneration

The following tables provide a comparison of the Agency's ongoing and non-ongoing staffing profile as at 30 June 2021 and 30 June 2020. The majority of staff are located in Sydney, with two staff formally working remotely (one from Melbourne and the other in regional NSW).

TABLE 4: ONGOING STAFF AS AT 30 JUNE 2021

Band	F/T	P/T	Men	Women	Indigenous	Culturally and linguistically diverse	People with a disability
Agency Head	1	0	0	1	0	0	0
EL 1 and 2	6	2	1	7	0	4	0
APS Level 5 and 6	7	4	0	11	0	2	1
APS Level 2 to 4	3	0	2	1	0	0	0
APS Level 1	0	0	0	0	0	0	0
Total	17	6	3	20	0	6	1

Note: Includes ongoing staff on parental leave.

TABLE 5: NON-ONGOING STAFF AS AT 30 JUNE 2021

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

TABLE 6: ONGOING STAFF AS AT 30 JUNE 2020

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

Note: Includes ongoing staff on parental leave.

TABLE 7: NON-ONGOING STAFF AS AT 30 JUNE 2020

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

TABLE 8: SALARY RANGES BY EMPLOYMENT CLASSIFICATION AT 30 JUNE 2021

Band	Minimum (\$)	Maximum (\$)
FTO/Agency Head		Not applicable
EL2	\$123,771	\$140,996
EL1	\$106,270	\$114,676
APS Level 6	\$82,166	\$93,862
APS Level 5	\$76,254	\$80,798
APS Level 4	\$68,055	\$73,864
APS Level 3	\$61,499	\$66,326
APS Level 2	\$54,039	\$59,558
APS Level 1	\$47,829	\$52,583

Key:

FTO/Agency Head: Full Time Office. Not covered by Enterprise Agreement or Individual Industrial Agreement.

EL 1 and 2: Executive Level 1 and 2

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

Note: All figures reflect base salary only and exclude superannuation.

Key Management Personnel remuneration

During the reporting period ended 30 June 2021, the Agency had one executive who met the definition of key management personnel.

TABLE 9: KEY MANAGEMENT PERSONNEL REMUNERATION DURING FY 20-21

Name	Position title	Base salary	Short-term benefits		Post-employment benefits	Other long-term benefits		Termination Benefits	Total remuneration
			Bonus	Other benefits and allowances	Superannuation contributions	Long service leave	Other long-term benefits		
Libby Lyons	Director	224,065	0	0	19,725		12,070	0	255,860
Mary Wooldridge	Director	32,665	0	0	2,884		293	0	35,842
Total		256,730	0	0	22,609		12,363	0	291,702

Note: Libby Lyons ceased Director role in April 2021. Mary Wooldridge commenced Director role May 2021

Information about remuneration of other highly paid staff

The Agency had one staff member who received remuneration above the threshold amount during the reporting period.

TABLE 9A – REMUNERATION FOR OTHER HIGHLY PAID STAFF DURING FY 20-21

Total remuneration bands	Number of other highly paid staff	Average base salary	Short-term benefits		Post-employment benefits	Other long-term benefits		Termination benefits	Average total remuneration
			Avg. bonus	Average other benefits and allowances	Average super. contributions	Average long service leave	Average other long-term benefits	Average termination benefits	
\$230,001-\$245,000	1	140,996	0	66,699	27,187	2482	0	0	237,364

Performance pay

Progression through the available salary points is determined by the results of annual performance assessments. Eligible employees who have reached the top of their salary band may receive a one-off payment of 2% if they achieve a performance rating of fully effective or above. The following table outlines performance payment information for the 2020 performance cycle.

TABLE 10: PERFORMANCE PAYMENTS TO STAFF DURING FY 20-21

Band	Number of staff who received performance pay	Aggregate of actual payments	Range of payments	Average payment
EL2	4	\$11,820	\$2,820 - \$2,820	\$2,820
EL1	4	\$8,257	\$1,835 - \$2,294	\$2,064
APS Level 6	8	\$12,942	\$657 - \$1,877	\$1,618
APS Level 5	3	\$4,848	\$1,616 - \$1,616	\$1,616
APS Level 4 - Level 1	2	\$2,653	\$1,327 - \$1,327	\$1,327
All staff	21	\$39,979		

Disability reporting

The National Disability Strategy is Australia's overarching framework for disability reform. It acts to ensure the principles underpinning the United Nations Convention on the Rights of Persons with Disabilities are incorporated into Australia's policies and programs that affect people with disability, their families and carers.

All levels of government will continue to be held accountable for the implementation of the strategy through progress reporting to the Australian, state, territory, and local governments. Progress reports can be found at dss.gov.au. Disability reporting is included in the Australian Public Service Commission's State of the Service reports and the APS Statistical Bulletin. These reports are available at www.apsc.gov.au

Work, health and safety performance

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

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

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

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

The Agency maintained a flu vaccination program for all staff (a voucher program was implemented for this), maintained trained staff as mental health first aid officers, and offered a resilience awareness program, and harassment and discrimination training to all staff. The Agency also continued to invest in required signage and hygiene supplies to ensure the offices met COVID-safe SafeWork standards and provided staff paid time off to attend COVID-19 vaccination appointments.

Incidents

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

Investigation

The Agency did not undertake any investigations or conduct any tests on any plant, substance, or thing in the course of any such investigation. No notices were given to the Agency under sections 191, 195 or 198 of the *Work Health and Safety Act 2011* during the 2020-21 financial year.

Other mandatory information

Purchasing

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

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

All Agency contracts of \$100,000 or more provide for the Auditor-General to have access to the contractor's premises.

The Agency had no contracts in excess of \$10,000 that were exempted by the Accountable Authority from being published on AusTender because it would disclose exempt matters under the FOI Act.

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

Consultants

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

During the 2020-21 financial year, the Agency had no new or ongoing consultancy contracts active during the period.

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

Non-consultancy contracts

Reportable non-consultancy contracts refer to an arrangement that is published on AusTender and is not a reportable consultancy contract. This means that a contract published on AusTender as anything other than a consultancy, is a reportable non-consultancy contract for the purposes of the reporting requirements.

The following table sets out the Agency's total actual expenditure on all reportable non-consultancy contracts in the reporting period.

Information on the value of reportable non-consultancy contracts is available on the AusTender website.

Expenditure on reportable non-consultancy contracts

Reportable non-consultancy contracts 2020–21	Number of contracts	Total Expenditure \$ (GST Inc.)
New contracts entered into during the reporting period	7	203,300
Ongoing contracts entered into during a previous reporting period	18	4,320,276
Total	25	4,523,576

The following table shows the top five non-consultancy contracts (by value of expenditure) with WGEA during 2020–21.

Organisations receiving a share of reportable non-consultancy contract expenditure, 2020–21

Name of Organisation	Expenditure \$ (GST inc.)	Proportion of 2020-21 total spend (%)
RXP Services Ltd	2,720,805	60.15
Dexus Property Group	647,246	14.31
Genix Ventures Pty Ltd	301,042	6.65
Salesforce DC Australia	182,686	4.04
Mulesoft	156,996	3.47
Total	4,008,776	88.62

Support of small business

The Agency supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance’s website at www.finance.gov.au/procurement/statistics-oncommonwealth-purchasing-contracts/.

The Agency has utilised the Digital Marketplace in 2020-21 for procuring digital skills and services. The Digital Marketplace is an open platform that makes it easier for SMEs to access government contracts. The Agency also ensures SMEs are included in the mix of organisations requested to provide quotes for provision of specific goods and services below the relevant procurement threshold. Procurement and contracting processes are frequently reviewed for clarity and ease of engagement.

The Agency recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury’s website, www.treasury.gov.au.

Compliance

There were no significant issues of non-compliance with finance law during 2020-21 and therefore no report was made to the Minister under paragraph 19(1)(e) of the PGPA Act.

Advertising and market research

The Agency made no payments to advertising or market research organisations in 2020-21 which require disclosure under section 311A of the *Commonwealth Electoral Act 1918*.

Ethical standards

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

Information Publication Scheme

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

Ecologically sustainable development and environmental performance

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

The Agency's management and staff are committed to the principles of ecologically sustainable development.

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

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

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

Financial statements

Independent auditor's report



INDEPENDENT AUDITOR'S REPORT

To the Minister for Women

Opinion

In my opinion, the financial statements of the Workplace Gender Equality Agency (the Entity) for the year ended 30 June 2021:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Entity as at 30 June 2021 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following as at 30 June 2021 and for the year then ended:

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

Basis for opinion

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

Accountable Authority's responsibility for the financial statements

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

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

Auditor's responsibilities for the audit of the financial statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

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

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

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

Australian National Audit Office



Racheal Kris

Senior Director

Delegate of the Auditor-General

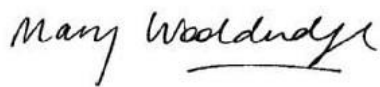
Canberra

17 September 2021

Statement by the Director and Operations Executive Manager

In our opinion, the attached financial statements for the year ended 30 June 2021 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

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



Mary Wooldridge – Director



Anne Beath - Operations Executive Manager

Financial Statements

Statement of Comprehensive Income

Workplace Gender Equality Agency Statement of Comprehensive Income for the year ended 30 June 2021

	Notes	2021 (\$)	2020 (\$)	Original Budget (\$)
NET COST OF SERVICES				
Expenses				
Employee benefits (a)	3A	3,441,504	3,497,535	3,530,000
Suppliers	3B	2,132,806	1,662,528	2,153,000
Depreciation and amortisation (b)	3C	782,569	595,537	2,117,000
Finance costs - unwinding of discount		-	-	25,000
Total expenses		6,356,879	5,755,600	7,825,000
OWN-SOURCE INCOME				
Own-source revenue				
Rendering of services (c)	4A	259,900	226,364	100,000
Other revenue	4B	46,600	46,600	33,000
Total own-source income		306,500	272,964	133,000
Net cost of services		6,050,379	5,482,636	7,692,000
Revenue from Government	4E	6,070,000	5,531,000	6,070,000
				.
Total comprehensive surplus		19,621	48,364	(1,622,000)
OTHER COMPREHENSIVE INCOME				
Items not subject to subsequent reclassification to net cost of services				
Changes in asset revaluation reserve			(5,198)	-
Total other comprehensive income		-	(5,198)	-
Total comprehensive surplus		19,621	43,166	(1,622,000)

Budget variances

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

- a) Employee Benefits - the underspend is due to staff turnover and delay in recruitment.
- b) Depreciation and amortisation - the variance primarily relates to the delays of the implementation of the new reporting and data management solutions and the funds movement from CAPEX to OPEX.
- c) Rendering of Services - this item varies with the number of applicants for Employer of Choice for Gender Equality citation and the level of in-kind support received by the WGEA.

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

Statement of Financial Position

Workplace Gender Equality Agency Statement of Financial Position as at 30 June 2021

	Notes	2021	2020	Original Budget
		(\$)	(\$)	(\$)
ASSETS				
Financial assets				
Cash and cash equivalents	5A	257,698	249,615	250,000
Trade and other receivables (a)	5B	1,793,804	2,190,428	2,190,000
Total financial assets		2,051,502	2,440,043	2,440,000
Non-financial assets				
Leasehold improvements	6	114,813	187,529	-
Buildings (b)	6	640,202	1,067,004	752,000
Plant and equipment	6	176,836	220,520	207,000
Intangibles (c)	6	4,524,493	2,109,771	3,337,000
Other non-financial assets - prepayments		63,250	21,288	21,000
Total non-financial assets		5,519,594	3,606,112	4,317,000
Total assets		7,571,097	6,046,155	6,757,000
LIABILITIES				
Payables				
Suppliers	7A	94,897	53,277	53,000
Leases (d)	7B	675,500	1,096,509	602,000
Other payables	7C	64,950	59,099	59,000
Total payables		835,347	1,208,886	714,000
Provisions				
Employee provisions	8A	740,833	838,974	839,000
Provision for restoration obligation	8B	193,939	193,939	194,000
Total provisions		934,772	1,032,913	1,033,000
Total liabilities		1,770,119	2,241,799	1,747,000
Net assets		5,800,978	3,804,356	5,010,000

EQUITY			
Contributed equity	9,532,000	7,555,000	10,383,000
Reserves	30,377	30,377	41,000
Accumulated deficit	(3,761,400)	(3,781,021)	(5,414,000)
Total equity	5,800,978	3,804,356	5,010,000

Budget variances

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

- a) Trade and other receivables - comprised mainly of unspent appropriations. The reduction in unspent appropriation is mostly due to the cost for online reporting platform.
- b) Right-of- use asset (AASB 16) are included in Buildings. The variance is a result.
- c) Intangibles - implementation of the new reporting data management solutions platform.
- d) Leases - The lease liability has decreased over the period of the lease.

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

Statement of Changes in Equity

Workplace Gender Equality Agency Statement of Changes in Equity as at 30 June 2021

	2021 (\$)	2020 (\$)	Original Budget (\$)
CONTRIBUTED EQUITY			
Opening balance	7,555,000	4,500,000	7,555,000
Departmental capital budget ^(a)	1,977,000	3,055,000	2,828,000
Total transactions with owners	1,977,000	3,055,000	2,828,000
Closing balance as at 30 June	9,532,000	7,555,000	10,383,000
RETAINED EARNINGS			
Opening balance	(3,750,644)	(3,842,258)	(3,792,000)
Comprehensive income			
Surplus for the period ^(b)	19,621	48,364	(1,622,000)
Adjustment for initial application of AASB 16	-	48,448	-
Total comprehensive income	19,621	96,812	(1,622,000)
Asset Revaluation Reserve			
Opening balance			
Balance carried forward from previous period	30,377	35,575	41,000
Other comprehensive income	-	(5,198)	-
Total other comprehensive income	30,377	(5,198)	41,000
Closing Balance as at 30 June	30,377	30,377	41,000
Closing balance as at 30 June	(3,731,023)	(3,750,644)	(5,414,000)
Closing balance as at 30 June	5,800,977	3,804,356	5,010,000

Budget variances

^{a)} In accordance with section 51 of the Public Governance, Performance and Accountability Act 2013, \$283,000 of Annual Capital appropriation was withheld. This funding was reappropriated to operating expenditure in FY2020/2021.

^{b)} Comprehensive income - the \$1,642,000 variance for the period is explained in the Statement of Comprehensive Income.

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

Cash Flow Statement

Workplace Gender Equality Agency Cash Flow Statement - budget variances for the year ended 30 June 2021

Notes	2021 (\$)	2020 (\$)	Original Budget (\$)
OPERATING ACTIVITIES			
Cash received			
Appropriations	5,758,000	5,304,173	6,070,000
Section 74 (a)	330,925	308,427	-
Sales of goods and rendering of services	285,891	249,000	100,000
Net GST received (b)	421,936	408,771	-
Total cash received	6,796,752	6,270,371	6,170,000
Cash used			
Employees (c)	3,533,796	3,229,402	3,530,000
Suppliers (c)	2,511,552	2,184,874	2,145,000
Section 74 (a)	330,925	308,427	-
Total cash used	6,376,273	5,722,704	5,675,000
Net cash from operating activities	420,479	547,668	495,000
INVESTING ACTIVITIES			
Cash used			
Purchase of plant and equipment	28,592	147,242	-
Purchase of leasehold improvement	-	7,147	-
Purchase of intangibles	2,625,501	2,024,662	2,828,000
Total cash used	2,654,092	2,179,051	2,828,000
Net cash (used) by investing activities	(2,654,092)	(2,179,051)	(2,828,000)
FINANCING ACTIVITIES			
Cash received			
Departmental Capital Budget	2,662,706	2,014,294	2,828,000
Total cash received	2,662,706	2,014,294	2,828,000

Cash used			
Principal payments of lease liability	421,009	397,325	495,000
Total cash used	421,009	397,325	495,000
Net cash from financing activities	2,241,697	1,616,969	2,333,000
Net decrease in cash held	8,083	(14,414)	-
Cash and cash equivalents at the beginning of the reporting period	249,615	264,029	250,000
Cash and cash equivalents at the end of the reporting period	257,698	249,615	250,000

Budget variances

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

- a) Section 74 receipts and expenses - not included in budget.
 - b) Net GST received - not included in budget.
 - c) Employees and Suppliers - reflects the variance in the Statement of Comprehensive Income.
- The above statement should be read in conjunction with the accompanying notes.

Notes to the Financial Statements

Note 1: Overview

1.1 Objectives of the Workplace Gender Equality Agency (WGEA)

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

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

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

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

1.2 Basis of Preparation of the Financial Statements

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

The financial statements have been prepared in accordance with:

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

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

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

1.3 Significant Accounting Judgements and Estimates

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

1.4 New Australian Accounting Standards

Adoption of New Australian Accounting Standard Requirements

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

1.5 Contingent Liabilities and Contingent Assets

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

The WGEA had no contingent assets and liabilities (2020:nil).

1.6 Taxation

The WGEA is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

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

1.7 Comparative changes

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

Note 2: Events after the Reporting Period

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

Note 3: Expenses

	2021 (\$)	2020 (\$)
Note 3A: Employee Benefits		
Wages and salaries	2,780,417	2,610,418
Superannuation:		
Defined contribution plans	346,392	325,793
Defined benefit plans	115,464	108,598
Leave and other entitlements	176,796	409,588
Other employee expenses	22,434	43,138
Total employee benefits	3,441,504	3,497,534

Refer to note 8 for accounting policies related to Employee Benefits

Note 3B: Suppliers	2021	2020
	(\$)	(\$)
Consultants and contractors	177,460	262,140
IT and office equipment	1,459,654	722,008
Travel related	38,420	114,006
Printing, stationery and publications	54,390	67,918
Other Building related cost	188,893	200,796
Workers Compensation Expenses	6,108	5,407
Audit, legal, subscription, training and insurance	130,714	259,867
Other	77,166	30,386
Total goods and services	2,132,806	1,662,528
Goods and services are made up of:		
Provision of goods	368,968	127,101
Rendering of services	1,763,838	1,535,427
Total goods and services	2,132,806	1,662,528

Accounting policy

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

Note 3C: Depreciation and Amortisation	2021	2020
	(\$)	(\$)
Depreciation:		
Leasehold improvements	72,717	72,334
Depreciation Short Term Lease RoU	426,802	426,802
Plant and equipment	64,413	38,419
Total depreciation	563,932	537,555
Amortisation:		
Intangibles	218,637	57,982
Total depreciation and amortisation	782,569	595,537

Note 4: Income

Note 4A: Rendering of Services	2021 (\$)	2020 (\$)
Rendering of services	259,900	226,364
Total	259,900	226,364
Disaggregation of revenue from contracts with customers		
Major product/service line:		
Research services	259,900	226,364
Total	259,900	226,364
Type of customers:		
Non-government entities	259,900	226,364
Total	259,900	226,364
Timing of transfer of goods and services:		
Point in time	259,900	226,364
Total	259,900	226,364

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

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

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

Note 4B: Other Revenue	2021	2020
	(\$)	(\$)
Resources received free of charge		
Related entities - Auditor's remuneration	37,000	37,000
External entities - in kind support	9,600	9,600
Total	46,600	46,600

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

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

Note 4E: Revenue from Government	2021	2020
	(\$)	(\$)
Appropriations:		
Departmental appropriation	6,070,000	5,531,000
Total revenue from Government	6,070,000	5,531,000

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

Appropriations receivable are recognised at their nominal amounts (note 5B).

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

Note 5: Financial assets

Note 5A: Cash and Cash Equivalents	2021	2020
	(\$)	(\$)
Cash on hand or on deposit	257,698	249,615

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

Note 5B: Trade and Other Receivables	2021	2020
	(\$)	(\$)
Services	-	-
Appropriations receivable for existing program	1,772,000	2,145,695
GST receivable from the Australian Taxation Office	21,804	44,733
Total trade and other receivables (net)	1,793,804	2,190,428

Receivables are expected to be recovered within 12 months and are not overdue. Credit terms are net 30 days (2020: 30 days).

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

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

Trade receivables, loans and other receivables that have fixed or determinable payments and that are not quoted in an active market are classified as "loans and receivables".	Notes	2021	2020
Categories of Financial Instruments			
Financial Assets at amortised cost			
Cash and cash equivalents	5A	257,698	249,615
Services	5B	-	-
Carrying amount of financial assets		257,698	249,615
Financial Liabilities measured at amortised cost			
Trade creditors	5A	10,525	32,306
Accruals	5B	84,372	20,971
Carrying amount of financial assets		94,897	53,277

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

Aggregate assets and Liabilities	2021	2020
Assets expected to be recovered in:		
No more than 12 months	2,114,753	2,461,330
More than 12 months	5,456,344	3,584,824
Total assets	7,571,097	6,046,154
Liability to be expected to be recovered in:		
No more than 12 months	1,186,701	1,848,614
More than 12 months	583,418	393,185
Total liabilities	1,770,119	2,241,799

Accounting Policy

Financial assets

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

Financial liabilities

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

Note 6: Non-financial assets

<u>Note 6: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2020- 2021)</u>	Intangibles	Leasehold improvements	Buildings	Plant and equipment	Total
	(\$)	(\$)	(\$)	(\$)	(\$)
As at 1 July 2020					
Gross book value	2,959,270	345,851	1,493,806	483,392	5,282,319
Work in progress	1,999,662	0	-	-	1,999,662
Accumulated depreciation	(2,849,161)	(158,322)	(426,802)	(262,872)	(3,697,157)
Net book value 1 July 2020	2,109,771	187,529	1,067,004	220,520	3,584,824
Purchase	2,625,501		-	28,592	2,654,092
Right-of-use assets	-	-		-	-
Revaluation (Gross Value)	-	-			-
Transfer	8,424			(8,424)	
Revaluation (Depreciation)		-		561	561
Revaluation increment against Statement of Equity	-	-			-
Disposal	(2,689,342)	-	-	(160,000)	(2,849,342)
Disposal (amortisation)	2,689,342	-	-	160,000	2,849,342
Depreciation expense	(218,637)	(72,717)	-	(64,413)	(355,767)
Depreciation on right-of-use assets	-	-	(426,802)	-	(426,802)
Net book value 30 June 2021	4,525,059	114,812	640,202	176,836	5,456,908
As at 30 June 2021					
Gross book value	4,903,515	345,851	1,493,806	343,560	7,086,732
Accumulated depreciation	(379,022)	(231,038)	(853,604)	(166,724)	(1,630,388)
Net book value 30 June 2021	4,524,493	114,813	640,202	176,836	5,456,344

Acquisition of Assets

Purchases of non-financial assets are initially recognised at cost in the Statement of Financial Position, except for purchases costing less than \$2,000 (2020: \$2,000), which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken.

Property, Plant and Equipment

Revaluations

Following initial recognition at cost, leasehold improvements and plant and equipment are carried at fair value. Carrying amounts are reviewed every year to determine if an independent valuation is required. The regularity of independent valuations depend upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments are made on a class basis. Any revaluation increments are credited to equity under the heading of "asset revaluation reserve" except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit.

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

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

Depreciation

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

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

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

	2021	2020
Leasehold Improvements	3 to 9 years	3 to 9 years
Plant and equipment	3 to 9 years	3 to 9 years
Buildings	5 years	5 years

Impairment

All assets were assessed for impairment at 30 June 2021. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

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

Derecognition

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

Intangibles

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

Software is amortised on a straight-line basis over its anticipated useful life. The useful life of the Agency's software are 5 years (2020: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2021.

Impairment tests were carried out during the year which resulted in one asset being impaired (2020 Nil).

Lease Right of Use (RoU) Assets

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

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

Note 7: Payables

Note 7A: Suppliers	2021	2020
	\$	\$
Trade creditors	10,525	32,306
Accruals	84,372	20,971
Total supplier payables	94,897	53,277

Settlement is usually made within 30 days.

Note 7B: Leases

Leases	675,500	1,096,509
Total other payables	675,500	1,096,509

Note 7C: Other Payables

Salaries and wages	54,142	49,206
Superannuation	10,808	9,893
Total other payables	64,950	59,099

Total other payables are expected to be settled in:

No more than 12 months	675,500	1,096,509
More than 12 months	-	-
Total other payables	675,500	1,096,509

Note 7D: Leases

Maturity Analysis

Within one year	445,719	421,009
Between 1 to 5 years	229,781	675,500
More than 5 years	-	-
Total leases	675,500	1,096,509

Total cash outflow for leases for the year ended June 2021 was \$421,009 (2020: \$ 397,325).

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

Supplier and other payables are recognised at amortised amounts. Liabilities are recognised to the extent that the goods or services have been received, even if they have not yet been invoiced.

Settlement was usually made within 30 days.

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

Note 8: Provisions

Note 8A: Employee Provisions	2021	2020
	\$	\$
Leave - no more than 12 months	351,354	639,728
Leave - more than 12 months	389,479	199,246
Total employee provisions	740,833	838,974

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

Leave

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

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

In late 2020, the Department of Finance (Finance) engaged the Australian Government Actuary (AGA) to review the shorthand method used to value long service leave (LSL) provisions for financial reporting purposes. As part of the review, an employee-based spreadsheet model (the shorthand model) was developed for entities with no more than 1,000 employees (small entity) to calculate LSL provisions. The model incorporates updated standard demographic assumptions and relevant parameters applicable to small entities. The WGEA has updated the model with employee data to enable automatic calculation of LSL provisions, including associated oncosts based on the agency's input data.

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

Superannuation

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

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

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

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

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

<u>Note 8B: Provision for restoration obligation</u>	2021	2020
	(\$)	(\$)
Obligation - more than 12 months		193,939
Total other provisions	193,939	193,939

	Provision for restoration	
	(\$)	
Carrying amount 1 July 2020	193,939	193,939
Unwinding of the discount	-	-
Closing balance 30 June 2021	193,939	193,939

WGEA currently has an agreement (2020:one) for the lease of premises which has a provision requiring WGEA to restore the premises to their original condition at the conclusion of the lease. WGEA has made a provision to reflect the value of this obligation.

Note 9A: Key Management Personnel Remuneration

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity. The WGEA has determined, in accordance with AASB 124, that the WGEA Director, is the only position to meet the definition of Key Management Personnel.

Key management personnel remuneration is reported in the table below:

	2021 (\$)	2020 (\$)
Short-term employee benefits	256,731	242,701
Post-employment benefits	22,609	23,068
Other long-term employee benefits	12,363	18,672
Total key management personnel remuneration expenses¹	291,702	284,442

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

The total number of key management personnel that are included in the above table is 1 (2020:1).

The remuneration totals for key management personnel include the former Director who completed her role on 20 April 2021 as well as her replacement from 19 May 2021. The arrangement for the Acting Director role for four weeks is not captured in this note.

Note 9B: Related party relationships

Significant transactions with related parties can include:

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

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

Note 10: Current/non-current distinction for assets and liabilities

	Notes	2021 (\$)	2020 (\$)
Assets expected to be recovered in:			
No more than months:			
Cash and cash equivalents	5A	257,698	249,615
Trade and other receivables	5B	1,793,804	2,190,428
Other non-financial assets - prepayments		63,250	21,288
Total no more than 12 months		2,114,753	2,461,331
More than 12 months			
Leasehold improvements	6	114,813	187,529
Buildings	6	640,202	1,067,004
Plant and equipment	6	176,836	220,520
Intangibles	6	4,524,493	2,109,771
Total more than 12 months		5,456,344	3,584,824
Total assets		7,571,097	6,046,155
Liabilities expected to be settled in:			
No more than 12 months			
Suppliers	7A	94,897	53,277
Other payables	7B	675,500	1,155,609
Employee provisions	8A	351,354	639,728
Total no more than 12 months		1,121,751	1,848,614
More than 12 months			
Employee provisions	8A	389,479	199,246
Provision for restoration obligation	8B	193,939	193,939
Total more than 12 months		583,418	393,185
Total liabilities		1,705,169	2,241,799

Note 11: Appropriations

TABLE A: ANNUAL APPROPRIATIONS ('RECOVERABLE GST EXCLUSIVE')

Annual Appropriations for 2021	Annual appropriation	Adjustments to Appropriation ^(b)	Total appropriation	Appropriation applied (current and prior years)	Variance ^(c)
	\$	\$	\$	\$	\$
DEPARTMENTAL					
Ordinary annual services	6,070,000	330,925	6,400,925	6,018,430	382,495
Capital Budget ^(a)	2,260,000		2,260,000	2,654,092	(394,092)
Total departmental	8,330,000	330,925	8,660,925	8,672,522	(11,597)

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

Notes

^(a) Departmental and Capital Budgets are appropriated through Appropriation Acts (No.1). They form part of ordinary annual services and are not separately identified in the Appropriation Acts. In accordance with section 51 of the Public Governance, Performance and Accountability Act 2013, \$283,000 of Annual Capital appropriation was withheld. This funding was reappropriated to operating expenditure in FY2020/2021.

^(b) These adjustments comprise PGPA Act Section 74 receipts.

^(c) Variance reflects the movement in the cash held and the appropriation receivable over the year.

TABLE B: UNSPENT ANNUAL APPROPRIATIONS ('RECOVERABLE GST EXCLUSIVE')

Authority	2021 (\$)	2020 (\$)
DEPARTMENTAL		
2019-20 Appropriation Act 1	-	2,145,706
2020-21 Appropriation Act 1	2,055,000	-
Cash and cash equivalents	257,698	249,615
Total	2,312,698	2,395,321

Note 12: Net cash appropriation arrangements

<u>Total comprehensive income /(loss) - as per the Statement of Comprehensive Income</u>	2021	2020
	(\$)	(\$)
	19,621	48,364
Plus: depreciation/amortisation expenses previously funded through appropriation (department capital budget funding) ^(a)	355,767	168,735
Plus: depreciation of right-of-use assets ^(b)	426,802	426,802
Less: lease principal repayments ^(b)	-421,009	-397,325
Net Cash Operating Balance	381,181	246,576

^(a) From 2010-11, the Government introduced net cash appropriation arrangements where revenue appropriations for depreciation/amortisation expenses of non-corporate Commonwealth entities and selected corporate Commonwealth entities were replaced with a separate capital budget provided through equity injections. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.

^(b) The inclusion of depreciation/amortisation related to ROU leased assets and the lease liability principal repayment amount reflects the cash impact on implementation of AASB 16 Leases, it does not directly reflect a change in appropriation arrangements.

Appendix 1:

WGEA Employer of Choice for Gender Equality citation holders 2020-21

As at 30 June 2021, there were 136 EOCGE citation holders.

AbbVie Pty Ltd	Clayton Utz
Accenture Australia Pty Ltd	Clough Projects Pty Ltd
AECOM Australia Pty Ltd	Corrs Chambers Westgarth
Alcoa of Australia Limited	Daimler Truck and Bus Australia Pacific Pty Ltd
Allens	Deakin University
Allianz Australia Services Pty Limited	Deloitte Australia
American Express Australia Limited	Dentons Australia Limited
Anglican Aged Care Services Group	Dexus Holdings Pty Limited
Arcadis Australia Pacific Pty Ltd	Diageo Australia Limited
Arup	DLA Piper
AstraZeneca Pty Ltd	Edith Cowan University
ASX Limited	Enterprise Management Group Pty Ltd
Aurecon Australasia Pty Ltd	Frasers Property AHL Limited
Australian Catholic University Limited	FSS Trustee Corporation
AustralianSuper Pty Ltd	Genworth Financial Mortgage Insurance Pty Limited
Avanade Australia Pty Limited	GHD Pty Ltd
B & McK Services Trust	Gilbert & Tobin
Bain International Inc	GPT Management Holdings Limited
Baker & McKenzie	H.E.S.T. Australia Ltd
Bank of Queensland	Hall & Wilcox
Baxter Healthcare Pty Ltd	Hatch Pty Ltd
Becton Dickinson Pty. Ltd.	Holding Redlich Partnership
Caltex Australia Limited	HSBC Bank Australia Limited
Carsales.com Limited	IMB Bank
Challenger Limited	Individual Empowerment Network Pty Ltd
Charles Sturt University	
Charter Hall	

Investa Office Management Pty Limited	MLC Life Insurance
IRESS Limited	Motorola Solutions Australia Pty Ltd
Jacobs Group (Australia) Pty Ltd	National Australia Bank Limited
Johnson & Johnson Pty Ltd	NDY Management Pty Ltd
K&L Gates	Norton Rose Fulbright Australia
Kellogg (Aust) Pty Ltd	Novotech (Australia) Pty Ltd
King & Wood Mallesons (Australia)	NRMA Limited
Konica Minolta Business Solutions Australia Pty Ltd	Origin Energy Limited
KPMG	ORIX Australia Corporation Limited
La Trobe University	Pernod Ricard Winemakers Pty Ltd
Laing O'Rourke Australia Pty Ltd	Perpetual Limited
Lander & Rogers	Philips Electronics Australia Limited
Lend Lease Group Services Pty Ltd	pitt&sherry
Lion Pty Ltd	PricewaterhouseCoopers
L'Oreal Australia Pty Ltd	QinetiQ Pty Ltd
Macquarie University	Queensland Law Society Incorporated
Maddocks	Reckitt Benckiser (Australia) Pty Ltd
Maurice Blackburn Pty Limited	Royal Melbourne Institute of Technology
Max Solutions Pty Ltd	Russell Kennedy
McCullough Robertson Lawyers	Sanofi
McKinsey Pacific Rim Inc	Scentre Group Limited
Medibank Private Limited	SmartSalary Pty Limited
Mercedes - Benz Financial Services Australia Pty Ltd	SMEC Holdings Pty Ltd
Mercedes-Benz Australia/Pacific Pty Ltd	Sparke Helmore Lawyers
Mercer (Australia) Pty Ltd	St Barbara Limited
Merck Sharp & Dohme (Australia) Pty Ltd	Stockland Development Pty Limited
Mercy Aged and Community Care Ltd	Suncorp Group Limited
Merri Community Health Services Limited	Super Retail Group Limited
Metcash Trading Limited	Tabcorp Assets Pty Ltd
Minter Ellison	TAL Services Limited
Mirvac Projects Pty Ltd	Teachers Federation Health Ltd
	Telstra Super Pty Ltd
	The Boston Consulting Group Pty Ltd

The Smith's Snackfood Company Pty
Ltd

The University of Newcastle

Thermo Fisher Scientific Australia Pty
Ltd

ThoughtWorks Australia Pty Ltd

Ticketek Pty Ltd

Toyota Finance Australia Ltd

Transdev Australasia Pty Ltd

Transurban Limited

UBS AG

Unilever Australia Limited

United Super Pty Ltd

University of Technology Sydney

University of Wollongong

UOWC Ltd

Victoria University

Viva Energy Australia Pty Ltd

Western Sydney University

Woolworths Group Limited

WSP Australia Pty Limited

YWCA Canberra

Appendix 2:

Pay Equity Ambassadors

There were 26 Pay Equity Ambassadors under the program as at 30 June 2021.

ORGANISATION	NAME	JOB TITLE
ADCO Constructions	Neil Harding	Chief Executive Officer
AKQA	Alisia Muscat	Managing Director, ANZ
Altis Consulting	John Hoffman	CEO
American Express	Corrina Davison	Country Manager, Australia & New Zealand
Ansell	Catherine Stribley	Company Secretary
Aurecon	Louise Adams	Chief Operating Officer
Bartier Perry Lawyers	Riana Steyn	Chief Executive Officer
Baxter Healthcare	Steven Flynn	General Manager – Australia & New Zealand
DLA Piper	Amber Matthews	Country Managing Partner
EDL Energy	James Harman	Chief Executive Officer
Genworth Financial Mortgage Insurance Pty Ltd	Pauline Blight-Johnson	CEO and Managing Director
GHD Pty Ltd	Phil Duthie	Executive General Manager Australia
HESTA	Debby Blakey	CEO
IDP Education Limited	Andrew Barkla	Chief Executive Officer
Kimberly-Clark	Doug Cunningham	VP & Managing Director
Maddocks	David Newman	CEO
Mercy Health	Adj Prof Stephen Cornelissen	Group CEO
Motorola	Con Balaskas	Senior MSSI Vice President & Managing Director
Multiplex	John Flecker	CEO
pitt&sherry	Benita Husband	CEO
Randstad	Nick Pesch	Chief Executive Officer
Seymour Whyte	John Kirkwood	Managing Director
St Barbara	Craig Jetson	Managing Director and CEO
Stanwell Corporation	Richard Van Breda	Chief Executive Officer
Telstra Super	Chris Davies	CEO
University of Technology Sydney	Professor Attila Brungs	Vice-Chancellor and President

*An additional two companies - Optus, and SandvikMining – had PEAs during the FY 20-21, not current as at 30 June 21.

Appendix 3:

Audit Committee 2020-2021

Member name	Qualifications	Knowledge, skills and experience	Number of meetings attended	Membership details
Heather Watson	Bachelor of Commerce, University of NSW Professional Year, Chartered Accountants, Australia and New Zealand	Heather is a Partner, CFO Advisory at KPMG, specialising in provision of advisory services to the public sector. She has worked in professional services in both the private and public sectors, including almost a decade with the NSW Auditor-General. She was a Councillor of Chartered Accountants of Australia and NZ from 2016-18, a NSW Regional Councillor from 2013-18 and contributed materials to the CA Program for a decade, including authoring examinations.	1 out of the possible 2 meetings	Term on Committee concluded in September 2020
Sean Van Gorp	Bachelor of Economics, University of Sydney Master of Business Administration, University of Sydney	Sean is a former Managing Partner of Ernst & Young's audit and advisory business for 10 years. He has 25 years' experience working in a diverse range of industries, including telecoms and IT, financial services, insurance, retail, mining and chemicals, and the public sector and was based in Asia and London for four years. Sean chairs the ANU Enterprise Audit Committee and is a member of the Audit Committee of the Australian National Audit Office and was a board member of the National Institute of Dramatic Arts (NIDA) for six years.	2 out of the possible 2 meetings	Term on Committee concluded in March 2021

Dr Janin Bredehoeft	<p>Doctor of Philosophy (Political Economy), University of Sydney</p> <p>Master of International Relations, Macquarie University</p> <p>Master of European Studies, University of Hamburg</p>	<p>Janin Bredehoeft is the Research, Analytics and Education Executive Manager at the Workplace Gender Equality Agency, leading a team responsible for data management, analysis and benchmarking as well as the research and education functions of the Agency. A key aspect of her role is unlocking the potential of the Agency's world-leading dataset through internal and external collaboration to enhance gender equality in Australian workplaces. Janin has been with the Agency since 2015. She completed her PhD at the University of Sydney in 2019, analysing the developments of academic labour markets in Germany and Australia.</p>	3 out of the possible 3 meetings	Term on Committee concluded in June 2021
Margaret Smylie	<p>Bachelor of Arts (Accounting), University of South Australia</p> <p>Member of Institute of Chartered Accountants in Australia</p> <p>Member of Institute of Certified Practicing Accountants in Australia</p> <p>Member of Institute of Internal Auditors in Australia</p>	<p>Margaret is a former Client Services Partner at KPMG, specialising in governance, risk and compliance. She has over 20 years' experience working across a wide range of industries and has spent her career working with clients to build compliant and sustainable businesses and improve governance, risk and compliance practices and outcomes. Margaret has extensive experience working with Audit Committees in both the private and public sector including Qantas, Origin Energy and Sydney Water.</p>	3 out of the possible 3 meetings	Term on Committee commenced April 2020 and appointed Chair in September 2020
George Sutton	<p>Bachelor of Business Studies (Finance and Economics), Trinity College, Dublin</p> <p>Graduate, Australian Institute of Company Directors</p> <p>CA, Institute of Chartered Accountants</p>	<p>George is the Partner & National Head of Risk Consulting, Grant Thornton. He has over 20 years professional experience serving clients as a Big 4 partner. Most recently, he was the leader of KPMG's Internal Audit, Risk and Control practice in NSW for 10 years. George has worked with a portfolio of clients across financial services and the government sector. He also worked extensively with Transport for NSW and Roads and Maritime Services as an independent auditor on a number of significant NSW infrastructure projects in the rail and road sectors.</p>	3 out of the possible 3 meetings	Term on Committee commenced April 2020

*Lauren Humphrey	Bachelor of Economics, University of Queensland Bachelor of Laws (1st Class Honours), University of Queensland Master of Business Administration, Stanford University Graduate School of Business	Lauren is an Associate Partner in McKinsey & Company's Sydney office, specialising in advising clients on topics related to Strategy and Corporate Finance, and Digital innovation and venture-building. She has extensive strategy consulting experience, working across a diverse range of industries including financial services, consumer retail, and telecommunications and media. Lauren has helped to lead McKinsey and Company's efforts to promote inclusion and diversity across Australia and New Zealand for the last decade.	*0 out of the possible 0 meetings	*New member - Term on Committee commenced September 2021
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Remuneration: There is no remuneration for members of the WGEA Audit Committee.

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

<https://www.wgea.gov.au/sites/default/files/documents/WGEA%20Audit%20Committee%20Charter%201%20July%202021.pdf>

Appendix 4:

List of requirements

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

PGPA Rule Reference	Description	Requirement	Page number
17AD(g)	Letter of transmittal		
17AI	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory	1
17AD(h)	Aids to access		
17AJ(a)	Table of contents.	Mandatory	After front cover page
17AJ(b)	Alphabetical index.	Mandatory	86
17AJ(c)	Glossary of abbreviations and acronyms.	Mandatory	4
17AJ(d)	List of requirements.	Mandatory	77
17AJ(e)	Details of contact officer.	Mandatory	After front cover page
17AJ(f)	Entity's website address.	Mandatory	After front cover page
17AJ(g)	Electronic address of report.	Mandatory	After front cover page
17AD(a)	Review by accountable authority		
17AD(a)	A review by the accountable authority of the entity.	Mandatory	4-5
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	A description of the role and functions of the entity.	Mandatory	15-16
17AE(1)(a)(ii)	A description of the organisational structure of the entity.	Mandatory	17
17AE(1)(a)(iii)	A description of the outcomes and programmes administered by the entity.	Mandatory	19
17AE(1)(a)(iv)	A description of the purposes of the entity as included in corporate plan.	Mandatory	16

PGPA Rule Reference	Description	Requirement	Page number
17AE(1)(aa)(i)	Name of the accountable authority or each member of the accountable authority	Mandatory	1, 16
17AE(1)(aa)(ii)	Position title of the accountable authority or each member of the accountable authority	Mandatory	1, 16
17AE(1)(aa)(iii)	Period as the accountable authority or member of the accountable authority within the reporting period	Mandatory	16
17AE(1)(b)	An outline of the structure of the portfolio of the entity.	Portfolio departments - mandatory	N/A
17AE(2)	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, Mandatory	N/A
17AD(c)	Report on the Performance of the entity		
	<i>Annual performance Statements</i>		
17AD(c)(i); 16F	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory	18
17AD(c)(ii)	<i>Report on Financial Performance</i>		
17AF(1)(a)	A discussion and analysis of the entity's financial performance.	Mandatory	28
17AF(1)(b)	A table summarising the total resources and total payments of the entity.	Mandatory	28
17AF(2)	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, Mandatory.	N/A
17AD(d)	Management and Accountability		
	<i>Corporate Governance</i>		
17AG(2)(a)	Information on compliance with section 10 (fraud systems)	Mandatory	1,29-30
17AG(2)(b)(i)	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory	1
17AG(2)(b)(ii)	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory	1
17AG(2)(b)(iii)	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory	1

PGPA Rule Reference	Description	Requirement	Page number
17AG(2)(c)	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory	30
17AG(2)(d) – (e)	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.	If applicable, Mandatory	N/A
	<i>Audit Committee</i>		
17AG(2A)(a)	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory	76
17AG(2A)(b)	The name of each member of the entity's audit committee.	Mandatory	74-76
17AG(2A)(c)	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory	74-76
17AG(2A)(d)	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory	74-76
17AG(2A)(e)	The remuneration of each member of the entity's audit committee.	Mandatory	76
	<i>External Scrutiny</i>		
17AG(3)	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory	30
17AG(3)(a)	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, Mandatory	N/A
17AG(3)(b)	Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory	N/A
17AG(3)(c)	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory	N/A
	<i>Management of Human Resources</i>		
17AG(4)(a)	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory	30-31
17AG(4)(aa)	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: (a) statistics on full-time employees; (b) statistics on part-time employees; (c) statistics on gender (d) statistics on staff location	Mandatory	34-36

PGPA Rule Reference	Description	Requirement	Page number
17AG(4)(b)	<p>Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Statistics on staffing classification level; <input type="checkbox"/> Statistics on full-time employees; <input type="checkbox"/> Statistics on part-time employees; <input type="checkbox"/> Statistics on gender; <input type="checkbox"/> Statistics on staff location; <input type="checkbox"/> Statistics on employees who identify as Indigenous. 	Mandatory	34-36
17AG(4)(c)	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory	31
17AG(4)(c)(i)	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory	35
17AG(4)(c)(ii)	The salary ranges available for APS employees by classification level.	Mandatory	35
17AG(4)(c)(iii)	A description of non-salary benefits provided to employees.	Mandatory	31
17AG(4)(d)(i)	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory	37
17AG(4)(d)(ii)	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory	37
17AG(4)(d)(iii)	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory	37
17AG(4)(d)(iv)	Information on aggregate amount of performance payments.	If applicable, Mandatory	37
	Assets Management		
17AG(5)	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory	N/A
	Purchasing		
17AG(6)	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory	39
	Reportable consultancy contracts		
17AG(7)(a)	A summary statement detailing the number of new reportable consultancy contracts entered into during the period; the total actual expenditure on all such contracts (inclusive of GST); the number of ongoing reportable consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory	39

PGPA Rule Reference	Description	Requirement	Page number
17AG(7)(b)	A statement that “ <i>During [reporting period], [specified number] new reportable consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$[specified million].</i> ”	Mandatory	39
17AG(7)(c)	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory	39
17AG(7)(d)	A statement that “ <i>Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website.</i> ”	Mandatory	39
	Reportable non-consultancy contracts		
17AG(7A)(a)	A summary statement detailing the number of new reportable non-consultancy contracts entered into during the period; the total actual expenditure on such contracts (inclusive of GST); the number of ongoing reportable non-consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory	39-40
17AG(7A)(b)	A statement that “ <i>Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.</i> ”	Mandatory	39
	Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts		
17AGA	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory	39
	Australian National Audit Office Access Clauses		
17AG(8)	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor’s premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory	N/A
	Exempt contracts		
17AG(9)	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory	N/A

PGPA Rule Reference	Description	Requirement	Page number
	Small business		
17AG(10)(a)	A statement that “[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance’s website.”	Mandatory	40
17AG(10)(b)	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	40
17AG(10)(c)	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that “[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury’s website.”	If applicable, Mandatory	N/A
	Financial Statements		
17AD(e)	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	42-69
	Executive Remuneration		
17AD(da)	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2-3 of the Rule.	Mandatory	37,65
17AD(f)	Other Mandatory Information		
17AH(1)(a)(i)	If the entity conducted advertising campaigns, a statement that “During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity’s website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance’s website.”	If applicable, Mandatory	N/A
17AH(1)(a)(ii)	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory	40
17AH(1)(b)	A statement that “Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website].”	If applicable, Mandatory	N/A
17AH(1)(c)	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	38
17AH(1)(d)	Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory	41
17AH(1)(e)	Correction of material errors in previous annual report.	If applicable, mandatory	N/A
17AH(2)	Information required by other legislation.	Mandatory	41

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