



# Annual Report

2018 - 2019



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An electronic copy of this report is available at:

<https://wgea.gov.au/sites/default/files/documents/wgea-annual-report-18-19.pdf>



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ABN 47 641 643 874

31 October 2019

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 2018-19 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 2019, 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 2018 to 30 June 2019, and also includes the Agency's most current report assessment data from compliance reports for the 1 April 2018 to 31 March 2019 reporting period.

I certify that I am satisfied that for the financial year 2018-19 the Agency, in compliance with section 10 of the *Public Governance, Performance and Accountability Rule 2014*, has:

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

Yours sincerely

**Libby Lyons**  
Director

# Reader's guide

This report informs the Minister for Women, Parliament, relevant employers and the public about the performance of the Workplace Gender Equality Agency in 2018-19.

This report has been prepared according to parliamentary reporting requirements.

## **The year in review**

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

## **Agency overview**

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

## **Report on performance**

Provides specific information on the Agency's performance in 2018-19.

## **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 2018 to 30 June 2019.

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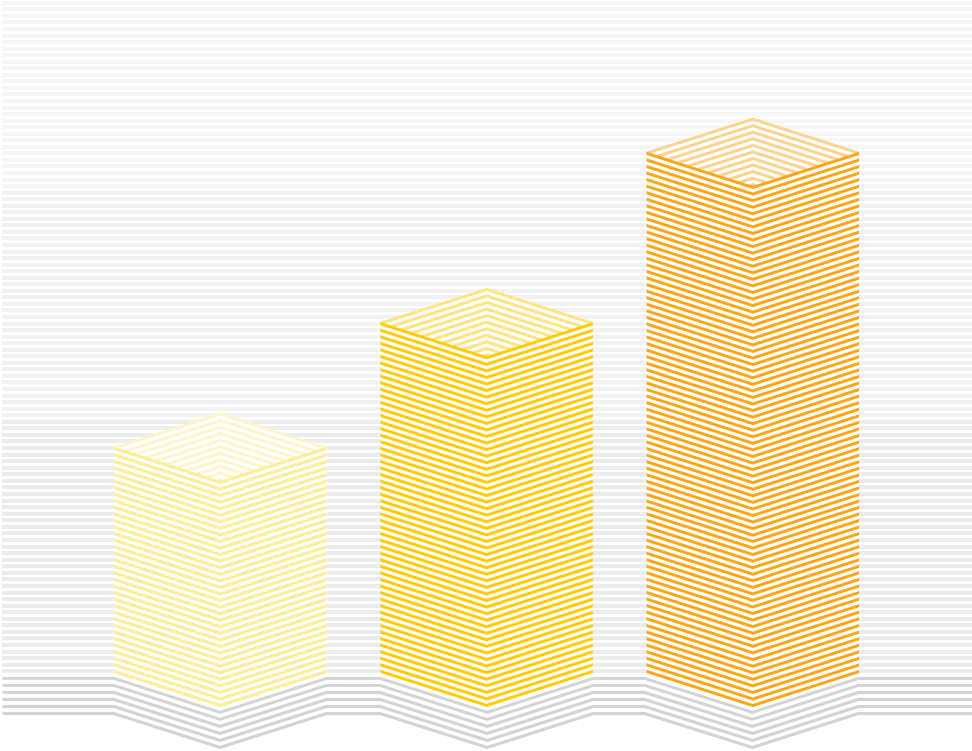
# Glossary and acronyms

<b>The Act</b>	<i>Workplace Gender Equality Act 2012</i>
<b>Agency</b>	Workplace Gender Equality Agency
<b>APS</b>	Australian Public Service
<b>ASX</b>	Australian Securities Exchange
<b>Financial year 2018–19</b>	1 July 2018 to 30 June 2019
<b>FOI Act</b>	<i>Freedom of Information Act 1982</i>
<b>Gender equality indicators</b>	Defined in section 3 of the <i>Workplace Gender Equality Act 2012</i>
<b>IPS</b>	Information Publication Scheme
<b>IT</b>	Information technology
<b>Legislative instrument</b>	The Workplace Gender Equality (Matters in relation to Gender Equality Indicators) Instrument 2013 (No. 1)
<b>NABERS</b>	National Australian Built Environment Rating System
<b>PAES</b>	Portfolio Additional Estimates Statements
<b>PBS</b>	Portfolio Budget Statement
<b>Relevant organisations</b>	Employers that are covered under the <i>Workplace Gender Equality Act 2012</i> for reporting purposes
<b>Reporting organisations</b>	Relevant employers that submit reports to the Agency, sometimes on behalf of other subsidiary entities within their corporate structure
<b>Reporting period</b>	1 April 2018 to 31 March 2019
<b>WGEA</b>	Workplace Gender Equality Agency
<b>WH&amp;S</b>	Work, health and safety

# 2018-19: Year in review

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# Review by the Director

In February this year, I was proud to present the Workplace Gender Equality Agency's second biennial report to the Minister for Women. Despite slow progress in some areas, the many positive trends in our data continue to make me hopeful and optimistic about the ongoing momentum for gender equality in Australia's workplaces.

The release of our fifth comprehensive dataset at the National Press Club in Canberra on 13 November 2018 generated significant media and public interest. It received substantial media coverage, with stories published in most major metropolitan newspapers and many TV, radio and online outlets reporting the key findings of the data. Over 1000 people attended the subsequent launch events across the nation where the results of our dataset were presented and discussed with great interest. We were also delighted to host Elysia McCaffrey, Deputy Head of the Government Equalities Office in the United Kingdom, who presented the findings of the first year of the UK's Gender Pay Gap reporting requirements.

After five years of our data collection, we have developed a detailed picture of the state of gender equality in organisations across Australia. The results demonstrate the importance of measuring workplace gender equality. Our data shows change for the better is happening in Australian workplaces.

There has been a strong increase in employer action on gender equality. As employers have taken action, gender equality outcomes have improved and the gender pay gap has declined. There has been solid growth in the number of women moving into management roles (39.1%) with increases in the representation of women in all manager categories. Over seven in ten employers now have either a

strategy or policy in place to support gender equality or promote flexible work. These are important positive developments over a fairly short timeframe.

Our data also shows where more effort is needed. Men still out-earn women, on average, by 21.3% and pay gaps persist in every industry, occupation and manager category. Gender segregation remains deeply entrenched across Australian industries, occupations and workplaces and access to employer-funded paid parental leave has virtually stalled. Although the proportion of women in management has increased, most senior roles, especially at the CEO level, are still dominated by men. There has been virtually no improvement in the number of women around Australia's boardroom tables.

During the reporting period, our research partnerships continued to deepen our understanding of how to achieve workplace gender equality in Australia. In March 2019, we released our fourth insight report with the Bankwest Curtin Economics Centre (BCEC). This report examined the role of workplace environments and policy initiatives in improving the representation of women in the workforce and in narrowing the gender pay gap. In particular, it identified the importance of normalising flexibility and providing employer-funded paid parental leave to get more women into management and help them stay there.

The work of the Agency and Australia's distinctive gender equality reporting and data collection model continued to receive significant international interest and recognition during 2018-19. The Agency worked closely with the Chilean government to assist it in its efforts to introduce a gender reporting scheme similar to the Australian model. I delivered a presentation at the UN Committee on the Status of Women in New



# There has been a strong increase in employer action on gender equality. As employers have taken action, gender equality outcomes have improved and the gender pay gap has declined.

York and visited Argentina to attend the W20 Summit in October 2018. I also visited Japan in July 2018 to participate in the 23rd International Conference for Women in Business and Korea in the same month to help the Department of Foreign Affairs and Trade (DFAT) with the work they are doing to promote gender equality in the region. It was once again a great honour for me to be included for a second successive year in the list of “100 most influential people in gender equality policy” by Apolitical, a global network of public servants. This is an important recognition of the international reach and impact of the Agency’s work.

Improving the reporting process for employers remains a high priority for the Agency. In November 2018, the Government announced additional funding of \$8.1 million over four years to upgrade the Agency’s reporting and data management system. This new system will streamline and simplify the reporting process and expand our dataset by enabling voluntary reporting from the public sector. Our new website, which was launched in January 2019, improved access to reporting information which led to a reduction in telephone enquiries.

In February 2019, we announced our latest round of WGEA Employer of Choice for Gender Equality (EOGCE) citation holders. The number of citation holders increased yet again, up from 120 in 2017-18 to 141 in 2018-19. The Agency also continued to expand our engagement with our network of Pay Equity Ambassadors: a group of 166 directors and chief executive officers who are advocates for pay equity within their own organisations and the broader community. With their public commitment to promoting and supporting gender equality in their workplaces, these organisations are leading the way forward for other Australian employers to follow.

I would like to thank the outgoing Minister for Women, The Hon. Kelly O’Dwyer for her advocacy of our work and support for the increased funding. I would also like to welcome the incoming Minister for Women, Senator The Hon. Marise Payne and I look forward to working closely with her for the rest of my tenure. Finally, I want to pay tribute to my hard-working colleagues at the Agency. None of our achievements would have been possible without their enthusiasm, dedication, knowledge and good humour.



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**Libby Lyons**  
Director

# Highlights

## Increasing our global reach

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

The Agency had significant engagement with the Chilean government throughout 2018-19. Chile is in the process of establishing its own workplace gender reporting scheme based on the Australian model. At the invitation of the Australian Embassy in Chile, Agency representatives visited Chile in September 2018 and May 2019 to meet with key gender equality stakeholders and provide assistance to the Chilean government as they developed the scheme.

Agency Director Libby Lyons was invited to deliver presentations at the UN Committee on the Status of Women in New York in March 2019. She visited Argentina in October 2018 to attend the W20 conference and Japan and South Korea in July 2018 to assist DFAT in promoting gender equality in the region. Agency representatives also visited Taiwan in June 2019 to attend the three-day *EU-Taiwan Gender Equality and Human Rights Training Course – Gender Mainstreaming Workshop*.

Representatives from many countries contacted the Agency for advice during the reporting period and Agency staff met with officials from Sri Lanka, the UK, New Zealand, Japan, Chile, Vietnam, Canada, South Korea, China and Mauritius in the past year.

In May 2019, Libby Lyons was once again recognised in the list of "100 most influential people in gender equality policy" by Apolitical, a global network of public servants. She was one of only four Australians to be included on this list.

## Broadening debate and building evidence through data

Over the annual reporting period, the Agency improved the public awareness and understanding of the issues surrounding workplace gender equality. The number of media mentions of the Agency increased by 53%, engagement levels grew across all of the Agency's social media channels, website traffic to [wgea.gov.au](http://wgea.gov.au) and the Data Explorer increased and we undertook 76 speaking engagements in Australia and internationally.

The Agency's campaigns and activities received increased media attention, especially the release of the 2017-18 reporting dataset in November 2018, the announcement of the national gender pay gap and Equal Pay Day in August 2018 and the release of the *2019 Gender Equity Insights Report* in March 2019. We also partnered with advocacy organisation Honour A Woman in a campaign linked to the Queen's Birthday Holiday in June 2019 to highlight gender inequality in the Australian honours system.

The Agency's research partnerships continued to drive national debates on the gender pay gap and other gender equality issues. Our ongoing partnership with the Bankwest Curtin Economics Centre (BCEC) saw the release of the fourth Gender Equity Insights Report in the series - *Gender equity insights: Breaking through the glass ceiling*. Its findings offered hard evidence of the importance of providing flexible work arrangements and paid parental leave in improving the representation of women in management. The report also showed that, on current trends, we are likely to reach gender parity at most management levels in 20 years but we will have to wait until the beginning of next century to see women reach equality at CEO level.

Awareness of our online interactive Data Explorer increased, attracting 20,053 people in 2018-19, which was an increase of 36% on the previous year.

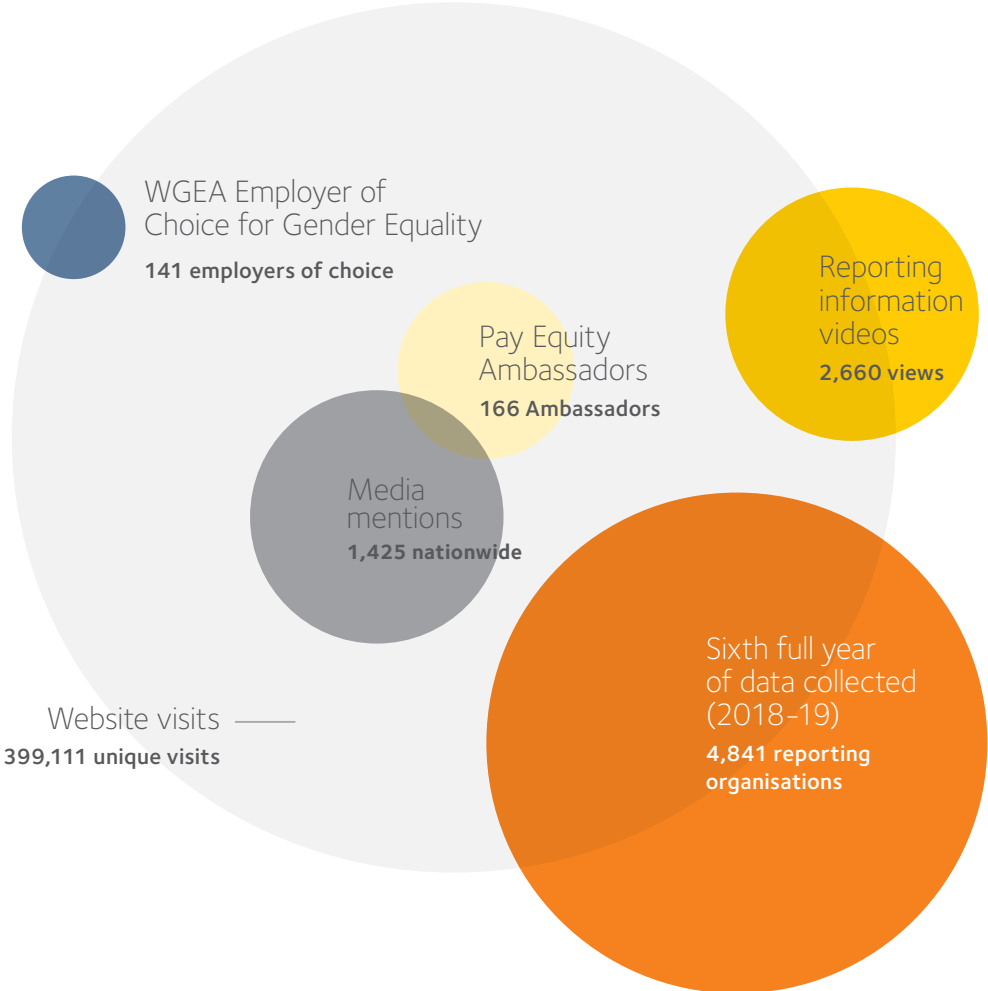
## Supporting employers and recognising best practice

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

In November 2018, the Government announced additional funding of \$8.1 million over four years to upgrade the Agency's reporting and data management system. The new reporting system will streamline the reporting process, thereby reducing the time and cost to organisations of reporting. It will also enable voluntary reporting from the public sector. A detailed discovery process with key stakeholder groups commenced in early 2019. These consultations will inform the design and build of the system, which will take place over the next two years.

The Agency also enhanced the assistance provided to reporting organisations during 2018-19. We produced information videos, conducted live Q&A sessions and provided telephone support and a range of improved reporting resources. The user-friendly design and functionality of the new website, which was launched in January 2019, improved the ease of reporting and led to a significant reduction in telephone support enquiries.

In 2018-19, we accredited a record 141 organisations as WGEA Employer of Choice for Gender Equality citation holders. This excellent result reflected a growing desire in the business sector to be recognised as a best-practice employer on this issue. Our network of Pay Equity Ambassadors expanded to 166 in the year reported. Many ambassadors played a high-profile role in promoting the issue of pay equity on Equal Pay Day (31 August 2018) through their social media and online channels.



# Snapshot of reporting organisations

As at 25 September 2019, 4,841 reports had been assessed as compliant for the 2018-19 reporting period. These employers represented 4,341,295 employees, approximately 40% of employees in Australia.

**Table 1:** Reporting organisations by industry

	Number of reporting organisations	Number of employees	% Women	% Men
Accommodation and Food Services	257	226,641	52.9	47.1
Administrative and Support Services	267	309,210	45.0	55.0
Agriculture, Forestry and Fishing	52	23,599	34.4	65.6
Arts and Recreation Services	107	91,770	50.6	49.4
Construction	209	129,979	18.3	81.7
Education and Training	534	441,565	63.4	36.6
Electricity, Gas, Water and Waste Services	49	50,321	24.6	75.4
Financial and Insurance Services	254	274,570	54.7	45.3
Health Care and Social Assistance	668	682,519	79.9	20.1
Information Media and Telecommunications	150	122,453	39.2	60.8
Manufacturing	598	352,754	27.3	72.7
Mining	150	161,870	17.0	83.0
Other Services	145	58,865	45.0	55.0
Professional, Scientific and Technical Services	550	301,848	41.7	58.3
Public Administration and Safety	30	37,115	20.6	79.4
Rental, Hiring and Real Estate Services	83	47,165	41.4	58.6
Retail Trade	296	694,211	57.7	42.3
Transport, Postal and Warehousing	192	201,892	27.2	72.8
Wholesale Trade	250	132,948	36.6	63.4
<b>All reporting organisations</b>	<b>4,841</b>	<b>4,341,295</b>	<b>50.2</b>	<b>49.8</b>

**Table 2:** Reporting organisations by size

Organisation size	Number of reporting organisations	Number of employees	% Women	% Men
0-249	2,137	327,714	47.5	52.5
250-499	1,158	405,576	47.6	52.4
500-999	713	500,763	46.1	53.9
1000 - 4999	692	1,428,474	48.7	51.3
5000+	141	1,678,768	53.9	46.1

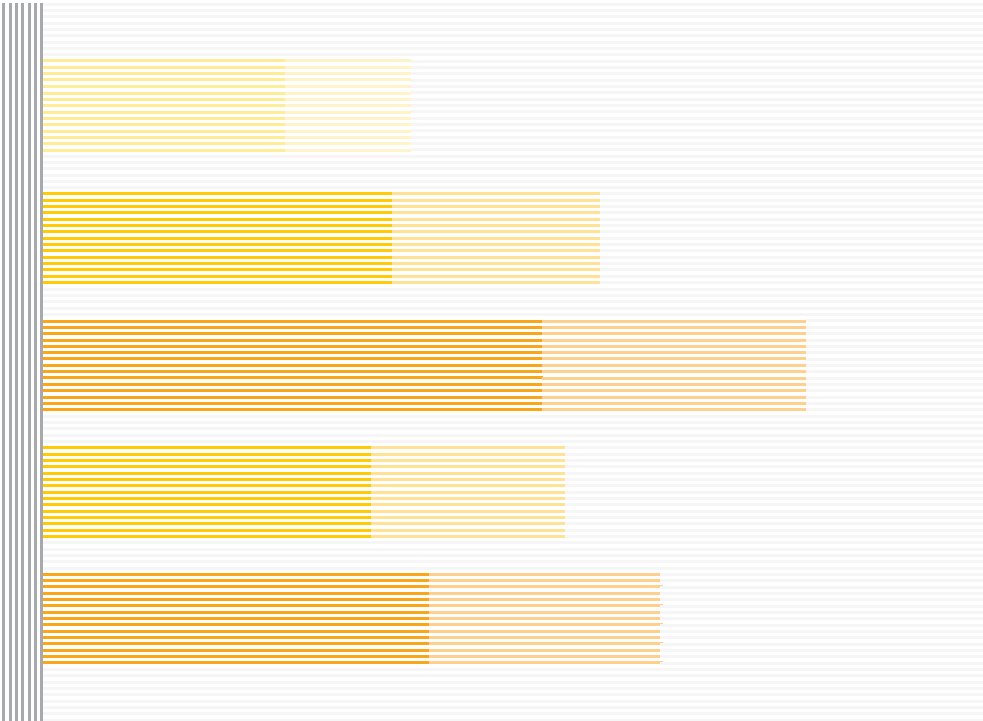
Detailed statistics on the 2018-19 reporting period results are available at [data.wgea.gov.au](http://data.wgea.gov.au).

# Agency overview

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About the Agency

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# About the Agency

## Our purpose

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

## Our vision

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

## Our strategic priorities

The Agency's strategic mission is to lead, influence and inspire change to promote gender equality in Australian workplaces utilising our world-leading dataset. The strategic priorities until the year ending 30 June 2019 were to:

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

## Our role and functions

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

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

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

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

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

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

## Organisational structure

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

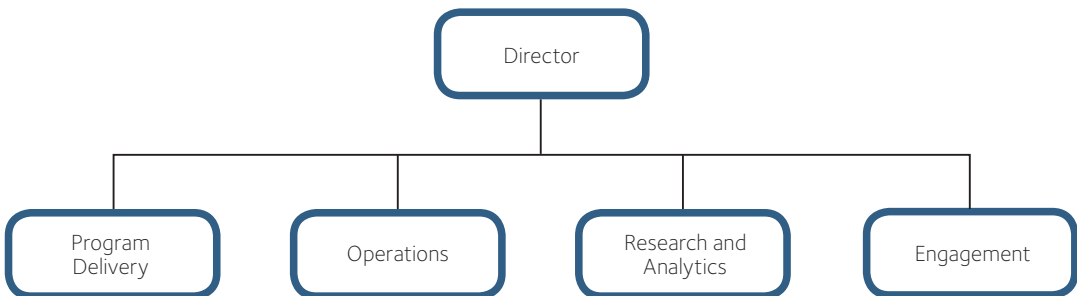
The Agency is divided into four business units:

- Program Delivery
- Operations
- Research and Analytics
- Engagement

## Workforce

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

**Figure 1:** Organisational structure of the Workplace Gender Equality Agency

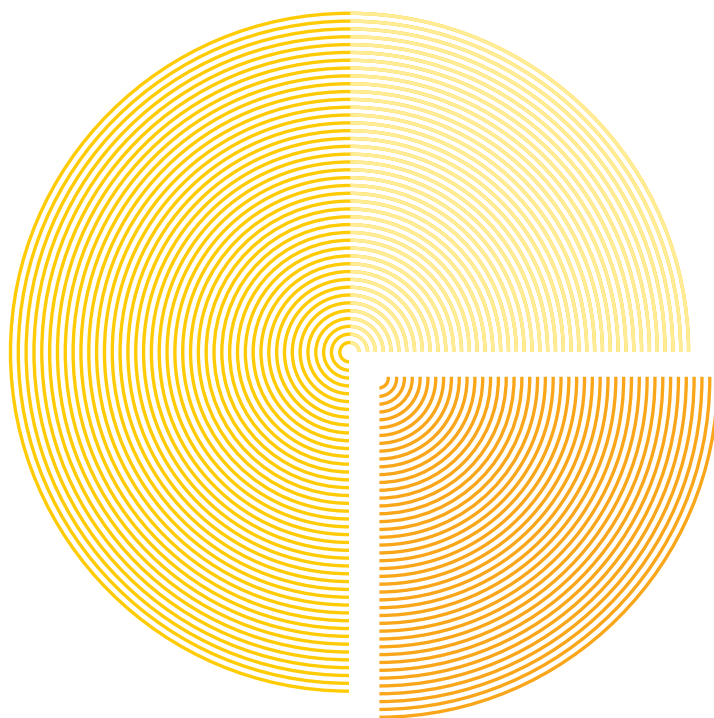




# Report on performance

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# Annual Performance Statement 2018-19

## 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 2018-19 financial year and accurately presents the Agency's performance in accordance with section 39(2) of the PGPA Act.

## Entity purpose

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

## Results

### **Performance Criterion**

Measuring the progress of gender equality in Australian workplaces through analysis of reporting data

**Target:** Movement in the gender pay gap

**Target:** Improved gender composition in leadership

**Target:** Increase in employer actions to address gender equality

**Target:** Analysis and publication of five-year trends

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### **Criterion Source**

Workplace Gender Equality Agency 2018-19 Corporate Plan

Workplace Gender Equality Agency – Entity resources and plan performance 2018-19 (PBS)

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### **Result Against Performance Criterion**

The Agency reporting data collected on the Gender Equality Indicators shows that:

- The gender pay gap has declined every year from 24.7% in 2013-14 to 21.3% in 2017-18.
- The representation of women in leadership has grown consistently from 35.9% in 2013-14 to 39.1% in 2017-18.
- The percentage of organisations with targeted policies and/or strategies to support gender equality has increased by 8.1 pp from 66.2% in 2013-14 to 74.3% in 2017-18.
- The percentage of organisations that have conducted a gender pay gap analysis has increased by 17.6pp from 24.0% in 2013-14 to 41.6% in 2017-18.

The Agency's five years of gender equality data was published in the annual gender equality scorecard and five-year key trends booklet.

Target met

### Performance Criterion

Broadening the stakeholder base for promotion of gender equality in Australian workplaces

**Target:** Increase in the number of organisations participating in the Agency's leading practice programs

**Target:** Identify funding for a new online reporting system to cater for changes such as voluntary reporting by the public sector

**Target:** Stakeholders use Agency tools and resources to promote gender equality in their own networks

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### Criterion Source

Workplace Gender Equality Agency 2018-19 Corporate Plan

Workplace Gender Equality Agency – Entity resources and plan performance 2018-19 (PBS)

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### Result Against Performance Criterion

The Agency has implemented a communications strategy to drive an increase in recipients of the WGEA Employer of Choice for Gender Equality citation. The number of citation holders increased from 120 to 141. The number of Pay Equity Ambassadors has also increased from 141 to 166.

The Agency has secured funding through the Women's Economic Security Package to develop and implement a replacement fit-for-purpose online reporting system. The project to design and build a new online system commenced in February 2019. A new system will have the capacity and flexibility for voluntary reporting (such as public sector organisations) and allow for a significant increase in the dataset.

The Agency developed a new website for easier access to educational tools and resources. There has been an increase in the number of people accessing our resources. The number of unique visitors to [wgea.gov.au](http://wgea.gov.au) increased by over 5% and there was a 36% increase in the number of unique visitors to the interactive Data Explorer.

The Agency receives five research requests a week, on average, from academics, research institutions and other organisations, demonstrating that our data is widely used to promote gender equality across a range sectors and networks. The Agency's media mentions increased by 53% from 927 in 2017-18 to 1,425 in 2018-19 representing significant coverage of and interest in gender equality across a broad audience.

Targets met

### Performance Criterion

Increasing our impact and reach internationally.

**Target:** Visits to the Agency from international delegations

**Target:** Interviews with international media outlets

**Target:** Participation in international events

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### Criterion Source

Workplace Gender Equality Agency 2018-19 Corporate Plan

Workplace Gender Equality Agency – Entity resources and plan performance 2018-19 (PBS)

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### Result Against Performance Criterion

The Agency has experienced increased engagement with government agencies of other countries to share the successful Australian model of data collection and measurement to improve gender equality outcomes in workplaces. The Agency has met with six international delegations and provided content to international media in Argentina, Chile, Japan, South Korea and Taiwan. The Agency has participated in seven international events.

Targets met

## Analysis of performance against purpose

The Workplace Gender Equality Agency has met all performance criteria in the 2018-19 year. A summary of the performance criteria is:

- increasing the impact and reach of WGEA's educational operations
- utilising the value of collecting data on gender equality
- communicating and adding to the gender equality narrative.

The Agency has now released five years of data and a sixth annual report submission period has closed. Capturing and reporting on workplace gender equality indicators is firmly established as a mainstream activity for Australian business. The Agency continues to streamline and enhance the collection processes and is developing a replacement online reporting and data management system to be launched for our eighth year of reporting.

The profile of the Agency and recognition of the value of the data continues to increase. WGEA data and the Agency's Director are frequently quoted in the media. Agency 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 continued to produce research reports in collaboration and partnership with other organisations including universities, industry bodies, professional services firms and non-profit organisations. In February 2019, Bankwest Curtin Economics Centre (BCEC) and the Agency released the fourth Gender Equity Insights Report which provides a detailed analysis of the Agency's data for pay equity insights. The findings of the report have been widely used in the Agency's educational material, toolkits and resources, public speaking events, media interviews and on social media.

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

In November 2018, the Agency secured funding through the Women's Economic Security Package to develop and implement a replacement, fit-for-purpose online reporting and data management system. This system is being developed to ensure:

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

The Agency continues to review and refine communication channels. In January 2019, WGEA launched a new more user-friendly website which more effectively links people with best practice information, resources and case studies. These tools and resources help promote increased and improved positive gender equality outcomes in workplaces.

There has been an increase in Pay Equity Ambassadors and WGEA Employer of Choice for Gender Equality citation recipients for 2018-19. An extensive review of the WGEA Employer of Choice for Gender Equality citation was completed in 2018. The eligibility criteria for the citation has been strengthened to recognise contemporary leading practice and drive improved gender equality outcomes in Australian workplaces. In addition, applicants are required to provide substantive evidence of the actions undertaken and their improved gender equality outcomes. The Agency anticipates that this may result in a reduced number of citation holders as employers will be responding to more rigorous eligibility criteria.

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

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

# Financial Performance

The total appropriation for the Agency in 2018-19 was \$4,856,000. Additional funding of \$961,000 was received through the *Women's Economic Security Package*.

Expenditure in 2018-19 increased by 11% from the previous year to \$6,578,747 due to the activities related to the *Women's Economic Security Package*.

Expenditure on suppliers was \$2,869,445 or 44% and included:

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

Expenditure on employee benefits was \$3,027,738 or 46% of total expenditure.

**Table 3:** Agency resource statement

	<b>Actual available appropriation for 2018-19 \$'000</b>	<b>Payments made 2018-19 \$'000</b>	<b>Balance remaining 2018-19 \$'000</b>
<b>Ordinary annual services</b>			
Departmental appropriation <sup>(1)</sup>	7.12	5.98	1.14
<b>Total resourcing and payments</b>	<b>7.12</b>	<b>5.98</b>	<b>1.14</b>
	2018-19	2017-18	
Average staffing level (number)	<b>32</b>	<b>30</b>	

<sup>(1)</sup> Appropriation Bill (No. 1), Appropriation Bill (No. 3) 2018-19, prior year departmental appropriation and section 74 receipts.

# Key Agency activities

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

## Supporting employers to report

In 2018-19, relevant employers reported on the six gender equality indicators outlined in the *Workplace Gender Equality Act 2012*. The Agency continued its ongoing commitment to support, advise and educate relevant employers through the 2018-19 reporting period.

To help employers meet their reporting requirements under the Act, the Agency produced four information videos which received over 2,660 YouTube views (as at 28 August 2019). The Agency also conducted six live Q&A sessions during the reporting period to help key contacts complete their reports.

Improving the ease of reporting and level of service provided to employers remains a high priority for the Agency. In 2018-19, the Agency provided telephone support and a range of improved reporting resources.

## Opening access to our knowledge

In 2018-19, visitor numbers increased across the Agency's digital platforms, including the website, Data Explorer and educational publications, helping to cement the Agency's reputation as a trusted and respected source for gender equality statistics, research and resources.

The creation and development of a new website was a key project for the Agency during the 2018-19 financial year. Launched in January 2019, the new [wgea.gov.au](http://wgea.gov.au) website has a more responsive, user-friendly design suitable for desktop and mobile devices. The website's educational resources are now organised by topic area and are provided in different formats, including written toolkits, data collection spreadsheets, videos and recorded webinars.

The number of unique visitors to [wgea.gov.au](http://wgea.gov.au) increased by over 5% on the previous year to more than 399,111 visitors and the number of users accessing our resources grew, with an increase in total page views of over 14%.

The Agency's social media presence continued to expand significantly. In 2018-19 our Facebook followers increased by 11% to 3,765 and our Twitter followers increased by 18% to 7,519. The Agency's LinkedIn account grew by almost 79% to 5,127 followers while our Instagram account, which was launched in June 2018, saw an increase of 273% solely through organic growth.

The Agency's staff and in particular, its Director, Libby Lyons, continued to be in high demand for speaking engagements. In 2018-19, the Agency was represented at 76 speaking events.

Throughout the reporting period, the Agency participated in workshops and presentations on a range of topics including an overview of WGEA's dataset, addressing pay equity, developing a gender equality strategy and enhancing parental leave programs alongside stakeholders including the NSW Equal Employment Opportunity Practitioners Association, Catalyst, Australian National University, Victorian Change our Game Champions program and the Australian Gender Equality Council.

The Agency also hosts biannual education roundtable sessions with key organisations in the gender equality education community. These roundtables were held in September 2018 and March 2019 and participants included representatives from federal and state government agencies and leading education institutions.

## Building evidence through data

In 2018-19, the Agency continued to ensure the data it collects is as accessible, useful and usable as possible, subject to relevant legislation. In November 2018, the fifth comprehensive set of workplace data was released, accompanied by a national roadshow of events beginning at the National Press Club in Canberra on November 13. These presentations were held across Australia, in partnership with the Australian British Chamber of Commerce and the University of Tasmania (Hobart). More than a thousand people attended the events, covering all states and territories apart from the Northern Territory.

The Agency's online interactive Data Explorer featured new data in 2018-19 and attracted 20,053 unique users between 1 July 2018 and 30 June 2019. This represented an increase of 36% compared to the previous year. For the first time in 2018, the Data Explorer contains publicly available data about individual organisations. The availability of this data in a more accessible format has contributed to the attraction of over 96,000 unique page views, an increase of 51% compared to the previous year. The Agency's public data is also accessible through [data.gov.au](http://data.gov.au).

## Supporting employers to report

Views of reporting information videos on YouTube	3,205
Page views of reporting-related resources	103,907

## Building evidence through data

Employees covered by the 2018-19 dataset	4,341,295
Users of the online Data Explorer	20,053
Competitor Analysis Benchmark Reports produced	5,370

## Expanding our outreach

Page views of educational resources	459,515
Page views of gender pay gap statistics resources	79,525
Unique website visits	399,111

## Generating national debate

Public speaking events by Agency staff	76
Increase in LinkedIn 'likes'	79%
Increase in Twitter followers	18%
Media mentions	1,425

## Recognising leading practice

WGEA Employer of Choice for Gender Equality citation holders	141
Pay Equity Ambassadors	166
Pay Equity Official Supporters	35

The Agency continued its partnership with the Bankwest Curtin Economics Centre, releasing *Gender Equity Insights 2019: Inside Australia's Gender Pay Gap* in March 2019. The fourth report in this series continued to deepen the insights about gender pay gaps and how they have changed over time across the nation's workplaces. It also provided hard evidence that offering flexible work arrangements and paid parental leave improved the representation of women in management.

The Agency established a new partnership with the University of Queensland Business School to undertake specific analysis and research based on the WGEA

reporting data and the WGEA Employer of Choice for Gender Equality data for a joint report to be released in the 2019-20 financial year. Agency staff also worked in close partnership with KPMG and the Diversity Council Australia (DCA) during the first half of 2019 to develop the third report in the *She's Price(d)less, the economics of the gender pay gap series* which was released in August 2019.

The Agency once again produced customised and confidential Competitor Analysis Benchmark Reports from the 2018-19 reporting data, which were made available for download through the data portal for compliant reporting organisations.

## Expanding our educational reach

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

Our comprehensive suite of gender equality resources and tools for organisations and individuals deliver innovative learning solutions that promote gender equality. These include written toolkits, data collection spreadsheets, videos and recorded webinars. They cover support for reporting, pay equity, flexibility, strategies for gender equality and the WGEA Employer of Choice for Gender Equality program. During the reporting period, total page views for the Agency's educational resources grew by 18%, indicating that access to the Agency's educational resources has increased.

A key focus for the Agency's Education team in the 2018–19 financial year was reviewing and updating the gender strategy toolkit, which was launched in October 2019. New educational resources were also developed including a new business case for flexibility, a new insights paper on *Gender and negotiation in the workplace* and an updated fact sheet on *International gender equality reporting schemes*.

The Agency continued its strategy to deliver content across digital channels. In January 2019, it released a pay equity case study video called *Addressing the gender pay gap: Viva Energy's Journey*. The Agency's educational animation *Pay gaps and life hacks: 5 ways you can tackle gender inequality*, which was released in June 2018, had 3,991 views (as at 28 August 2019).

## Raising national awareness

The Agency continued to generate significant coverage and commentary about gender equality during 2018–19 and our reach to mainstream audiences increased with the Agency's campaigns and activities receiving regular media attention.

The release of the 2017–18 reporting dataset in November 2018 attracted extensive media coverage, including mentions in most major Australian newspapers and a wide range of TV and radio outlets and online publications. The strong media coverage for the announcement of the national gender pay gap and Equal Pay Day in August 2018 and the release of the *Gender Equity Insights 2019 Report* also contributed to increased media interest in gender equality issues and the Agency's world-leading dataset.

## Global footprint

During 2018–19, there was growing international interest in the Agency's work and Australia's approach to gender equality reporting and data collection. A number of countries and individual organisations contacted the Agency for information, advice and guidance.

The work of the Agency was highlighted at the United Nations 62nd Commission on the Status of Women in New York, in partnership with the United Kingdom and Chile. Agency representatives participated in other international conferences and fora in Chile, Argentina, Japan, Korea and Taiwan. The Agency also met with government officials and delegations from the UK, New Zealand, Japan, Chile, Vietnam, Sri Lanka, Singapore, South Korea, Canada, China and Mauritius.

International access to the Agency's resources also expanded, with people from 25 different countries accessing our resources, including the UK, USA, Brazil and Malaysia.

## Recognising leading practice

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

In February 2019, the Agency released the list of successful applicants for our leading recognition program: the WGEA Employer of Choice for Gender Equality (EOCGE) citation. The number of citation holders increased from 120 to 141, reflecting growing commitment to gender equality from the business community. The Agency recognised and celebrated the citation holders at fully-subscribed launch events in Melbourne and Sydney.

Throughout the year, we expanded our engagement with our Pay Equity Ambassadors, a network of 166 chief executive officers and directors who have committed to pay equity and working with the Agency to drive change. We hosted three CEO roundtables and public leadership forums, where our Ambassadors spoke publicly on the business case for equality and outlined the strategies they are implementing to address gender equality in their businesses.

On Equal Pay Day (31 August 2018), our network of Ambassadors posted items on social media in support of our campaign to educate the public and business community on the need for change.

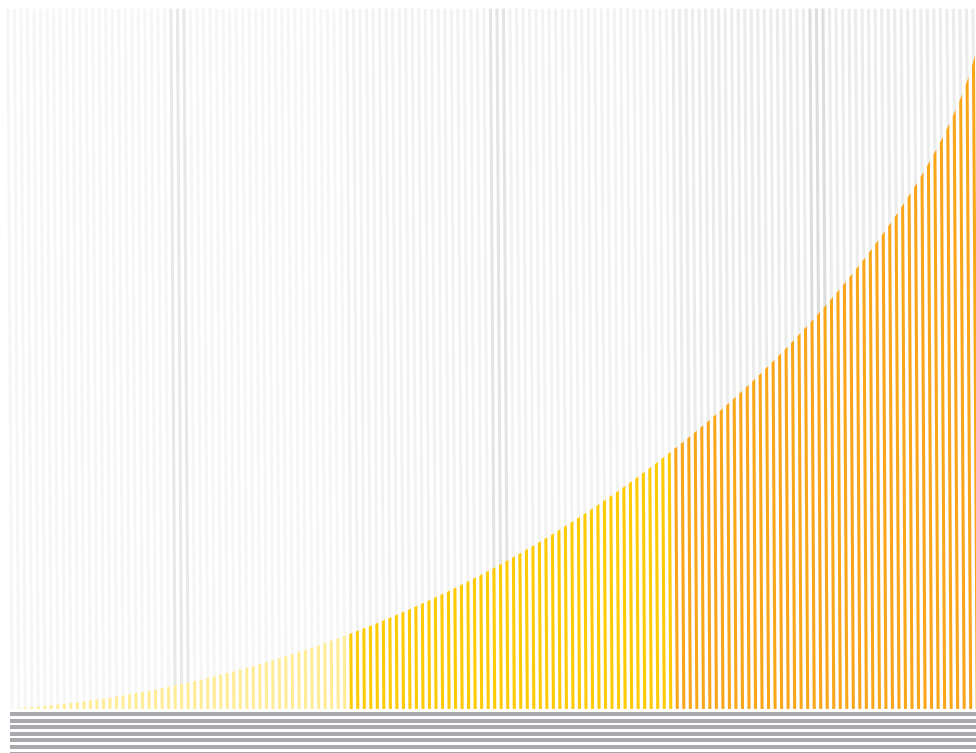
EOCGE recipients are listed at Appendix 2 and Pay Equity Ambassadors at Appendix 3.



# Management & accountability

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# Management and accountability

## Corporate governance

During the 2018-19 year, the Agency operated under the *Public Governance, Performance and Accountability Act 2013*. The Director is the accountable authority of the Agency.

The Agency's Corporate Governance Framework ensures that the Workplace Gender Equality Agency achieves its objectives, manages risks and uses resources responsibly and with accountability.

The framework aligns legislative requirements with other Australian Public Service and internal policy requirements and promotes a level of governance and oversight commensurate with risk.

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

## Executive management

As at 30 June 2019, the Executive was comprised of five Executive Manager positions reporting to the Director.

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

## Fraud control and risk management

During the financial year 2018-19, 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 2018-19 audit were presented to the Audit Committee. The committee is chaired by an external member.

The members of the Audit Committee are:

- Heather Watson (Chair)
- Sean Van Gorp
- Janin Bredehoeft

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

There have been no significant developments in external scrutiny of the Workplace Gender Equality Agency during 2018-19.

## Human resources management

### **Assessment of effectiveness**

The Agency has operated successfully under its organisational and staffing structure. The Agency continued to review and revise its people management policies as well as procedures, systems and documentation to reflect contemporary better practice and reduce redundant or overly prescriptive practices or procedures to enable staff to better deliver on the Agency's strategic priorities.

Work is continuing in the Agency to create a flexible and agile workforce through cross-Agency project team work, the movement of staff on a short-term basis to work in different teams and the operation of a flat management structure. This is assisting with maximising the Agency's resources and skills, building capability, engaging employees, eliminating any operational silos and being more innovative and responsive to change.

The Agency is implementing a project collaboration tool and is engaging with all staff to utilise its capability in the delivery of Agency-wide projects.

### 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.

At 30 June 2019, 28 employees were covered by the Agency Enterprise Agreement and WGEA Determination 2019/01 under subsection 24(1) of the *Public Service Act 1999* and one employee had an individual flexibility arrangement. The salary ranges available for employees by classification structure are outlined in Table 8.

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

### Superannuation

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

### Non-salary benefits

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

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

### Flexible work practices

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

### 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 2018-19, a total of \$44,130 was spent on external training and development activities to develop the capability of our workforce.

Development opportunities and upgrading of skills were provided through extension projects, formal training, temporary transfers to higher duties and short-term transfers to other teams. The Agency encouraged employees to attend conferences, seminars and other events, in addition to structured external training. Access was provided to a suite of e-learning courses with in-house sessions for all employees to promote and enhance understanding of respect and resilience in the workplace.

All employees received targeted training and development, including courses on agile working, organisational skills, leadership development, presentation and media skills, digital skills and legislative obligations, ensuring we can provide accurate information, advice and education on reporting compliance matters and gender equality initiatives.

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

### Workforce profile and remuneration

The following tables provide a comparison of the Agency's ongoing and non-ongoing staffing profile as at 30 June 2019 and 30 June 2018. All staff are located in Sydney.

**Table 4:** Ongoing staff as at 30 June 2019

<b>Band</b>	<b>F/T</b>	<b>P/T</b>	<b>Men</b>	<b>Women</b>	<b>Indigenous</b>	<b>Culturally and linguistically diverse</b>	<b>People with a disability</b>
PEO	1	0	0	1	0	0	0
EL 1 and 2	8	1	2	7	0	2	0
APS Level 5 and 6	11	4	2	13	0	4	0
APS Level 2 to 4	1	0	1	1	0	1	0
APS Level 1	0	0	0	0	0	0	0
<b>Total</b>	<b>21</b>	<b>5</b>	<b>5</b>	<b>21</b>	<b>0</b>	<b>6</b>	<b>0</b>

**Table 5:** Non-ongoing staff as at 30 June 2019

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

**Table 6:** Ongoing staff as at 30 June 2018

<b>Band</b>	<b>F/T</b>	<b>P/T</b>	<b>Men</b>	<b>Women</b>	<b>Indigenous</b>	<b>Culturally and linguistically diverse</b>	<b>People with a disability</b>
PEO	1	0	0	1	0	0	0
EL 1 and 2	8	1	1	8	0	2	1
APS Level 5 and 6	7	3	1	9	0	0	0
APS Level 2 to 4	0	1	0	1	0	1	0
APS Level 1	0	0	0	0	0	0	0
<b>Total</b>	<b>16</b>	<b>5</b>	<b>2</b>	<b>19</b>	<b>0</b>	<b>3</b>	<b>1</b>

Note: Includes ongoing staff on parental leave.

**Table 7:** Non-ongoing staff as at 30 June 2018

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

**Table 8:** Salary ranges by employment classification at 30 June 2019

<b>Band</b>	<b>Minimum (\$)</b>	<b>Maximum (\$)</b>
PEO		Not applicable
EL 2	\$121,344	\$138,231
EL 1	\$104,186	\$112,427
APS Level 6	\$80,555	\$92,022
APS Level 5	\$74,759	\$79,214
APS Level 4	\$66,720	\$72,416
APS Level 3	\$60,293	\$65,026
APS Level 2	\$52,979	\$58,390
APS Level 1	\$46,891	\$51,552
<b>Total</b>		

Key:

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

EL 1 and 2: Executive Level 1 and 2

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

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

## Key Management Personnel Remuneration

During the reporting period ended 30 June 2019, the Agency had one executive who met the definition of key management personnel.

**Table 9:** Key Management Personnel Remuneration during FY 18-19

Name	Position title	Short-term benefits			Post-employment benefits	Other long-term benefits		Termination Benefits	Total remuneration
		Base salary	Bonuses	Other benefits & allowances	Super-annuation contributions	Long service leave	Other long-term benefits		
Libby Lyons	Director	237,941	0	0	24,024	0	18,306	0	280,271
<b>Total</b>		<b>237,941</b>	<b>0</b>	<b>0</b>	<b>24,024</b>	<b>0</b>	<b>18,306</b>	<b>0</b>	<b>280,271</b>

## Performance pay

Progression through the available salary points is determined by the results of annual performance assessments. Eligible employees who have reached the top of their salary band may receive a bonus payment of 1.5% if they achieve a performance rating of fully effective or above. Table 10 outlines performance payment information for the 2018 performance cycle.

**Table 10:** Performance payments to staff during FY 18-19

Band	Number of staff who received performance pay	Aggregate of actual payments	Range of payments	Average bonus payment
EL2	1	\$2,765	\$2,765 - \$2,765	\$2,765
EL1	3	\$6,746	\$2,249 - \$2,249	\$2,249
APS Level 6	4	\$6,626	\$1,472 - \$1,840	\$1,656
APS Level 5	2	\$3,169	\$1,584 - \$1,584	\$1,584
APS Level 4- Level 1	1	\$1,340	\$1,340 - \$1,340	\$1,340
<b>All staff</b>	<b>11</b>	<b>\$20,644</b>		

## **Disability reporting**

Since 1994, Commonwealth departments and agencies have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the Commonwealth Disability Strategy. In 2007-08, reporting on the employer role was transferred to the Australian Public Service Commission's State of the Service Report and the *APS Statistical Bulletin*. These reports are available at [www.apsc.gov.au](http://www.apsc.gov.au). From 2010-11, entities are no longer required to report on these functions.

The Commonwealth Disability Strategy has been overtaken by the National Disability Strategy 2010-2020, which sets out a ten-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high-level, two-yearly report will track progress against each of the six outcome areas of the Strategy and present a picture of how people with disability are faring. These progress reports can be found at [www.dss.gov.au](http://www.dss.gov.au).

## **Work health and safety performance**

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

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

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

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

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

## **Incidents**

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

## **Investigation**

The Agency did not undertake any investigations or conduct any tests on any plant, substance or thing in the course of any such investigation. No notices were given to the Agency under sections 191, 195 or 198 of the *Work Health and Safety Act 2011* during the 2018-19 financial year.

## **Other mandatory information**

### **Purchasing**

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

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

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

### **Consultants**

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

During the 2018-19 financial year, the Agency entered into two new consultancy contracts involving a total expenditure of \$7,408. No ongoing consultancy contracts were active during the period.

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

## Support of small business

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

The Agency has utilised the Digital Marketplace in 2018-19 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](http://www.treasury.gov.au).

## Compliance

There were no significant issues of non-compliance with Finance law during 2018-19 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 2018-19 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 a plan on its website showing what information it publishes in accordance with IPS requirements [www.wgea.gov.au](http://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. In accordance with government guidelines, the Agency once again participated in Earth Hour.

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

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

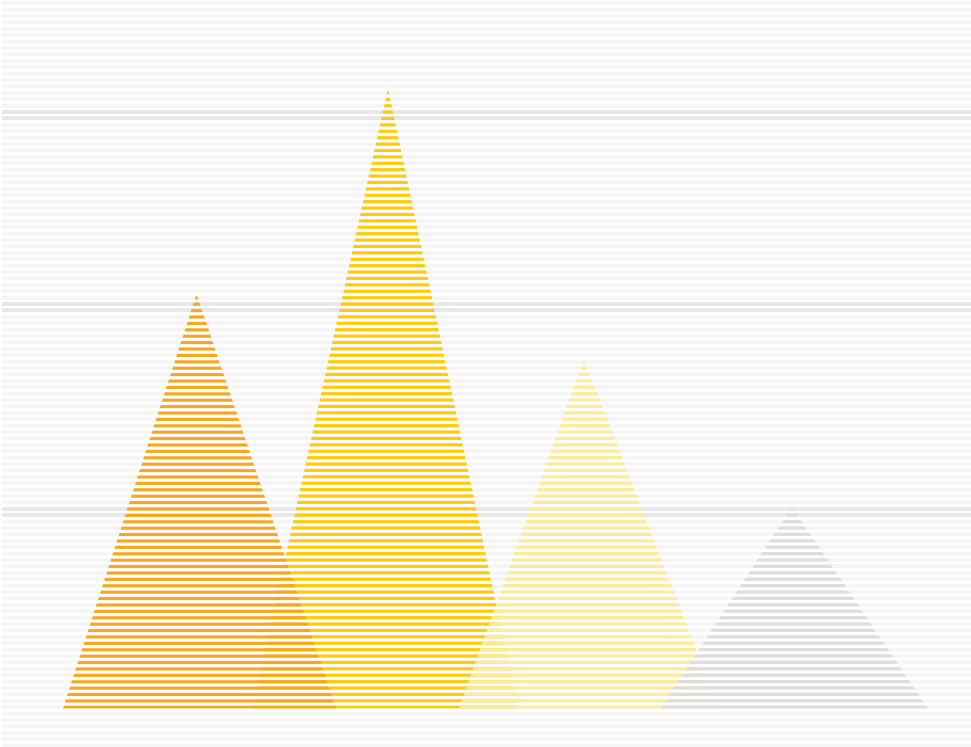
The Agency is a tenant in a non-Commonwealth-owned building, which has a National Australian Built Environment Rating System (NABERS) energy rating of 4.5 and a NABERS water rating of 3.5.



# Financial statements

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## INDEPENDENT AUDITOR'S REPORT

To the Minister for Women

### Opinion

In my opinion, the financial statements of the Workplace Gender Equality Agency ('the Entity') for the year ended 30 June 2019:

- (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 2019 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 statements as at 30 June 2019 and for the year then ended:

- Statement by the Director and Operations Executive Manager;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement; and
- Notes to the financial statements, comprising 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* (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



Clea Lewis  
Executive Director

Delegate of the Auditor-General

Canberra  
23 August 2019

# Statement by the Director and Operations Executive Manager

In our opinion, the attached financial statements for the year ended 30 June 2019 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.



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**Libby Lyons**

Director  
23/08/2019



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**Anne Beath**

Operations Executive Manager  
23/08/2019

# Financial Statements

## Workplace Gender Equality Agency Statement of Comprehensive Income for the year ended 30 June 2019

	Notes	2019 (\$)	2018 (\$)	Original Budget (\$)
<b>NET COST OF SERVICES</b>				
<b>Expenses</b>				
Employee benefits (a)	3A	<b>3,027,738</b>	3,054,582	3,537,000
Suppliers (b)	3B	<b>2,869,445</b>	1,947,985	1,442,000
Depreciation and amortisation	3C	<b>676,935</b>	933,574	615,000
Finance costs - unwinding of discount		<b>4,629</b>	2,234	10,000
<b>Total expenses</b>		<b>6,578,747</b>	5,938,375	5,604,000
<b>OWN-SOURCE INCOME</b>				
<b>Own-source revenue</b>				
Rendering of services (c)	4A	<b>131,682</b>	87,750	100,000
Other revenue	4B	<b>49,100</b>	46,600	33,000
<b>Total own-source income</b>		<b>180,782</b>	134,350	133,000
<b>Gains</b>				
Gain on make good (d)	4C	-	335,729	-
<b>Total gains</b>		-	335,729	-
<b>Loss on disposal</b>				
	4D	-	3,027	-
		-	3,027	-
<b>Net cost of services</b>		<b>6,397,965</b>	5,471,323	5,471,000
Revenue from Government (e)	4E	<b>5,817,000</b>	4,875,000	4,856,000
<b>Total comprehensive loss</b>		<b>(580,965)</b>	(596,323)	(615,000)
<b>OTHER COMPREHENSIVE INCOME</b>				
Items not subject to subsequent reclassification to net cost of service				
Changes in asset revaluation reserve (f)		<b>35,575</b>	-	-
<b>Total other comprehensive income</b>		<b>35,575</b>	-	-
<b>Total comprehensive loss</b>		<b>(545,390)</b>	(596,323)	-

# Financial Statements (continued)

## Budget variances

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

- a) Employee Benefits - the underspend is due to staff turnover and delay in recruitment.
- b) Suppliers - the increase is attributed to the activities related to the measure Women's Economic Security Package that provides \$0.96 million in 2018-19. The overspend was also funded by the underspend on employees' benefits. This includes use of short-term contractors to support backfill delays and deliver on projects. The increase is also attributed to the activities related to the measure Women's Economic Security Package that provides \$0.96 million in 2018-19.
- c) Rendering of Services - this item varies with the number of applicants for WGEA Employer of Choice for Gender Equality citation and the level of in-kind support received by the WGEA.
- e) Revenue from Government - Additional funding of \$0.96 million was received through the measure Women's Economic Security Package.
- f) Valuation has been conducted to ensure that the carrying amount of asset does not differ materially from the assets' fair value at the reporting date.

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

## Workplace Gender Equality Statement of Financial Position

as at 30 June 2019

	Notes	2019 (\$)	2018 (\$)	Original Budget (\$)
<b>ASSETS</b>				
<b>Financial assets</b>				
Cash and cash equivalents	6A	264,029	180,719	217,000
Trade and other receivables (a)	6B	988,713	781,334	944,000
<b>Total financial assets</b>		<b>1,252,742</b>	962,053	1,161,000
<b>Non-financial assets</b>				
Leasehold improvements	7	252,716	231,178	-
Plant and equipment	7	116,896	32,315	64,000
Intangibles (b)	7	143,090	645,650	296,000
Other non-financial assets - prepayments		41,709	4,592	6,000
<b>Total non-financial assets</b>		<b>554,411</b>	913,735	366,000
<b>Total assets</b>		<b>1,807,153</b>	1,875,787	1,527,000
<b>LIABILITIES</b>				
<b>Payables</b>				
Suppliers	8A	274,119	89,085	273,000
Other payables	8B	76,134	43,096	47,000
<b>Total payables</b>		<b>350,253</b>	132,181	320,000
<b>Provisions</b>				
Employee provisions	9A	605,219	600,164	543,000
Provision for restoration obligation	9B	193,939	189,310	412,000
<b>Total provisions</b>		<b>799,158</b>	789,474	955,000
<b>Total liabilities</b>		<b>1,149,411</b>	921,655	1,275,000
<b>Net assets</b>		<b>657,742</b>	954,132	252,000
<b>EQUITY</b>				
Contributed equity (d)		4,500,000	4,251,000	4,450,000
Reserves		35,575	-	-
Accumulated deficit		(3,877,833)	(3,296,868)	(4,198,000)
<b>Total equity</b>		<b>657,742</b>	954,132	252,000

### 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.

b. Intangibles - software development was less than originally planned.

d. Departmental capital budget \$199,000. Additional funding of \$50,000 received through the measure Women's Economic Security Package.

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

# Financial Statements (continued)

## Workplace Gender Equality Agency Statement of Changes in Equity

as at 30 June 2019

	2019 (\$)	2018 (\$)	Original Budget (\$)
<b>CONTRIBUTED EQUITY</b>			
<b>Opening balance</b>	<b>4,251,000</b>	4,050,000	4,251,000
Departmental capital budget	<b>249,000</b>	201,000	199,000
<b>Total transactions with owners</b>	<b>249,000</b>	201,000	199,000
<b>Closing balance as at 30 June</b>	<b>4,500,000</b>	4,251,000	4,450,000
<b>RETAINED EARNINGS</b>			
<b>Opening balance</b>	<b>(3,296,868)</b>	(2,700,545)	(3,583,000)
<b>Comprehensive income</b>			
Deficit for the period (a)	<b>(580,965)</b>	(596,323)	(615,000)
<b>Total comprehensive income</b>	<b>(580,965)</b>	(596,323)	(615,000)
<b>Asset Revaluation Reserve</b>			
Other comprehensive income	<b>35,575</b>	-	-
<b>Total other comprehensive income</b>	<b>35,575</b>	-	-
<b>Closing balance as at 30 June</b>	<b>(3,842,258)</b>	(3,296,868)	(4,198,000)
<b>Closing balance as at 30 June</b>	<b>657,742</b>	954,132	252,000

### Budget variances

a) The \$34,035 reduction in deficit for the period is explained in the Statement of Comprehensive Income.

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



## Workplace Gender Equality Agency Cash Flow Statement

for the year ended 30 June 2019

Notes	2019 (\$)	2018 (\$)	Original Budget (\$)
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations	5,683,827	5,042,000	4,856,000
Section 74 (a)	208,867	178,452	-
Sales of goods and rendering of services	144,850	96,470	100,000
Net GST received (b)	154,610	172,657	-
Other	-	-	-
<b>Total cash received</b>	<b>6,192,154</b>	5,489,579	4,956,000
<b>Cash used</b>			
Employees (c)	3,017,121	3,002,597	3,537,000
Suppliers (c)	2,886,938	2,345,250	1,419,000
Section 74 (a)	208,867	178,452	-
<b>Total cash used</b>	<b>6,112,926</b>	5,526,299	4,956,000
<b>Net cash from operating activities</b>	<b>79,228</b>	(36,720)	-
<b>INVESTING ACTIVITIES</b>			
<b>Cash used</b>			
Purchase of plant and equipment	67,331	15,481	-
Purchase of leasehold improvement	76,258	75,372	-
Purchase of intangibles	101,330	109,767	199,000
<b>Total cash used</b>	<b>244,919</b>	200,620	199,000
<b>Net cash (used) by investing activities</b>	<b>(244,919)</b>	(200,620)	(199,000)
<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Departmental Capital Budget	249,000	201,000	199,000
	249,000	201,000	199,000
<b>Net cash from financing activities</b>	<b>249,000</b>	201,000	199,000
<b>Net decrease in cash held</b>	<b>83,309</b>	(36,340)	-
Cash and cash equivalents at the beginning of the reporting period	180,720	217,060	217,000
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>264,029</b>	180,720	217,000

### 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.

- Section 74 receipts and expenses - not included in budget.
- Net GST received - not included in budget.
- 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 WGEA in its present form and with its present programs is dependent on Government policy and on continuing funding by Parliament for WGEA's administration and programs.

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. WGEA has only one outcome.

### **1.2 Basis of Preparation of the Financial Statements**

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

The financial statements have been prepared in accordance with:

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

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

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

### **1.3 Significant Accounting Judgments and Estimates**

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

### **1.4 New Australian Accounting Standards**

#### **Adoption of New Australian Accounting Standard Requirements**

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

#### **Future Australian Accounting Standard Requirements**

WGEA will apply AASB 16 Leases from 2019-20. The standard requires the net present value of payments under most operating leases to be recognised as assets and liabilities for the period we have the right to use an asset, including optional periods when it is reasonably certain to extend a lease. WGEA has signed a lease agreement for the term of five years, commencing January 2018 and ending December 2022. An initial assessment indicates that the implementation of the standard will have a substantial impact on the financial statements. There will be also change to the expense character (rent expenses replaced with depreciation and interest expenses).

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

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

### **1.5 Contingent Liabilities and Contingent Assets**

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

WGEA had no contingent assets and liabilities (2018: nil).

### **1.6 Taxation**

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

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

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

### **1.7 Comparative changes**

Where required by accounting standards comparative figures have been adjusted to conform with changes to presentation for the current financial year.

Expenses disclosed in note 3 were reviewed and reclassified where appropriate to better represent the nature of expenditure.

### **Note 2:**

#### **Events After the Reporting Period**

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

# Notes to the Financial Statements (continued)

## Note 3: Expenses

<b>Note 3A: Employee Benefits</b>	2019 (\$)	2018 (\$)
Wages and salaries	<b>2,400,842</b>	2,309,008
Superannuation:		
Defined contribution plans	<b>290,783</b>	317,245
Defined benefit plans	<b>98,276</b>	105,748
Leave and other entitlements	<b>194,411</b>	278,778
Other employee expenses	<b>43,426</b>	43,803
<b>Total employee benefits</b>	<b>3,027,738</b>	3,054,582

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

<b>Note 3B: Suppliers</b>	2019 (\$)	2018 (\$)
Consultants and contractors	<b>101,130</b>	223,573
IT and office equipment	<b>1,559,550</b>	719,902
Travel related	<b>206,529</b>	146,873
Printing, stationery and publications	<b>144,609</b>	73,593
Minimum operating lease payments	<b>420,448</b>	399,994
Other Building related cost	<b>173,750</b>	200,481
Workers Compensation Expenses	<b>5,736</b>	6,968
Audit, legal, subscription, training and insurance	<b>167,731</b>	132,420
Other	<b>89,962</b>	44,181
<b>Total goods and services</b>	<b>2,869,445</b>	1,947,985
<b>Goods and services are made up of:</b>		
Provision of goods	<b>1,109,918</b>	130,783
Rendering of services	<b>1,759,527</b>	1,817,202
<b>Total goods and services</b>	<b>2,869,445</b>	1,947,985
<b>Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:</b>		
Within 1 year	<b>420,322</b>	430,213
Between 1 to 5 years	<b>1,050,805</b>	1,671,533
<b>Total operating lease commitments</b>	<b>1,471,127</b>	2,101,746

### Note 3: Expenses (continued)

#### Accounting Policy

Lease payments are subject to an increase of 4% per annum as per the lease agreement which is for a 5 year term with no option to extend and will expire in December 2022.

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

<b>Note 3C: Depreciation and Amortisation</b>	<b>2019 (\$)</b>	<b>2018 (\$)</b>
<b>Depreciation:</b>		
Leasehold improvements	<b>54,720</b>	119,504
Plant and equipment	<b>18,325</b>	73,131
<b>Total depreciation</b>	<b>73,045</b>	192,635
<b>Amortisation:</b>		
Intangibles	<b>603,890</b>	740,939
<b>Total depreciation and amortisation</b>	<b>676,935</b>	933,574

# Notes to the Financial Statements (continued)

## Note 4: Income

<b>Note 4A: Rendering of Services</b>	<b>2019 (\$)</b>	<b>2018 (\$)</b>
Rendering of services	<b>131,682</b>	87,750
<b>Total</b>	<b>131,682</b>	87,750

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

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

The stage of completion of contracts at the reporting date is determined by reference to services performed to date as a percentage of total services to be performed.

<b>Note 4B: Other Revenue</b>	<b>2019 (\$)</b>	<b>2018 (\$)</b>
<b>Resources received free of charge</b>		
Related entities – Auditor's remuneration	<b>39,500</b>	37,000
External entities – in-kind support	<b>9,600</b>	9,600
<b>Total</b>	<b>49,100</b>	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.

<b>Note 4C: Gains</b>	<b>2019 (\$)</b>	<b>2018 (\$)</b>
Gain on make good	-	335,729
<b>Total</b>	-	335,729

<b>Note 4D: Loss on disposal</b>	<b>2019 (\$)</b>	<b>2018 (\$)</b>
Loss on asset disposal	-	3,027
<b>Total</b>	-	3,027

## Note 4: Income (continued)

<b>Note 4E: Revenue from Government</b>	<b>2019 (\$)</b>	<b>2018 (\$)</b>
<b>Appropriations:</b>		
Departmental appropriation	<b>5,817,000</b>	4,875,000
<b>Total revenue from Government</b>	<b>5,817,000</b>	4,875,000

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

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

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

# Notes to the Financial Statements (continued)

## Note 5: Fair Value Measurement

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

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

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

Level 3: Unobservable inputs for the asset or liability.

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

	Fair value measurements at the end of the reporting period			
	2019 (\$)	2018 (\$)	Category (Level 1, 2 or 3)	Valuation techniques <sup>1</sup>
<b>Non-financial assets:</b>				
Leasehold improvements	<b>252,716</b>	231,178	Level 3	Depreciated replacement cost
Plant and equipment	<b>81,321</b>	32,315	Level 3	Depreciated replacement cost
Plant and equipment	<b>35,575</b>	-	Level 2	Replacement Cost
<b>Total non-financial assets</b>	<b>369,613</b>	<b>263,493</b>		

<sup>1</sup> WGEA engaged Jones Lang LaSalle Advisory Services Pty Ltd (JLL) to perform a valuation of the assets for the purposes of financial reporting. The valuation has been conducted in accordance with Australian Accounting Standards, including AASB 13 Fair Value Measurement and AASB 116 Property, Plant and Equipment, as well as with the Public Governance, Performance and Accountability (Financial Reporting) Rule.

There were no transfers between different levels.



## Note 6: Financial Assets

<b>Note 6A: Cash and Cash Equivalents</b>	<b>2019 (\$)</b>	<b>2018 (\$)</b>
Cash on hand or on deposit	<b>264,029</b>	180,719

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

<b>Note 6B: Trade and Other Receivables</b>	<b>2019 (\$)</b>	<b>2018 (\$)</b>
Services	<b>2,964</b>	4,705
Appropriations receivable for existing programmes	<b>878,173</b>	745,000
GST receivable from the Australian Taxation Office	<b>107,576</b>	31,629
<b>Total trade and other receivables (net)</b>	<b>988,713</b>	781,334

Receivables are expected to be recovered within 12 months and are not overdue. Credit terms are net 30 days (2018: 30 days).

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

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

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

### **Categories of Financial Instruments**

	<b>Notes</b>	<b>2019 (\$)</b>	<b>2018 (\$)</b>
<b>Financial Assets</b>			
Cash and cash equivalents	6A	-	180,719
Trade and other receivables	6B	-	4,705
<b>Carrying amount of financial assets</b>		<b>-</b>	<b>185,424</b>
<b>Financial Assets under AASB 9</b>			
Cash and cash equivalents	6A	<b>264,029</b>	-
Trade and other receivables	6B	<b>2,964</b>	-
<b>Carrying amount of financial assets</b>		<b>266,993</b>	<b>-</b>

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

# Notes to the Financial Statements (continued)

## Note 6: Financial Assets (continued)

<b>Note 6: Classification of Financial Assets on the Date of Initial Application of AASB 9</b>	Note	AASB 139 original classification	AASB 9 new classification	AASB 139 carrying amount at 1 July 2018	AASB 9 carrying amount at 1 July 2018
<b>Financial assets class</b>					
Cash and Cash Equivalents	6A	Held-to-maturity	Amortised Cost	180,719	180,719
Trade receivables	6B	Held-to-maturity	Amortised Cost	4,705	4,705
<b>Total financial assets</b>				<b>185,424</b>	<b>185,424</b>
<b>Aggregate assets and Liabilities</b>					
<b>Assets expected to be recovered in:</b>					
No more than 12 months		1,294,451	966,646		
More than 12 months		512,702	909,144		
<b>Total assets</b>		<b>1,807,153</b>	<b>1,875,789</b>		
<b>Liability to be expected to be recovered in:</b>					
No more than 12 months		799,460	565,472		
More than 12 months		349,951	356,183		
<b>Total liabilities</b>		<b>1,149,411</b>	<b>921,655</b>		

### Accounting Policy

#### Financial assets

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

#### Financial liabilities

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

Comparatives have not been restated on initial application.

## Note 7: Non-Financial Assets

<b>Note 7: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment (2018-19)</b>	<b>Intangibles (\$)</b>	<b>Leasehold improvements (\$)</b>	<b>Plant and equipment (\$)</b>	<b>Total (\$)</b>
<b>As at 1 July 2018</b>				
Gross book value	2,923,537	262,447	484,876	3,670,860
Accumulated depreciation and amortisation	(2,277,887)	(31,268)	(452,561)	(2,761,716)
<b>Net book value 1 July 2018</b>	<b>645,650</b>	<b>231,178</b>	<b>32,315</b>	<b>909,144</b>
Additions by purchase	101,330	76,258	67,331	244,919
Revaluation increment against Statement of Equity	-	-	35,575	35,575
Depreciation expense	(603,890)	(54,720)	(18,325)	(676,935)
<b>Net book value 30 June 2019</b>	<b>143,090</b>	<b>252,716</b>	<b>116,896</b>	<b>512,702</b>
<b>As at 30 June 2019</b>				
Gross book value	2,934,269	338,704	351,554	3,624,528
Accumulated depreciation	(2,791,179)	(85,988)	(234,658)	(3,111,826)
<b>Net book value 30 June 2019</b>	<b>143,090</b>	<b>252,716</b>	<b>116,896</b>	<b>512,702</b>

### 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 (2018: \$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.

# Notes to the Financial Statements (continued)

## **Note 7: Non-Financial Assets (continued)**

### *Depreciation*

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

	2019	2018
Leasehold improvements	<b>Lease term</b>	Lease term
Plant and equipment	<b>3 to 9 years</b>	3 to 9 years

### *Impairment*

All assets were assessed for impairment at 30 June 2019. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

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

### *Derecognition*

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

### **Intangibles**

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

Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the Agency's software are five years (2018: Five years).

All software assets were assessed for indications of impairment as at 30 June 2019.

Impairment tests were carried out during the year which resulted in no assets being impaired (2018: Nil).

## Note 8: Payables

<b>Note 8A: Suppliers</b>	<b>2019 (\$)</b>	<b>2018 (\$)</b>
Trade creditors	<b>17,249</b>	29,939
Accruals	<b>256,870</b>	59,146
<b>Total supplier payables</b>	<b>274,119</b>	89,085

Settlement is usually made within 30 days.

### **Note 8B: Other Payables**

Salaries and wages	<b>21,947</b>	18,679
Superannuation	<b>5,739</b>	5,189
Fixed lease increase	<b>48,448</b>	19,228
<b>Total other payables</b>	<b>76,134</b>	43,096
Total other payables are expected to be settled in:		
No more than 12 months	<b>76,134</b>	43,096
More than 12 months	-	-
<b>Total other payables</b>	<b>76,134</b>	43,096

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

Supplier and other payables are recognised at amortised amounts. Liabilities are recognised to the extent that the goods or services have been received, even if they have not yet been invoiced. Settlement was usually made within 30 days.

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

# Notes to the Financial Statements (continued)

## Note 9: Provisions

<b>Note 9A: Employee Provisions</b>	<b>2019 (\$)</b>	<b>2018 (\$)</b>
Leave - no more than 12 months	<b>449,207</b>	433,291
Leave - more than 12 months	<b>156,012</b>	166,873
<b>Total employee provisions</b>	<b>605,219</b>	600,164

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

### *Leave*

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

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

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

### *Superannuation*

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

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

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

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

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

## Note 9: Provisions (continued)

<b>Note 9B: Provision for restoration obligation</b>	<b>2019 (\$)</b>	<b>2018 (\$)</b>
Obligation - more than 12 months	<b>193,939</b>	189,310
<b>Total other provisions</b>	<b>193,939</b>	189,310

	<b>Provision for restoration (\$)</b>
<b>Carrying amount 1 July 2018</b>	189,310
Unwinding of the discount	4,629
<b>Closing balance 30 June 2019</b>	<b>193,939</b>

WGEA currently has an agreement (2018: 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.

# Notes to the Financial Statements (continued)

## **Note 10 A: 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. 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:

	2019 (\$)	2018 (\$)
Short-term employee benefits	<b>237,941</b>	228,642
Post-employment benefits	<b>24,024</b>	29,052
Other long-term employee benefits	<b>18,306</b>	24,776
<b>Total key management personnel remuneration expenses<sup>1</sup></b>	<b>280,271</b>	282,470

The total number of key management personnel that are included in the above table is 1 (2018:1)

<sup>1</sup> 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. In 2019, the actuarial changes to Long Service Leave (LSL) provisions are excluded from the KMP remuneration disclosures in the financial statements.

## **Note 10 B: 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 11: Appropriations

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

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

<b>Annual Appropriations for 2018</b>	<b>Total appropriation (\$)</b>	<b>Adjustments to Appropriation (\$)</b>	<b>Total appropriation (\$)</b>	<b>Appropriation applied (current and prior years) (\$)</b>	<b>Variance (\$)</b>
<b>DEPARTMENTAL</b>					
Ordinary annual services	4,875,000	87,750	4,962,750	5,166,471	(203,721)
Capital Budget <sup>a</sup>	201,000	-	201,000	200,620	380
<b>Total departmental</b>	<b>5,076,000</b>	<b>87,750</b>	<b>5,163,750</b>	<b>5,367,091</b>	<b>(203,341)</b>

### Notes

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

# Notes to the Financial Statements (continued)

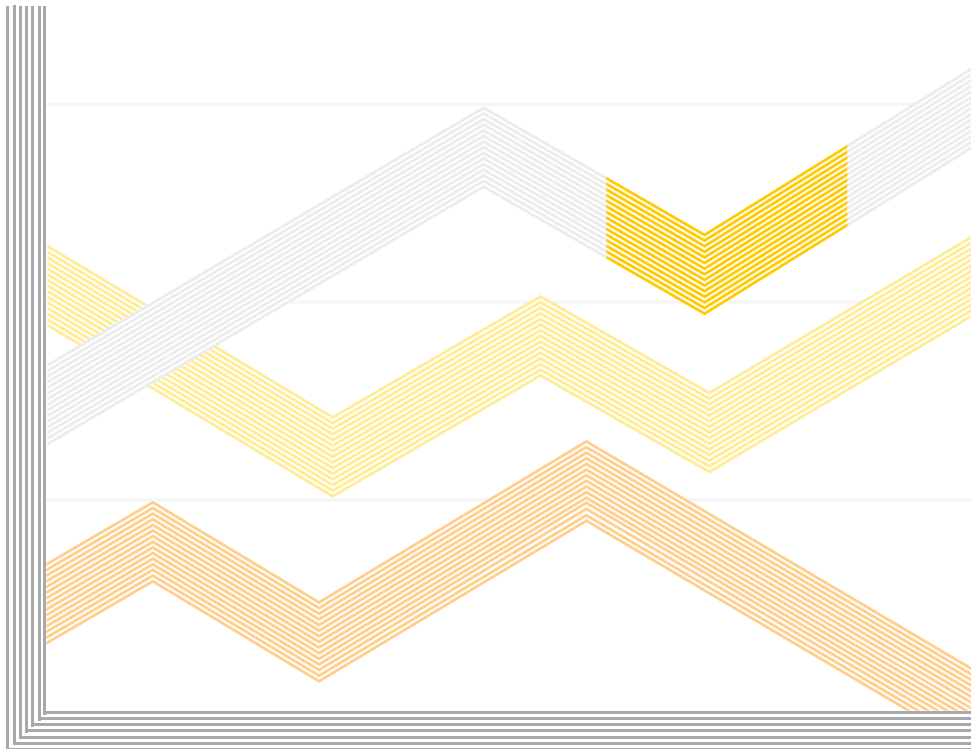
**Table B: Unspent Annual Appropriations ('Recoverable GST exclusive')**

<b>Authority</b>	<b>2019 (\$)</b>	<b>2018 (\$)</b>
<b>DEPARTMENTAL</b>		
2017-18 Appropriation Act 1	-	745,000
2018-19 Appropriation Act 1	<b>776,000</b>	-
2018-19 Appropriation Act 3	<b>102,173</b>	-
Cash and cash equivalents	<b>264,029</b>	180,719
<b>Total</b>	<b>1,142,202</b>	925,719

# Appendices

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# Appendix 1: Non-compliant organisations

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

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

<b>Legal name of reporting entity</b>	<b>Business/trading names of reporting entity</b> (where different to legal name)	<b>Ultimate parent of reporting entity</b> (where different to reporting)
AI Topper & Co Pty Ltd		
Alimfresh Pty Ltd		
Alpha Services Australia Pty Ltd	Alpha Nursing	
ANL Container Line Pty Ltd		
Aqseptence Group Pty Ltd		
Aquatec Maxcon Group Ltd		
Ararat Abattoirs Pty Ltd		
Artcraft Proprietary Limited	Artcraft Pty Ltd	
Atlas Steels Pty Ltd	Atlas Steels	
Australian Commercial Catering Pty Ltd		
Australian Community Support Organisation Ltd	ACSO	
Australian Country Spinners Pty Ltd		ACS Nominees Pty Ltd
Australian United Retailers Limited		
Bellrock Protective Services Pty Ltd	Bellrock Protective Services	
Berri Hotel Incorporated	Berri Resort Hotel	
Bindaree Beef Pty Limited	Bindaree Beef	
Bing Lee Electrics Pty Ltd		
Borg Corporate Property Services Pty Ltd		
Bretts Pty Limited		Nutting Investments Pty Ltd
Brown-Forman Australia Pty Limited		
Bulk Frozen Foods Pty. Ltd.		
Caelli Constructions (Vic) Pty Ltd		B. & P. Caelli Holdings Pty Limited
Cameron Interstate Pty Ltd		
Campbelltown Anglican Schools Council		
Cannon Hill Services Pty Ltd		Australian Country Choice Holdings Pty Ltd
Carlson Wagonlit Australia Pty Ltd	Carlson Wagonlit Travel	
Casual Dining Concepts (Trading) Pty Limited	Bondi Pizza Bar and Grill	

<b>Legal name of reporting entity</b>	<b>Business/trading names of reporting entity</b> (where different to legal name)	<b>Ultimate parent of reporting entity</b> (where different to reporting)
CEVA Logistics Australia Pty. Ltd.		
Compasscorp Pty Ltd	Indigo Accident Solutions 1CAR1 Compass Claims Compasscorp	
Dome Coffees Australia Pty Ltd	Dome Cafe	Be Our Guest Holdings Pty Ltd
Drake Trailers Pty. Ltd.		
E & A Limited		
E. C. Birch Proprietary Ltd	Birch Haberdashery and Craft	
ECL Group Australia Pty Ltd	ECL Group	
EFM Logistics Services Group Pty Ltd	EFM Logistics	Freight Management Holdings Pty Ltd
Electrical Home-Aids Pty Limited		Godfreys Group Limited
Emeis Cosmetics Pty. Ltd.	Aesop	Emeis Holdings Pty Ltd
Enirgi Metal Group Services Australasia Pty Ltd		Ramcar Australia And New Zealand
EP Management Pty Ltd	Swissotel Sydney	
Eudunda Farmers Limited		
EVZ Limited		
F. R. Ireland Pty Ltd	Irelands of Cairns	
Farm Pride Foods Limited		
FDC Construction (NSW) Pty Ltd	FDC Construction & Fitout Pty Limited	
Fenner Dunlop Australia Pty Ltd	Fenner Dunlop Engineered Conveyor Solutions	
Ferrari East Pty Limited		
Fircroft Australia Pty Ltd		Fircroft
Focus on Furniture Pty Ltd	Focus on Hire & Commercial Focus on Furniture and Bedding Focus on Sleep Melbourne Furniture Depot Focus on Furniture	
Form 700 Pty Ltd		Form 700 Holdings Pty Ltd
GD Mitchell Enterprises Pty Ltd	Mitchells Quality Foods Pty Ltd	
Glen William Cameron Family Trust	Glen Cameron Nominees	
Healthy Life Resources Pty Limited		Healthy Life Holdings Pty Ltd
Hosking's Jewellers Pty Ltd		
Hospitality Employment Pty Ltd	Nicks Restaurant Group	
Hospitality Employment Pty Ltd	Nicks Restaurant Group	

## Appendix 1: Non-compliant organisations (continued)

<b>Legal name of reporting entity</b>	<b>Business/trading names of reporting entity</b> (where different to legal name)	<b>Ultimate parent of reporting entity</b> (where different to reporting)
IDK Pty Ltd		
IJF Australia Pty Ltd		
Inspired Management Pty Ltd		
International Express Pty Ltd	BCD Travel	
Janagrom Nominees Pty Ltd		
JMR Management Consultancy Services Pty Ltd		
Joam Pty Ltd	Wellness & Lifestyles Australia	
JSPHR Pty Ltd	Jirsch Sutherland Insolvency Solutions	
Kamb Investments Pty Ltd	Kambo's Homemaker Superstore	
Kelly Family Trust	McDonald's Kew	
Kellyco Restaurants Pty Ltd	McDonald's Chapel Street McDonald's Elsternwick McDonald's Malvern East McDonald's Ormond McDonald's St Kilda Road McDonald's Holmesglen	
Kennards Storage Management Pty Ltd	Kennards Self Storage	
Kimberley Group Training Inc	KGT Employment Boab Lounge	
Kirinari Community Services Ltd		
Madill No 1 Pty Ltd		
Maintenance Systems Solutions Pty Ltd		
Manly Cove Unit Trust	TMG Developments Pty Limited	
MAXAM Australia Pty Ltd		
McMahon Services Australia Pty Ltd		McMahon Services Holdings Pty Ltd
Metro Property Development Pty Ltd		
MiniMovers Pty. Ltd.		
Mittagong RSL Club Ltd	Mittagong RSL Club	
Multiple Sclerosis Society Of Queensland (MS Queensland)	MS Queensland	
Nasdaq Pty Ltd		
Navia Logistics Pty Ltd		
Newcastle Jockey Club Ltd	Newcastle Jockey Club Limited	
Nobul Trades Pty Ltd		
Nowra Coaches Pty Ltd		

<b>Legal name of reporting entity</b>	<b>Business/trading names of reporting entity</b> (where different to legal name)	<b>Ultimate parent of reporting entity</b> (where different to reporting)
Nursing Group Pty Ltd	The Casey College Lifestyle Directions Counselling	
Oakey Beef Exports Pty Ltd		NH Foods Australia Pty Ltd
Ocean Capital Pty Ltd		
Ostwald Bros Pty Ltd	Ostwald Bros	
Parkside Holdings Pty Ltd	Parkside Holdings Pty Ltd and Associated Entities Brooklea Village Tropical Homes (Townsville)	
Port Hunter Conveyors Pty Limited		
PPK Group Limited		
Pronto Software Pty Ltd		
Prysmian Australia Pty Limited		
Pybar Mining Services Pty Ltd		Pybar Holdings Pty Limited
Reading Entertainment Australia Pty Limited		
Riverina Group Training And Employment Ltd	GTES	
Rohanna Pty Ltd Atf The Skippers Unit Trust	John Hughes Group	
Romaly Holdings Pty Ltd	Jim Pearson Transport	
Royal Society for the Prevention of Cruelty to Animals QLD Inc	RSPCA QLD	
Savanna Energy Services Pty Ltd	Savanna Energy Services	
Scenic Tours Pty Ltd.	Scenic Luxury Cruises and Tours	
Smit Lamnalco Towage (Australia) Pty Ltd		Smit Lamnalco Netherlands Holdings B.V Netherlands
Solstadfarstad Pty Ltd		
Southern Restaurants Holdings Pty Ltd		
Southern Suburbs Group Training Scheme	Apprenticeship & Traineeship Employment Partners	
Sparfacts Pty Ltd		
Spastic Centres Of South Australia Incorporated	SCOSA	
Speciality Mens Apparel Pty Ltd	Ed Harry Menswear	
Superior Food Group Pty Ltd		SFG Group Holdings Pty Ltd
TABMA Workforce & Career Development Pty Ltd	TABMA Apprentices and Trainees	Timber & Building Materials Association (Aust) Ltd
Tasmania Hardware Pty Ltd	Clennett's Mitre 10	
Tasmanian Freight Services Pty. Ltd.	Tas Freight	

## Appendix 1: Non-compliant organisations (continued)

<b>Legal name of reporting entity</b>	<b>Business/trading names of reporting entity</b> (where different to legal name)	<b>Ultimate parent of reporting entity</b> (where different to reporting)
Tasmanian Redline Coaches Pty. Ltd.	Tasmania's own Redline	
Temperzone Australia Pty Ltd		
The Mary Potter Nursing Home And The Ethel Forrest Day Care Centre Pty Limited	The Forrest Centre	
The Trustee for Barbagallo Investments Trust	Barbagallo	
The Trustee For Beaujolais Unit Trust	APG and Co Pty Ltd	
The Trustee for Bellivan Unit Trust	R A Bell & Company Pty Ltd Bell Fire & Rescue Modular Assembly Bell Pumps Bell Environmental Bell's Pumps	
The Trustee for Breakwater Island Trust	The Ville Resort-Casino	The Trustee For Colonial & Empire Brewing Trust
The Trustee for C&F Commercial Discretionary Trust	Pauls Warehouse	
The Trustee For Laurent Bakery Unit Trust	Laurent Bakery Pty Ltd	
The Trustee for Marks Family Trust	Marks Group Industries	
The Trustee For Success Venture WA Unit Trust	Pan Pacific Perth	
The Trustee for T H E Discretionary Trust		Oscars Hotels Pty Ltd
The Trustee For Tassie Motors Unit Trust	Tassie Motors Pty Ltd	
The Trustee For The Ezko Unit Trust	Ezko Property Services (Aust) Pty Ltd	
The Trustee for the Henry Schein Regional Trust	Henry Schein Halas	
The Trustee For The Marshall Care Providers Trust	SACARE Lifestyle Support Services	
The Trustee for The Polaris Media Trust	Polaris Media Pty Ltd trading as The Australian Jewish News	Manly Cove Unit Trust
The Trustee For The Wrightville Services Trust	Jarvis Services	
The Trustee for Ziday-Vom Family Trust	McDonald's Restaurant Diamond Creek McDonald's Restaurant Eltham McDonald's Restaurant Greensborough McDonald's Restaurant Greensborough Plaza	
The West Australian Group Training Scheme Inc		
TJM Products Pty Ltd		Aeroklas Australia Pty Ltd
TMG Argyle Pty Limited and Amco Argyle Pty Ltd	Harbour Rocks Hotel	Manly Cove Unit Trust
Total AMS Pty Ltd	TAMS Group	



<b>Legal name of reporting entity</b>	<b>Business/trading names of reporting entity</b> (where different to legal name)	<b>Ultimate parent of reporting entity</b> (where different to reporting)
Town Inn Pty Ltd	Miss Maud	Svea Pty Ltd
Weatherford Australia Pty Limited		
West's Tigers Rugby League Football Pty Ltd	West's Tigers	
Whittens Pty Ltd	Whittens	Whittens Group Pty Ltd
Wideline Pty Ltd	Wideline Windows and Doors	

# Appendix 2: WGEA Employer of Choice for Gender Equality citation holders 2018-19

AbbVie Pty Ltd	Frasers Property Australia
Accenture Australia Pty Ltd	FSS Trustee Corporation
AECOM Australia Pty Ltd	Genworth
Alcoa of Australia Limited	GHD Services Pty Ltd
Allens	Gilbert + Tobin
Allianz Australia	GM Holden
American Express Australia Limited	Griffith University
ARC@UNSW	HESTA
Arcadis Australia Pacific Pty Ltd	Hall & Wilcox
Arup Pty Ltd	Hatch Pty Ltd
Ashurst Australia	Herbert Smith Freehills
ASX Limited	Hilton Hotels of Australia Pty Ltd
Aurecon	Holding Redlich
Australia and New Zealand Banking Group	HSBC Bank Australia Limited
Australian Catholic University	IRESS Limited
Australian Football League	Jacobs Group (Australia) Pty Ltd
AustralianSuper	Johnson & Johnson Pty Ltd, ANZ
Avanade Australia Pty Ltd	K&L Gates
B & McK Services Trust	King & Wood Mallesons
Baker McKenzie	Konica Minolta Solutions Australia Pty Ltd
Baxter Healthcare Pty Ltd	KPMG Australia Services
Becton Dickinson Pty Ltd	La Trobe University
Benetas	Lauriston Girls' School
Caltex Australia Limited	LendLease Corporation Limited
carsales.com Ltd	Lion Pty Ltd
Cbus	Little Company of Mary Healthcare Limited
Challenger Limited	L'Oreal Australia
Charles Sturt University	Lyndoch Living
Clayton Utz	Maddocks
Cognizant Technology Solutions	Maurice Blackburn Lawyers
Cooper Grace Ward Lawyers	McCullough Robertson Lawyers
Corrs Chambers Westgarth	McKinsey & Company
Credit Union Australia Ltd	Medibank
Curtin University	Mercedes-Benz Financial Services Australia Pty Ltd
Cuscal Limited	Mercedes-Benz Australia/Pacific Pty Ltd
Daimler Truck and Bus Australia Pacific Pty Ltd	MSD
Deakin University	Mercy Health
Deloitte Australia	Merri Health
Dexus Holdings Pty Limited	Metcash Trading Limited
Diageo Australia	MinterEllison
DLA Piper Australia	Mirvac Limited
Edith Cowan University	MLC Life Insurance
EY	Monash University

Motorola Solutions ANZ  
My Pathway  
National Australia Bank Limited  
Norman Disney & Young  
Norton Rose Fulbright Australia  
Origin Energy Limited  
Peoplebank Australia Ltd  
PepsiCo  
Perpetual Ltd  
Philip Morris Limited  
Philips Electronics Australia Limited  
PPG Industries Australia Pty Ltd  
PwC Australia  
QinetiQ  
Queensland Country Credit Union Limited  
Queensland University of Technology  
Reckitt Benckiser (Australia) Pty Ltd  
RMIT University  
Russell Kennedy Lawyers  
SAP Australia Pty Ltd  
Scentre Group  
Sparke Helmore Lawyers  
St Barbara Limited  
Stockland Development Pty Limited  
Suncorp Group  
Swinburne University of Technology  
Tabcorp Assets Pty Ltd  
TAL  
Teachers Health  
Teachers Mutual Bank Limited  
Telstra Corporation Limited  
TelstraSuper Pty Ltd  
The Boston Consulting Group  
The GPT Group  
The Law Society of NSW  
The University of Newcastle  
ThoughtWorks Australia Pty Ltd  
Toyota Finance Australia Ltd  
Transdev Australasia  
Transurban Limited  
UBS AG  
Unilever Australia Ltd  
University of Canberra

University of Technology Sydney  
University of Wollongong  
UOW Global Enterprises  
Vanguard Investments Australia Ltd  
Victoria University  
Viva Energy Australia Pty Ltd  
VMware Australia Pty Ltd  
Vodafone Hutchison Australia Pty Limited  
Western Sydney University  
Westpac Group  
WSP Australia Pty Ltd  
YWCA Canberra

## Appendix 3: Pay Equity Ambassadors

Organisation	Name	Job title
AbbVie Pty Ltd	Kirsten O'Doherty	General Manager ANZ
Accenture Australia and New Zealand	Robert Easton	Chairman and Managing Director
Accuteque	Natasha Norton	CEO
Adecco (also known as Ajilon)	Rafa Moyano	CEO
Adobe	Suzanne Steele	Managing Director ANZ
AECOM Australia New Zealand	Todd Battley	Chief Executive
Alcoa	Michael Parker	Managing Director
Allens	Richard Spurio	Managing Partner
Altis Consulting	John Hoffman	CEO
American Express	Corrina Davison	Managing Director ANZ
Anglican Aged Care Services (Benetas)	Sandra Hills	CEO
Arc@UNSW	Shelley Valentine	CEO
Arnott's	Ümit Subasi	President APAC
Arq Group	Martin Mercer	CEO
Arup	Peter Chamley	Chair
Ashurst Australia	Paul Jenkins	Global Managing Partner
Aurecon	William Cox	Global Chief Executive Officer
Aurizon	Andrew Harding	Managing Director and CEO
Australian Catholic University	Greg Craven	Vice-Chancellor and President
Australian National University	Brian Schmidt	Vice-Chancellor
AustralianSuper	Ian Silk	Chief Executive
BAE Systems	Gabrielle Costigan	CEO
Bain & Company	David Zehner	Vice President and Australian Practice Office Head
Baker & McKenzie	Anthony Foley	National Managing Partner
Bank of Queensland	Jon Sutton	CEO
Bankwest	Rowan Munchenberg	Managing Director
Barwon Water	Tracey Slatter	Managing Director
Becton Dickinson	David Zilm	Vice President/General Manager ANZ
BGC Contracting	Greg Heylen	CEO
Biarri	Joe Forbes	Managing Director and Co-Founder
BP Australia and New Zealand	Andy Holmes	President
Caltex Australia	Julian Segal	CEO and Managing Director
Calvary Health Care	Martin Bowles	National CEO
Cardno	Ian Ball	CEO & Managing Director

<b>Organisation</b>	<b>Name</b>	<b>Job title</b>
Carsales.com Ltd	Cameron McIntyre	CEO and Managing Director
Caterpillar of Australia Pty Ltd	Andrew Ransley	General Manager Asia Pacific
CBUS	David Atkin	CEO
Challenger	Richard Howes	CEO and Managing Director
Charles Sturt University	Professor Andrew Vann	Vice-Chancellor
Charter Hall	David Harrison	Managing Director and Group CEO
City of Sydney	Monica Barrone	CEO
Clayton Utz	Robert Cutler	Chief Executive Partner
Clicks IT Recruitment	Ben Wood	Managing Director
Cognizant	Denham Pinder	Head of Markets
Colin, Biggers & Paisley	Nick Crennan	Managing Partner
Cooper Grace Ward Lawyers	Chris Ward	Managing Partner
Corrs Chambers Westgarth	Gavin MacLaren	Partner and CEO
CPB Contractors	Juan Santamaria	Managing Director
CSEnergy	Andrew Bills	CEO
CUA	Rob Goudswaard	CEO
Curtin University	Professor Deborah Terry	Vice-Chancellor
Cuscal	Craig Kennedy	Managing Director
Deakin University	Jane den Hollander	Vice-Chancellor
Dexus	Darren Steinberg	CEO
DHL Express Australia	Gary Edstein	Senior Vice President
Dixon Advisory Australia	Chris Brown	Managing Director and CEO
DLA Piper	Melinda Upton	Co-Managing Partner
DLA Piper	Jim Holding	Co-Managing Partner
Dow Chemical	Louis A Vega	President DOW Australia and New Zealand and Vice President, Olympic and Sports Solutions
Downer Group	Steve Schofield	Group Head of Human Resources and Industrial Relations
Edith Cowan University	Prof Steve Chapman	Vice-Chancellor
EIC Activities	Glen Mace	Managing Director
ERM Power Ltd	Jon Stretch	Managing Director and CEO
EY	Tony Johnson	CEO and Regional Managing Partner Oceania
Fairfax	Greg Hywood	CEO and MD
First State Super	Deanne Stewart	Chief Executive Officer
Gadens – Brisbane	Paul Spiro	Partner
Gadens – Melbourne & Sydney	Grant Scott-Hayward	CEO

## Appendix 3: Pay Equity Ambassadors (continued)

Organisation	Name	Job title
Genworth Financial Mortgage Insurance Pty Ltd	Georgette Nicholas	CEO and Managing Director
Georgiou	Rob Monaci	CEO
GHD Pty Ltd	Phil Duthie	Executive General Manager Australia
Gilbert & Tobin	Danny Gilbert	Co-Founder and Managing Partner
GPT Group	Bob Johnston	CEO and MD
Greening Australia	Brendan Foran	CEO
Griffith University	Professor Ian O'Connor	Vice-Chancellor
Hatch	Jan Kwak	Regional Managing Director
Herbert Smith Freehills	Andrew Pike	Executive Partner Australia
HESTA	Debby Blakey	CEO
Hilton Hotels of Australia	Heidi Kunkel	Vice President Operations, Australasia
Hoban Recruitment Pty Ltd	Alison Watts	CEO
HSBC	Martin Tricaud	CEO
Investa	Jonathan Callaghan	CEO
ITEC Group	Lynn Walker	Managing Director
Jacobs	Patrick Hill	Senior Vice President and General Manager – Asia Pacific
Janssen	Bruce Goodwin	Managing Director
JLL	Stephen Conry	CEO
John Holland Group	Joe Barr	CEO
Johnson and Johnson Pacific	Doug Cunningham	Managing Director
Jumbo Interactive	Abby Perry	Head of Human Resources
K&L Gates	Nick Nichola	Managing Partner
King & Wood Mallesons	Sue Kench	Global Managing Partner
King & Wood Mallesons	Berkeley Cox	Chief Executive Partner, Australia
Konica Minolta Business Solutions Australia Pty Ltd	Dr David Cooke	Chairman and Managing Director
KPMG	Gary Wingrove	CEO
La Trobe University	Professor John Dewar	Vice-Chancellor
Laing O'Rourke	Cathal O'Rourke	Managing Director Australia
Law In Order	Julian McGrath	Managing Director
Lendlease	Steve McCann	CEO and MD
Lion	Stuart Irvine	CEO
L'Oreal	Rodrigo Pizarro	Managing Director
Maddocks	Michelle Dixon	CEO

<b>Organisation</b>	<b>Name</b>	<b>Job title</b>
Maurice Blackburn Lawyers	Jacob Varghese	CEO
McCullough Robertson	Kristen Podagiel	Managing Partner
McInnes Wilson Lawyers	Paul Tully	Managing Director
McKinsey & Company	John Lydon	Senior Partner
Medibank	Craig Drummond	CEO
Mercer	Ben Walsh	Managing Director & Market Leader – Pacific
Mercy Health	Adj Prof Stephen Cornelissen	Group CEO
Metcash	Jeff Adams	CEO
Mirvac	Susan Lloyd-Hurwitz	CEO and Managing Director
Monash University	Professor Margaret Gardner AO	Vice-Chancellor and President
Motorola	Steven Crutchfield	Regional Vice-President Asia-Pacific
My Pathway	Paul Synnott	CEO
MYOB	Tim Reed	CEO
Norton Rose Fulbright Australia	Wayne Spanner	Managing Partner
Pacific Partnerships	Martin D'Uva	Managing Director
Peoplebank Australia Limited	Peter Acheson	CEO
PepsiCo, Australia and New Zealand	Danny Celoni	CEO
Philips	Ryan Atkins	HR Director, Australia and NZ
PPG Industries	Tim Welsh	Vice President ANZ
Property Council Australia	Ken Morrison	Chief Executive
PwC	Luke Sayers	CEO
QIC	Damien Frawley	CEO
Qinetiq	Greg Barsby	Managing Director
Randstad	Frank Ribout	CEO ANZ, SEA and India
REA Group	Tracey Fellows	CEO
Risesmart	Alison Hernandez	National Director
RMIT	Martin Bean	Vice-Chancellor
Robert Bird Group	Jason Beutel	CEO
Russell Kennedy Lawyers	Paul Gleeson	Principal and Managing Director
SAP Australia	Damien Bueno	President and Managing Director
Scentre Group	Peter Allen	CEO
Sedgman Ltd	Grant Fraser	Managing Director
SEEK Limited	Andrew Bassat	CEO and Co-Founder

## Appendix 3: Pay Equity Ambassadors (continued)

Organisation	Name	Job title
Seymour Whyte	John Kirkwood	CEO and Managing Director
Siemens	Jeff Connelly	Country CEO
SixPivot	Faith Rees	Co-Founder and CEO
Sparke Helmore	Salem Phillip	National Managing Partner
St Barbara	Bob Vassie	Managing Director and CEO
Stockland Property Group	Mark Steinert	Managing Director and CEO
Stockland Property Group	Carol Schwartz	Non-Executive Director of Stockland board, Member of the Reserve Bank of Australia board
Suncorp	Michael Cameron	CEO and Managing Director
Swaab	Mary Digiglio	Managing Partner
Tabcorp	David Attenborough	Managing Director and CEO
TAL Group	Brett Clark	Group CEO and Managing Director
Telstra Super	Chris Davies	CEO
Thiess	Douglas Thompson	Managing Director
Thoughtworks	Ange Ferguson	Group Managing Director
Transurban	Scott Charlton	Chief Executive Officer
UGL	Jason Spears	Managing Director
Unilever Australia and New Zealand	Clive Stiff	Chairman and CEO
University of Canberra	Deep Saini	Vice-Chancellor
University of New South Wales	Ian Jacobs	President and Vice Chancellor
University of Southern Queensland	Professor Geraldine MacKenzie	Vice-Chancellor
University of Technology Sydney	Professor Attila Brungs	Vice-Chancellor and President
University of Wollongong	Professor Paul Wellings CBE	Vice-Chancellor
UOW College	Marisa Mastroianni	Group CEO and Managing Director
Vanguard	Frank Kolimago	Managing Director
Vicinity Centres	Grant Kelley	Chief Executive Officer and Managing Director
Viva Energy	Scott Wyatt	CEO
VMWare	Alister Dias	VP and Managing Director
Warrigal	Mark Sewell	CEO
Western Sydney University	Professor Barney Glover	Vice-Chancellor
Westpac Group	Brian Hartzer	CEO
WSP	Guy Templeton	President and CEO
YWCA Canberra	Frances Crimmins	Executive Director



# 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
<b>17AD(g)</b>	<b>Letter of transmittal</b>		
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
<b>17AD(h)</b>	<b>Aids to access</b>		
17AJ(a)	Table of contents.	Mandatory	3
17AJ(b)	Alphabetical index.	Mandatory	76
17AJ(c)	Glossary of abbreviations and acronyms.	Mandatory	4
17AJ(d)	List of requirements.	Mandatory	71
17AJ(e)	Details of contact officer.	Mandatory	Inside front cover
17AJ(f)	Entity's website address.	Mandatory	Inside front cover
17AJ(g)	Electronic address of report.	Mandatory	Inside front cover
<b>17AD(a)</b>	<b>Review by accountable authority</b>		
17AD(a)	A review by the accountable authority of the entity.	Mandatory	6-7
<b>17AD(b)</b>	<b>Overview of the entity</b>		
17AE(1)(a)(i)	A description of the role and functions of the entity.	Mandatory	12
17AE(1)(a)(ii)	A description of the organisational structure of the entity.	Mandatory	14
17AE(1)(a)(iii)	A description of the outcomes and programmes administered by the entity.	Mandatory	16
17AE(1)(a)(iv)	A description of the purposes of the entity as included in corporate plan.	Mandatory	12
17AE(1)(aa)(i)	Name of the accountable authority or each member of the accountable authority	Mandatory	1, 14
17AE(1)(aa)(ii)	Position title of the accountable authority or each member of the accountable authority	Mandatory	1, 14
17AE(1)(aa)(iii)	Period as the accountable authority or member of the accountable authority within the reporting period	Mandatory	14
17AE(1)(b)	An outline of the structure of the portfolio of the entity.	Portfolio departments mandatory	N/A
17AE(2)	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, Mandatory	N/A

## Appendix 4: List of requirements (continued)

PGPA Rule Reference	Description	Requirement	Page number
<b>17AD(c)</b>	<b>Report on the Performance of the entity</b>		
	<i>Annual performance Statements</i>		
17AD(c)(i); 16F	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory	16
17AD(c)(ii)	<i>Report on Financial Performance</i>		
17AF(1)(a)	A discussion and analysis of the entity's financial performance.	Mandatory	19
17AF(1)(b)	A table summarising the total resources and total payments of the entity.	Mandatory	19
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
<b>17AD(d)</b>	<b>Management and Accountability</b>		
	<i>Corporate Governance</i>		
17AG(2)(a)	Information on compliance with section 10 (fraud systems)	Mandatory	1,24
17AG(2)(b)(i)	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory	1
17AG(2)(b)(ii)	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory	1
17AG(2)(b)(iii)	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory	1
17AG(2)(c)	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory	24
17AG(2)(d) – (e)	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy noncompliance.	If applicable, Mandatory	30
	<i>External Scrutiny</i>		
17AG(3)	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory	24
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

PGPA Rule Reference	Description	Requirement	Page number
17AG(3)(b)	Information on any reports on operations of the entity by the AuditorGeneral (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	24
17AG(4)(aa)	Statistics on the entity's employees on an ongoing and nonongoing basis, including the following: (a) statistics on full-time employees; (b) statistics on part-time employees; (c) statistics on gender (d) statistics on staff location	Mandatory	26
17AG(4)(b)	Statistics on the entity's APS employees on an ongoing and nonongoing basis; including the following: · Statistics on staffing classification level; · Statistics on full-time employees; · Statistics on part-time employees; · Statistics on gender; · Statistics on staff location; · Statistics on employees who identify as Indigenous.	Mandatory	25, 26
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	25
17AG(4)(c)(i)	Information on the number of SES and nonSES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory	25, 27
17AG(4)(c)(ii)	The salary ranges available for APS employees by classification level.	Mandatory	27
17AG(4)(c)(iii)	A description of nonsalary benefits provided to employees.	Mandatory	25
17AG(4)(d)(i)	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory	28
17AG(4)(d)(ii)	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory	28
17AG(4)(d)(iii)	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory	28
17AG(4)(d)(iv)	Information on aggregate amount of performance payments.	If applicable, Mandatory	28

## Appendix 4: List of requirements (continued)

PGPA Rule Reference	Description	Requirement	Page number
	<i>Assets Management</i>		
17AG(5)	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory	N/A
	<i>Purchasing</i>		
17AG(6)	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory	29
	<i>Consultants</i>		
17AG(7)(a)	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory	29
17AG(7)(b)	A statement that " <i>During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million].</i> "	Mandatory	29
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	29
17AG(7)(d)	A statement that " <i>Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.</i> "	Mandatory	29
	<i>Australian National Audit Office Access Clauses</i>		
17AG(8)	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the AuditorGeneral with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory	N/A
	<i>Exempt contracts</i>		
17AG(9)	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory	N/A

PGPA Rule Reference	Description	Requirement	Page number
	<i>Small business</i>		
17AG(10)(a)	A statement that “[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance’s website.”	Mandatory	30
17AG(10)(b)	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	30
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
	<i>Financial Statements</i>		
17AD(e)	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	31-56
	<i>Executive Remuneration</i>		
17AD(da)	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 23 of the Rule.	Mandatory	28, 54
<b>17AD(f)</b>	<b>Other Mandatory Information</b>		
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	30
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	29
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	30
17AH(1)(e)	Correction of material errors in previous annual report	If applicable, mandatory	N/A
17AH(2)	Information required by other legislation	Mandatory	30

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