



# Annual report

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2013-2014



**ISBN:** 978-0-9805660-9-3

**Print ISSN:** 2202-6355

**Online ISSN:** 2204-8774

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17 November 2014

Senator the Hon Eric Abetz  
Leader of the Government in the Senate  
Minister for Employment  
Minister Assisting the Prime Minister for the Public Service  
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 2013–14 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 2014. These statements were prepared in accordance with the Finance Minister's orders and as required by section 49 of the *Financial Management and Accountability Act 1997*. The financial statements also accord with applicable accounting standards.

This annual report covers the period from 1 July 2013 to 30 June 2014, and also includes the Agency's most current report assessment data from compliance reports for the 1 April 2013 to 31 March 2014 reporting period.

Yours sincerely



Helen Conway  
Director

# Reader's guide

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This report informs the Minister for Employment, Parliament, relevant employers and the public about the performance of the Workplace Gender Equality Agency in 2013–14.

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 relevant employers that report to the Agency.

## **Report on performance**

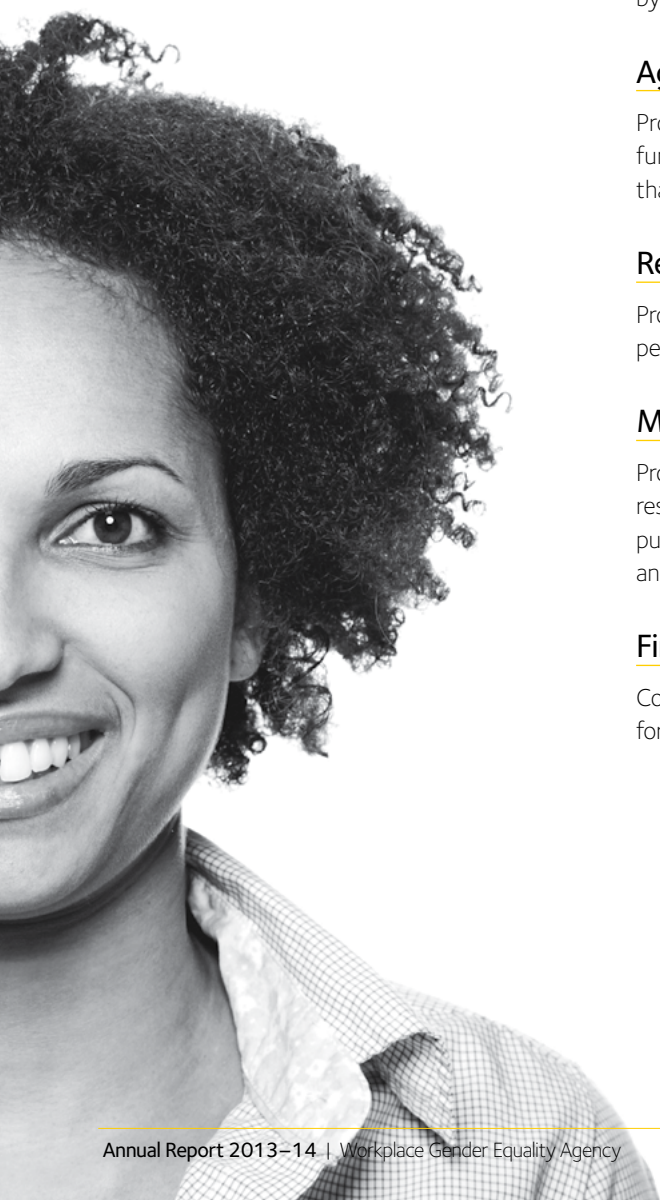
Provides specific information on the Agency's performance in 2013–14.

## **Management and accountability**

Provides information on the Agency's human resource management, financial management, purchasing, consultants, contract management and other management areas.

## **Financial statements**

Contains the Agency's audited financial statements for 1 July 2013 to 30 June 2014.



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# Glossary and acronyms

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<b>The Act</b>	<i>Workplace Gender Equality Act 2012</i>
<b>Agency</b>	Workplace Gender Equality Agency
<b>ANZSIC</b>	Australian and New Zealand Standard Industrial Classification
<b>APS</b>	Australian Public Service
<b>ASX</b>	Australian Securities Exchange
<b>Benchmarks</b>	Standardised measures in relation to reporting matters under the gender equality indicators developed in accordance with paragraph 10(1)(aa) of the <i>Workplace Gender Equality Act 2012</i>
<b>CEDA</b>	Committee for Economic Development of Australia
<b>Financial year 2013–14</b>	1 July 2013 to 30 June 2014
<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>KPI</b>	Key performance indicator
<b>PAES</b>	Portfolio Additional Estimates Statements
<b>PBS</b>	Portfolio Budget Statement
<b>Relevant employers</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 entities within their corporate structure
<b>Reporting period</b>	1 April 2013 to 31 March 2014: the period on which relevant employers are required to report. Except in financial statements where 'reporting period' refers to the financial year 2013-14
<b>WGEA</b>	Workplace Gender Equality Agency
<b>WH&amp;S</b>	Work health and safety

# 2013–14: The year in review

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# Review by the Director

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2013–14 marked the first year of full reporting under the *Workplace Gender Equality Act 2012*.

Under this new reporting framework, organisations report against a set of gender equality indicators focused on outcomes. These gender equality indicators address the most pressing contemporary challenges to achieving gender equality in the workplace and are designed to encourage measures that improve gender equality over time.

Ensuring a smooth implementation of the new reporting framework has been the primary focus of the Agency throughout the year. This involved the development of an extensive and innovative range of educational resources and a communication program which commenced well before reporting was due to begin. In addition, the Agency provided substantial telephone support to reporting organisations.

As a result of detailed work undertaken over the last couple of years to identify organisations that should be reporting to the Agency, the number of reporting organisations has increased substantially. The Agency's reporting organisations population represents in excess of 11,000 employers and almost four million employees. This means the reports to the Agency yield a very significant standardised data set.

The Agency's position is that it should return to reporting organisations value commensurate with the effort they make in reporting to the Agency. Specifically, we will do this by providing reporting organisations with a confidential, customised benchmark report. These reports will be based on the data reported to the Agency and will be customised to the extent that reporting organisations can choose their comparator groups.

Prior to the issue of benchmark reports, a detailed data-checking exercise will be undertaken to ensure the integrity of the data. The benchmark reports will be an important business intelligence tool. They are the evidence base which will enable organisations to pinpoint their efforts to improve gender equality in their workplaces.

At the same time as the confidential benchmark reports are released, the Agency will launch a gender equality strategy toolkit which sets out a framework for achieving gender equality in workplaces. The toolkit will enable organisations to leverage the value of the benchmark reports in a strategic, structured and sustainable way.

In addition to the benchmark reports, non-confidential data reported to the Agency will be available in aggregated form on [data.gov.au](http://data.gov.au) and through an innovative data visualisation presentation on the Agency's website. This data visualisation tool will enable stakeholders to view and interact with the data in an engaging visual environment.

This year also saw the launch the WGEA Employer of Choice for Gender Equality citation. For over 10 years, the Agency has awarded citations to employers who have met designated criteria. The new citation was designed in consultation with previous citation-holders. It is aligned with the principles underpinning the *Workplace Gender Equality Act 2012* and represents current best practice in workplace gender equality. Successful applicants for the new citation will be announced in November 2014.



# Review by the Director

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During the year the Agency undertook research with a broad range of stakeholders to inform its ongoing operations. This research has been particularly valuable in assisting the Agency focus its education and influencing activities.

The Agency has very limited resources to deliver a large statutory mandate. This means the Agency must work hard to collaborate with like-minded organisations and people to achieve this mandate and extend its reach. To this end, we have an active partnership program with a wide range of different collaborations involving both financial and in-kind support. The Agency could not achieve what it does without the very generous support of a wide range of organisations and individuals. I am particularly grateful for this support and look forward to the Agency maintaining these relationships, and forging new ones going forward.

The Agency is very mindful of its central role in promoting and improving workplace gender equality. It continues to raise awareness and promote understanding of workplace gender equality issues through an increased media presence, especially in social media, and a full program of speaking engagements.

There is consultation currently underway in relation to reporting to the Agency. This consultation is being conducted by the Department of Employment at the request of the Minister, Senator the Honourable Eric Abetz. Minister Abetz has indicated his support for gender reporting and has specifically instituted the consultation to examine what reporting should look like beyond next year. The Agency has been substantially involved in the consultation and looks forward to its successful conclusion towards the end of the 2014 calendar year.

2013–14 has been a very busy year for the Agency. I am particularly appreciative of the commitment of the staff. Their efforts and sense of service, especially during the period that organisations were preparing and submitting reports to the Agency, were truly extraordinary. Such is their passionate commitment to workplace gender equality.

With the new reporting data, the Agency has moved into a new era. This data is a game-changer. It is the lever to more effectively drive progress towards gender equality and opens up exciting possibilities for both the Agency and employers.



A handwritten signature in black ink, which appears to be 'Helen Conway', written over a horizontal line.

**Helen Conway**  
Director

# Highlights

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## New online reporting system

On 1 April 2014 the Agency launched an online reporting system allowing employers to report to the Agency via a secure portal for the first time. The launch of the new portal was a key milestone in a multi-year IT project that also includes development of data analysis and reporting functionality, and a system to generate and deliver benchmark reports to employers using their reporting data.

## Reporting against gender equality indicators

For the 2013–14 reporting period, reporting requirements for organisations changed to reflect the requirements under the Workplace Gender Equality (Matters in Relation to Gender Equality Indicators) Legislative Instrument 2013 (No. 1) made in accordance with the *Workplace Gender Equality Act 2012*. Under the new reporting framework, non-public sector employers with 100 or more employees report in a standardised format against six gender equality indicators by completing a workplace profile in the form of a spreadsheet and a separate questionnaire. The gender equality indicators are outlined below:

1. gender composition of the workforce
2. gender composition of governing bodies of relevant employers
3. equal remuneration between women and men
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

5. consultation with employees on issues concerning gender equality in the workplace
6. sex-based harassment and discrimination.

The new reporting framework will generate valuable data that will assist employers to put in place gender equality strategies. The Agency will provide feedback to reporting organisations in the form of confidential, customised benchmark reports on their gender performance.

This benchmark report will be a powerful business intelligence tool, enabling employers to compare their gender performance to their peers, identify areas for improvement and track the effectiveness of their gender equality strategies over time.

No similar benchmarking data is available to employers in Australia.

# Snapshot of reporting organisations

As at 16 October 2014, 4,456 reports had been assessed as compliant for the 2013-14 reporting period. These employers represented 3,951,486 employees.

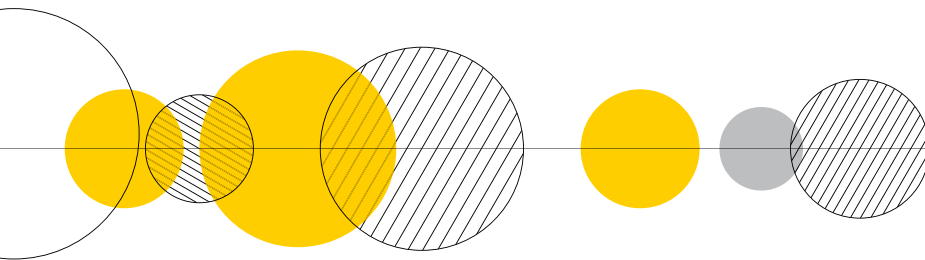
**Table 1:** Reporting organisations by industry

	Number of reporting organisations	Number of employees	% of female employees	% of male employees
Agriculture, forestry and fishing	43	22,704	34.9	65.1
Mining	164	191,107	15.7	84.3
Manufacturing	653	381,561	26.6	73.4
Electricity, gas, water and waste services	52	45,960	24.9	75.1
Construction	194	144,386	16.1	83.9
Wholesale trade	211	100,950	35.7	64.3
Retail trade	301	654,846	58.8	41.2
Accommodation and food services	257	176,832	51.1	48.9
Transport, postal and warehousing	183	209,061	25.9	74.1
Information media and telecommunications	124	135,600	39.7	60.3
Financial and insurance services	226	267,674	56.1	43.9
Rental, hiring and real estate services	63	34,337	43.5	56.5
Professional, scientific and technical services	439	289,557	39.2	60.8
Administrative and support services	235	214,466	46.8	53.2
Public administration and safety	19	27,405	21.5	78.5
Education and training	508	387,452	62.4	37.6
Health care and social assistance	550	521,428	80.5	19.5
Arts and recreation services	100	95,418	50.7	49.3
Other services	134	51,554	49.1	50.9
<b>All reporting organisations</b>	<b>4,456</b>	<b>3,952,298</b>	<b>48.4</b>	<b>51.6</b>

# Snapshot of reporting organisations

**Table 2:** Reporting organisations by size

Number of employees	Number of reporting organisations
0-249	2,010
250-499	1,060
500-999	662
1000+	592
5000+	132
<b>Total</b>	<b>4,456</b>



# Agency overview

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# About the Agency

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The Workplace Gender Equality Agency is an Australian Government statutory agency charged with promoting and improving gender equality in Australian workplaces.

The Agency administers the *Workplace Gender Equality Act 2012* (the Act).

## Vision

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

## Values

### Lead

The Agency proactively drives positive gender equality outcomes by developing best-practice solutions and inspiring change.

### Innovate

The Agency explores, embraces and creates new ways to address gender equality by operating with rigour, flexibility and creativity.

### Collaborate

The Agency engages all team members and stakeholders in a respectful and inclusive manner to foster successful partnerships.

## Strategic priorities

- ➔ position the Agency as a centre of excellence
- ➔ execute a smooth transition to operation under the Act
- ➔ raise the Agency's profile and effectiveness externally
- ➔ optimise capability in the Agency.

## Functions

The Act outlines the Agency's 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.

# About the Agency

## Organisational structure

The Governor-General of Australia appoints the Director of the Agency who manages the Agency. Helen Conway was appointed as Director on 27 April 2011, for a period of five years.

The Agency is divided into five business units:

- ➔ Advice and Reporting
- ➔ Education and Innovation
- ➔ Operations
- ➔ Public Affairs
- ➔ Research.

## Agency staff

As at 30 June 2014, the Agency employed 32 people, comprising 23 full-time and nine part-time staff members. A breakdown of staff by location, gender and classification is provided on page 33. More information on the management of human resources, and particular developments during 2013–14, is provided on pages 31–32.

## Director – Helen Conway

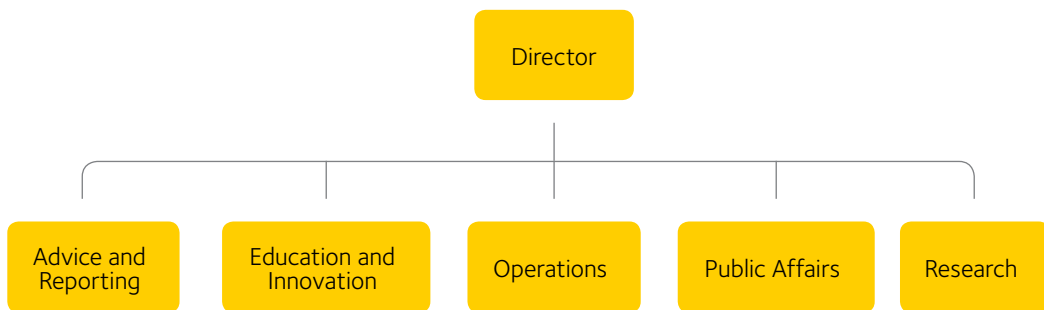
Prior to joining the Agency, Helen Conway spent more than 30 years working in the private sector.

Following 10 years in private practice as a lawyer, including seven years as a partner, Helen held various executive positions in the corporate sector, covering the insurance, transport, energy, retail and construction industries. She has also held directorships in the health, transport and superannuation sectors.

In 1992, Helen was the recipient of the first scholarship awarded by Chief Executive Women, which enabled her to undertake studies at the Macquarie Graduate School of Management. In 2005, she was awarded the Australian Corporate Lawyers Association Corporate Lawyer of the Year.

Helen has an established track record in the equal opportunity sphere, focusing in particular on initiatives supporting women. She spent 10 years on the New South Wales Equal Opportunity Tribunal, including three years as its Senior Judicial Member.

**Figure 1:** Organisational structure of the Agency



# Outcome and program structure

For 2013-14, the Agency had new key performance indicators (KPIs) against its outcome. The new KPIs are aligned with the *Workplace Gender Equality Act 2012*.

## Outcome

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.

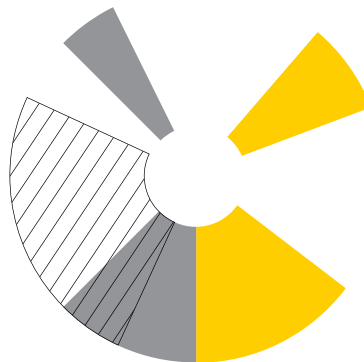
## Performance trends over time

Performance trends are not available as this is the first year the Agency has reported against these KPIs.

## Key performance indicators and performance trends over time

The Agency's performance in 2013-14 is measured against four KPIs:

- ➔ percentage of women in leadership including governing board members, key management personnel (KMP) and other managers
- ➔ percentage of relevant employers conducting gender remuneration gap analyses
- ➔ percentage of relevant employers with a strategy or policy to support employees with family and caring responsibilities
- ➔ number of visits to the Agency website.





# Report on performance

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# Results against outcome and program structure

**Table 3:** KPI – percentage of women in leadership including governing board members, key management personnel (KMP) and other managers

KPI	2013-14 budget	2013-14 actual
<b>Percentage of women in leadership in relevant employers</b>		
Governing board members	7	23.7
KMP*	7	26.1
Other managers**	35	36.8

\* Key Management Personnel refers to persons with 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, in accordance with Australian Accounting Standards Board AASB124.

\*\* Other managers combines general managers, other executives, senior managers and other managers, as reported in the workplace profile submitted by reporting organisations.

In setting this KPI, the Agency did not have any existing data on the percentage of female governing board members and KMP. While the targets for percentage of women in leadership were met, they highlight women are under-represented in management ranks relative to the entire workforce (women comprised 48.5 percent of employees in all reporting organisations). The figures also illustrate that the proportion of women in management decreases in higher levels of management.

**Table 4:** KPI – percentage of employers conducting gender remuneration gap analyses

KPI	2013-14 budget	2013-14 actual
Percentage of relevant employers that have conducted gender remuneration gap analyses	37	24.0

This KPI was not met. Responses to the reporting questionnaire highlight that of those organisations that have not conducted a gender remuneration gap analysis, a large proportion stated this was because pay is set by awards or industrial agreements, or because they pay ‘market rates’.

# Results against outcome and program structure

**Table 5:** KPI – percentage of relevant employers with a strategy or policy to support employees with family and caring responsibilities

KPI	2013-14 budget	2013-14 actual
Percentage of relevant employers with a strategy or policy to support employees with family and caring responsibilities	3.4	55.1

This KPI was far exceeded. In setting this KPI, the Agency did not have any existing data on the percentage of employers with a policy or strategy to support employees with family or caring responsibilities. The Agency’s forecast relied on responses to a slightly different question that was asked of Employer of Choice for Women citation holders in 2012.

**Table 6:** KPI – number of visits to the Agency website

KPI	2013-14 budget	2013-14 actual
Number of visits to Agency website	54,000	133,162

The launch of the Agency’s new website in March 2013 enabled the Agency to track the number of visitors to the website for the first time. During 2013-14 the website received 133,162 unique visitors, with increases in numbers occurring during the reporting period, largely due to the launch of the online reporting system.

**Table 7:** Program deliverables

Deliverables	2013-14 estimate	Performance
<b>Education</b>		
Education participants	39	900
Educational resources available on the Agency website	46	40
<b>Understanding and acceptance and public discussion</b>		
Speeches and events delivered	51	66
<b>Compliance</b>		
Employers registered with the Agency as relevant employers***	12,750	11,122

\*\*\*In contrast to previous years, only organisations with a unique ABN have been counted as a relevant employer which is why the estimate exceeds the reported performance.

# Report on performance

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A summary of the Agency's performance during the 2013–14 year is provided below.

## Reporting

Under the new reporting framework, the Agency began collecting comprehensive and standardised data from reporting organisations against the gender equality indicators via a new online portal. The data collected from employers will feed into customised and confidential benchmark reports that will be distributed to compliant reporting organisations in late calendar year.

The Agency ran workshops and teleconferences to equip employers with the information needed on how to report and comply with the *Workplace Gender Equality Act 2012*. Over 900 people attended workshops, conference presentations and seminars that were held in Adelaide, Brisbane, Melbourne, Perth and Sydney. In addition, over 550 people attended reporting and compliance teleconferences hosted by the Agency or held in conjunction with an industry association.

The Agency developed online resources to help employers report, including guidelines, videos and two e-learning modules.

In addition, the Agency provides telephone support to reporting organisations.

## Reviewing compliance

The Agency may review an organisation's compliance with the Act. This year, reviews were focused on data quality. Where the Agency identified anomalies, outliers, or suspected errors in reports, reporting organisations were asked to confirm the data was accurate, or correct their data. This process was critical to ensure the integrity of the benchmark dataset.

## Comments

The Act provides for employees and employee organisations with members in an employer's workplace to be able to comment to the employer, or to the Agency, on the employer's report. As at 16 October 2014, the Agency had received 18 comments from 13 employees and no comments were received from employee organisations. Where information was provided in accordance with the Agency's policy on comments, the Agency either responded directly to the person making the comment or liaised with the organisation to clarify their report's contents.

# Report on performance

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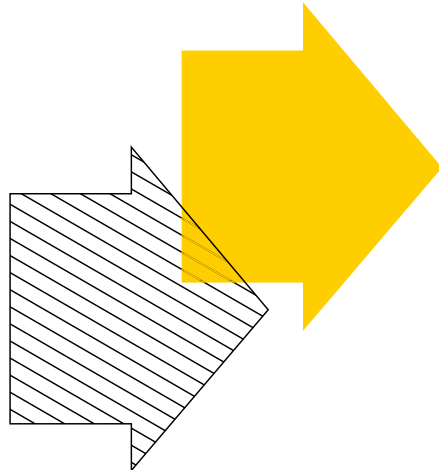
## Benchmark reports

The customised and confidential benchmark reports will be a powerful business intelligence tool, enabling employers to compare their gender performance to their peers, identify areas for improvement and track the effectiveness of their gender equality strategies over time.

The Agency consulted on the development of benchmarks through:

- ➔ an implementation consultation group whose members included: Australian Chamber of Commerce and Industry, Australian Council of Social Service, Australian Council of Trade Unions, Australian Industry Group, ASX Compliance, Equity Practitioners of Higher Education Australia, economic Security4Women and Professor Marian Baird.
- ➔ a user working group comprising representatives from the following reporting organisations: American Express Australia Limited, Brookfield Multiplex, Colgate-Palmolive Pty Ltd, Lend Lease Corporation Limited, Norton Rose Fulbright, Ramsay Health Care Australia Pty Ltd, Randstad, Santa Sabina, The Australian Workers Union, The University of Sydney, Westpac Banking Corporation and Woolworths.

A survey of 2,522 reporting organisations conducted in 2013 found that most expected to find the Agency's benchmark reports valuable and were supportive of the Agency's new reporting requirements.



# Report on performance

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## Research

The Agency contributed to a range of research initiatives being undertaken by various academic and government institutions.

- ➔ The Agency began collaborating on a three year Australian Research Council funded research project 'Retiring Well: Work, care, retirement and health' which is being conducted through the Centre for Work + Life at the University of South Australia.
- ➔ The Agency continued to collaborate with researchers from the Copenhagen Business School and Sydney University on a project to explore the factors that influence the prevalence of women on boards of ASX listed companies, using the Agency's full suite of Census of Women in Leadership data.
- ➔ The Agency provided feedback to the Fair Work Commission (FWC) on the draft report 'Equal Remuneration under the Fair Work Act'.
- ➔ The Agency was represented on the steering committee for the FWC Pay Equity Unit's 'Australian Workplace Relations Survey'.
- ➔ The Agency made a submission to the Productivity Commission's Review of Early Childhood Education and Care in February 2014.
- ➔ In the year to 30 June 2014, the research team responded to 54 external requests for information and data.

## Interactive data centre

The Agency published an 'interactive data centre', accessible via the Agency's website, that enables users to easily access the aggregated workplace profile data collected annually by the Agency.

The interactive data centre draws on 2012-13 reporting period data, Australian Bureau of Statistics data, and a voluntary telephone survey of reporting organisations conducted in late 2013. It presents data in relation to:

- ➔ managers and employees by workforce status
- ➔ managers and employees comparative analysis by industry
- ➔ gender pay gaps and the incidence of gender pay gap analyses
- ➔ paid parental leave
- ➔ types of paid parental leave payments.

Towards the end of calendar year 2014 the Agency will make the aggregated reporting data publicly available in an interactive format.

# Report on performance

## Fact sheets

Eight fact sheets were updated over the course of the year, providing insights into gender equality across industries and organisations, including gender composition data and pay equity data. Industry breakdowns are calculated in accordance with the 19 industry divisions in the Australian and New Zealand Standard Industrial Classification (ANZSIC) system.

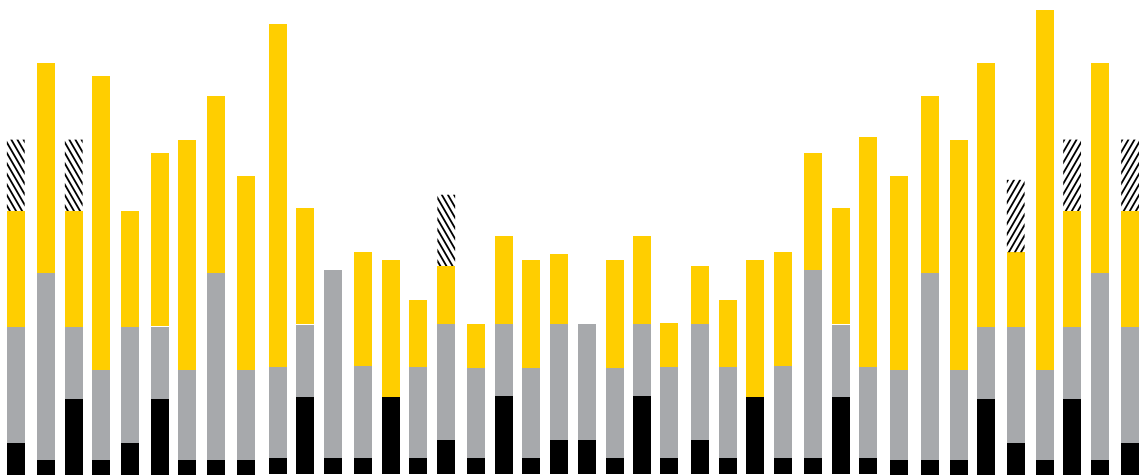
An interactive 'Gender diversity by industry spreadsheet' was also made available under the 'fact sheets and statistics' section of the website. This interactive spreadsheet was updated in March 2014 with the latest reporting data from 2012-13. It provides workforce gender composition data from 2004-05 until 2012-13 by ANZSIC division (industry), subdivision, class and group categories.

## Perspective papers

Between August 2013 and March 2014, the Agency published a series of evidence-based 'perspective papers', synthesising academic literature to provide insight into contemporary issues contributing to gender inequality in Australian workplaces. The topics covered include:

- engaging men in flexible work arrangements
- targets and quotas
- women and negotiation: how it works (or does not work) for women and why it matters
- different genders, different lives
- women's economic security in retirement
- supporting careers: mentoring or sponsorship?
- parenting, work and the gender pay gap.

The perspective papers generated interest in the media and other forums.



# Report on performance

## Education and innovation

The Agency began executing a three-year education and innovation strategy, with components falling under the following work streams:

- ➔ **work stream 1:** understanding workplace gender equality
- ➔ **work stream 2:** legislation, reporting and compliance
- ➔ **work stream 3:** managing and improving workplace gender equality.

As part of work stream 1, the Agency, in partnership with the UTS Business School and Stockland, established the 'Elevate' event series with the pilot event held on 8 April 2014. Using design thinking methodology, participants were engaged in a discussion about how to better engage the public in workplace gender equality.

Work stream 2 included a national reporting workshop series that achieved a 100% satisfaction rating from participants. It also included two e-learning modules, a series of short films, and a number of resources on the legislation, reporting and compliance that were available for download on the Agency's website. A reference guide to the workplace profile and reporting questionnaire was downloaded 4,851 times, workplace profile worksheets were downloaded 4,156 times, and a guide to the workplace profile and reporting questionnaire was downloaded 3,612 times.

Under work stream 3, the Agency began developing a 'Gender Strategy Toolkit' that will enable organisations to diagnose performance, set goals and build a comprehensive gender equality strategy mapped to the gender equality indicators, benchmark reports, and the WGEA Employer of Choice for Gender Equality criteria.

The toolkit, developed in collaboration with Diversity Partners, was extensively tested and was made available for public consultation in June 2014.

In July 2013 the Agency launched a 'Gender Target Setting Toolkit' showing organisations how to set realistic and achievable gender diversity targets. The toolkit was distributed at a launch event and has subsequently been downloaded from the Agency's website 1,720 times.

The Agency also began work on a project to help employers improve their performance on gender equality indicator 3: equal remuneration between women and men. These employer-focused resources were developed in consultation with representatives from the Australian Human Resources Institute, Australian Human Rights Commission, Australian Institute of Company Directors, Australian Institute of Management, Chief Executive Women, Commonwealth Bank of Australia, KPMG Australian Services, Mercer, Network Ten, Telstra, ThoughtWorks, Shell Company of Australia, St Barbara and Viva Energy. A public campaign to launch the tools in September 2014 was developed in partnership with advertising agency, DDB.



Number of 'Gender Target Setting Toolkit' downloads since its launch in July 2013.



# Report on performance

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In addition, six pay equity workshops were held in 2013–14 with 69 participants in Sydney and Melbourne.

An employee opinion survey was also made available via the Agency's website. The survey enables employers to obtain an employee-based assessment of gender equality in their organisation and to improve their performance against gender equality indicator 5: consultation with employees on issues concerning gender equality in the workplace. The survey has been downloaded from the Agency's website 1,529 times.

## Identifying stakeholder expectations

Stakeholder research concluded in September 2013 and the findings uncovered opportunities for the Agency to amplify its impact on gender equality in Australian workplaces. The Agency began to action a number of the recommendations that included:

- ➔ develop an on-ramp for the Employer of Choice program so that this highly sought after citation can be used as a powerful lever for change for a larger number of employers
- ➔ leverage the extensive subject matter expertise of the Agency's Advice and Reporting team more effectively as a free service for employers to help them improve against gender equality indicators
- ➔ articulate the Agency's role in the workplace gender equality ecosystem and how it seeks to partner with other participants to accelerate the rate of change

- ➔ develop an organisational model based on gender equality indicators for embedding gender equality into employers' whole-of-business operations to drive sustainable increases in female workforce participation
- ➔ help employers calculate a crisp organisational-specific business case for dismantling barriers for women at work
- ➔ create and enable competitive tension and unleash market dynamics in a bid to magnify the business case
- ➔ develop large-scale public awareness campaigns to shift the social norms that perpetuate gender bias.

## WGEA Employer of Choice for Gender Equality

On 27 November 2013, the Agency announced the eligibility criteria for its flagship recognition program: the WGEA Employer of Choice for Gender Equality citation. The new citation reflects the change in focus of the legislation to promote and improve gender equality outcomes for both women and men. Like its predecessor, the Employer of Choice for Women citation, the WGEA Employer of Choice for Gender Equality citation will deliver a significant advantage to successful applicants in differentiating their employer brand, and attracting and retaining top talent. The eligibility criteria were developed in consultation with existing citation holders, and the resulting criteria are sympathetic to commercial realities while raising the expected level of gender equality performance.

Recipients of the citation will be announced in November 2014.

# Report on performance

## Promoting gender equality in the workplace

The Agency is required to promote and contribute to understanding and acceptance, and public discussion, of gender equality in the workplace.

Media engagement is critical to raising public awareness of gender equality issues. In the 2013-14 year the Agency issued seven media releases and achieved 395 media mentions. Over 93% of all media coverage was either positive or neutral.

Speaking engagements continue to be an important platform for driving public discussion with the Agency's executives and other staff speaking at 66 events. A full list of speaking engagements is available at Appendix 2.

The Agency's digital strategy aims to harness available technologies to support the Agency's vision for women and men to be equally represented, valued and rewarded in the workplace. The digital strategy relies on content creation, content curation, cross-promotion and search to drive engagement with the public through the Agency's website and social media channels.

The Agency's website helps promote gender equality through practical educational materials and tools, case studies, research and news. Between July 2013 and June 2014, the website received almost 250,000 visits, with more than 130,000 unique visits. The highest number of unique visitors – 23,448 – occurred in May 2014.



**1,470**

Twitter followers



**260**

LinkedIn followers



**130,000**

Unique visitors to website



**20,924**

YouTube views

Digital audience number per channel

The Agency's social media platforms – Twitter, LinkedIn and YouTube – provide the Agency with a receptive and engaged audience, and the Agency works with key influencers, industry bodies and media to promote the Agency's messages as widely as possible.

The Agency's YouTube channel hosted step-by-step animations to assist organisations with reporting to the Agency, which combined had more than 7,000 views.

The Agency distributes an eNewsletter to reporting organisation contacts and stakeholders to promote Agency content, drive traffic to its website, and inform interested parties of the latest gender equality news, events and research. The number of subscribers increased approximately 20% to almost 7,500 and the open rate remained steady at 40%.

# Report on performance

## Supportive organisations

Through financial and in-kind support, and donations of time and expertise, the Agency is able to maximise the effectiveness and impact of its initiatives.

The Agency acknowledges the contribution of the following organisations who provided support during 2013–14.

American Express Australia	Lend Lease Corporation
ASX Compliance	Macquarie University
Australian Chamber of Commerce and Industry	Mercer
Australian Council of Social Service	Mirvac
Australian Council of Trade Unions	Network Ten
Australian Human Resources Institute	Norton Rose Fulbright
Australian Human Rights Commission	Ramsay Health Care Australia
Australian Industry Group	Randstad
Australian Institute of Company Directors	Santa Sabina
Australian Institute of Management	St Barbara
Brookfield Multiplex	Stockland
Chief Executive Women	Telstra
Clayton Utz	The Australian Workers Union
Colgate-Palmolive	The Shell Company of Australia
Commonwealth Bank of Australia	The University of Sydney
DDB	ThoughtWorks
economic Security4Women	Viva Energy
Equity Practitioners of Higher Education Australia	Westpac Banking Corporation
KPMG	Woolworths

# Financial performance

The total appropriation for the Agency in 2013–14 was \$5,073,000.

Expenditure in 2013–14 decreased by 13% from the previous financial year to \$5,678,791, largely due to a reduction in supplier costs of \$630,980 due to the completion of work in relation to the new legislation.

Expenditure on suppliers was \$1,990,582 or 35% of total expenses and included:

- ➔ information and communication technology services costs
- ➔ lease costs associated with premises and other goods and services
- ➔ travel costs
- ➔ legal services costs.

**Table 8:** Summary resource table by outcome

	(1) Budget* 2013-14 \$'000	(2) Actual** expenses 2013-14 \$'000	Variation (2)-(1) \$'000	Budget*** 2014-15 \$'000
<b>Total price of departmental program</b>	5,411	5,678	267	5,717
<b>Revenue from Government</b>				
(Appropriation) Prior year Departmental	2,761			1,804
(Appropriation) for Departmental outputs	5,073			5,026
(Appropriation) for Departmental capital budget				
(Appropriation) for equity injections				
Revenue from other sources	500			300
<b>Total resourcing</b>	8,334			7,130
<b>Average staffing levels</b>	32			29

\* As per 2013–14 Portfolio Budget Statements.

\*\* As per the Agency's audited financial statements.

\*\*\* As per 2014–15 Portfolio Budget Statements

# Management and accountability

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# Service charter

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The Agency's service charter outlines its service standards to clients and the general public. It also provides details on how to contact the Agency and how to provide feedback.

Of the 13,842 enquiries received between July 2013 and June 2014, eight calls were referred to other agencies as the Agency could not assist with the enquiry, and 10,001 calls related to rights and obligations under the Act and how the Agency could provide assistance to meet those obligations. The remainder of the enquiries were largely from relevant employers that were updating their contact details.

The service charter is available on the Agency's website at: [www.wgea.gov.au/about-wgea/agency-service-charter](http://www.wgea.gov.au/about-wgea/agency-service-charter).



# Corporate governance

During the 2013-14 year, the Agency operated under the *Financial Management and Accountability Act 1997* (FMA Act). The Director is the chief executive of the Agency.

## Executive management

As at the 30 June 2014 the Executive was made up of five Executive Managers who report to the Director:

- ➔ **Advice and Reporting Executive Manager**  
– Vanessa Paterson
- ➔ **Education and Innovation Executive Manager**  
– Heidi Sundin
- ➔ **Operations Executive Manager**  
– Marion Higginson
- ➔ **Public Affairs Executive Manager**  
– Yolanda Beattie
- ➔ **Research Executive Manager**  
– Olivia Jenkins

## Fraud control and risk management

During the 2013–14 year, the Agency did not identify any fraud.

The Fraud Control Plan is part of the Agency's induction program.

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 to meet its specific needs.

The Agency integrates risk management strategies into business planning and incorporates the identification of risks and risk treatments into strategic planning.

## Ethical standards

The Agency incorporates risk management in its strategic business and project planning and monitors risk in all activities on an ongoing basis.

### Certification of fraud control arrangements

I, Helen Conway, certify that I am satisfied that for the 2013–14 financial year the Agency, in compliance with the Commonwealth Fraud Control Guidelines, has:

- ➔ prepared 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.



**Helen Conway**  
Director

30 September 2014

# External scrutiny

## Developments in external scrutiny

The Agency is subject to an annual statutory audit performed by the Australian National Audit Office. The outcomes of the 2013–14 audit were presented to the Audit Committee.

The members of the Audit Committee are:

- ➔ Heather Watson (Chair)
- ➔ Sean Van Gorp.

The role and responsibilities of the Audit Committee are set and in its Charter. In broad terms, the role of the Audit Committee is to provide independent assurance and assistance to the Director on the Agency's risk control and compliance framework and its financial statement responsibilities.

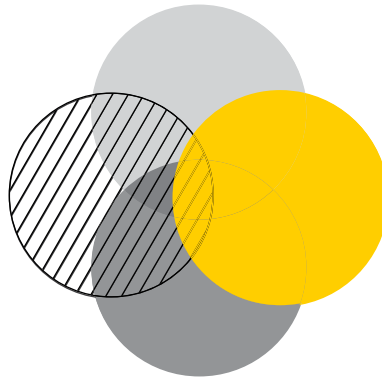
The Agency is scrutinised by Parliament through its established committee processes and parliamentary questions on notice. There have been no significant developments in the external scrutiny process since the previous reporting period.

## Judicial decisions and reports

The Agency was not subject to any judicial or administrative tribunal decisions in 2013–14.

## Reports by the Auditor-General, a parliamentary committee or the Commonwealth Ombudsman

The Agency was not the subject of reports on operations by the Auditor-General (other than the report on financial statements), a parliamentary committee or the Commonwealth Ombudsman in 2013–14.





# Human resources management

## Assessment of effectiveness

The Agency has operated successfully under a revised organisational and staffing structure. During 2013–14, the Agency continued to review and revise people management policies as well as procedures, systems and documentation to reflect contemporary best practice in support of the Agency's strategic priorities.

A continuing strategic priority for the Agency in 2013–14 was optimising the capabilities of its staff members. Work is continuing in the Agency to create a flexible workforce through cross agency project team work. Further progress in this area will be made following the implementation of a workforce planning process including more work on the identification of existing and required skill sets.

## Effects of enterprise or collective bargaining

The Agency Enterprise Agreement 2012–14 commenced on 3 April 2012 and has a nominal expiry date of 30 June 2014.

Employees received two wage increases over the two-year and three-month duration of the Agency Enterprise Agreement. The first increase of 4 per cent took effect on 3 April 2012. The second increase of 2.4 per cent took effect on 3 April 2013. The number of increment points reduced to a total of three for each APS classification level, effective 3 April 2013.

The number of employees covered by the Agency Enterprise Agreement and the salary ranges available for APS employees by classification structure are outlined in Appendix 5.

## Non-salary benefits

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

- ➔ a health and wellbeing provision of \$900 each financial year to help meet the costs of activities and/or equipment that helps them maintain their health and fitness
- ➔ access to salary packaging for a vehicle or laptop
- ➔ salary packaging of supplementary superannuation contributions.

## 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.

## Helping employees achieve a work–life balance

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

## Recognising, building and using our employees' skills

The Agency provides training and development to ensure its staff members have the opportunity to develop their skills. The objective of training and development activities is to ensure the Agency has the capability to respond to the challenges of the changing workplace.

The Agency holds regular 'Get Smart' seminars where external experts are invited to present to Agency staff on new trends and research relevant to gender equality. Topics covered in 2013–14 included flexibility in the workplace, management control systems, and the future of work and the digital economy.

# Human resources management

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## **Training and development undertaken**

Employees took part in a number of development opportunities and increased their skills through extension projects, formal training and temporary transfers to higher duties. The Agency encouraged staff members to attend conferences, seminars and other events, in addition to structured external training. All employees received targeted training and development, including courses on project management, education tools, computer software skills, legislative obligations, and financial and human resource management. The effectiveness of the training was evaluated in consultation with individuals and managers.

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

In 2013-14 a total of \$49,565 was spent on training and development activities.



# Human resources management

## Staffing and remuneration

The following tables provide a comparison of the Agency's staffing profile as at 30 June 2014 and 30 June 2013.

**Table 9:** General staffing profile – 30 June 2014

Band	Ongoing	Non-ongoing	F/T	P/T	Men	Women	Employees under Public Service Act 1999	Location
PEO	1	0	1	0	0	1	1	Sydney
EL 1 and 2	8	1	6	3	0	9	9	Sydney
APS Level 5 and 6	13	5	13	5	3	15	18	Sydney
APS Level 2 to 4	2	2	3	1	0	4	4	Sydney
APS Level 1	0	0	0	0	0	0	0	
<b>Total</b>	<b>24</b>	<b>8</b>	<b>23</b>	<b>9</b>	<b>3</b>	<b>29</b>	<b>32</b>	<b>Sydney</b>

**Table 10:** General staffing profile – 30 June 2013

Band	Ongoing	Non-ongoing	F/T	P/T	Men	Women	Employees under Public Service Act 1999	Location
PEO	1	0	1	0	0	1	1	Sydney
EL 1 and 2	11	0	8	3	0	11	11	Sydney
APS Level 5 and 6	16	5	16	5	3	18	21	Sydney
APS Level 2 to 4	3	2	4	1	0	5	5	Sydney
APS Level 1	0	0	0	0	0	0	0	
<b>Total</b>	<b>31</b>	<b>7</b>	<b>29</b>	<b>9</b>	<b>3</b>	<b>35</b>	<b>38</b>	<b>Sydney</b>

## Performance pay

The Agency provided no performance pay to staff members in 2013–14.

# Other management and accountability information

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## Asset management

The Agency maintains a detailed and effective assets register. The Agency's IT assets were predominantly provided through a Memorandum of Understanding with the Department of Social Services (formerly the Department of Families, Housing, Community Services and Indigenous Affairs).

## Purchasing

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

The Agency publishes an annual procurement plan on AusTender in accordance with the requirements of the Commonwealth Procurement Rules. All procurements in excess of \$10,000 are regularly recorded on AusTender.

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 Agency's Chief Executive's Instructions when engaging consultants and entering into contractual arrangements.

The Agency's 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 at [www.tenders.gov.au](http://www.tenders.gov.au).

During the 2013–14 financial year, the Agency entered into five new consultancy contracts involving a total expenditure of \$92,133. In addition, two ongoing consultancy contracts were active during 2013–14, involving a total actual expenditure of \$3,171. The increase in the use of consultants was associated with the implementation of the *Workplace Gender Equality Act 2012*.

## Australian National Audit Office access clauses

The Agency did not enter into any contracts of \$100,000 or more in 2013–14 that did not provide for the Auditor-General to have access to the contractor's premises.

## Exempt contracts

The Agency has not exempted any contracts from being published on AusTender.

## Other mandatory information

Other mandatory information is provided in Appendix 6.

# Financial statements

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# Independent auditor's statement



## INDEPENDENT AUDITOR'S REPORT

### To the Minister for Employment

I have audited the accompanying financial statements of Workplace Gender Equality Agency for the year ended 30 June 2014, which comprise: a Statement by the Director and Finance Manager; Statement of Comprehensive Income; Statement of Financial Position; Statement of Changes in Equity; Cash Flow Statement; Schedule of Commitments; Schedule of Contingencies; and Notes comprising a Summary of Significant Accounting Policies and other explanatory information.

#### *Director's Responsibility for the Financial Statements*

The Director of Workplace Gender Equality Agency is responsible for the preparation of financial statements that give a true and fair view in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards, and for such internal control as is necessary to enable the preparation of financial statements that give a true and fair view and are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Workplace Gender Equality Agency's preparation of the financial statements that give a true and fair view 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 Workplace Gender Equality Agency's internal control. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Director of the Workplace Gender Equality Agency, as well as evaluating the overall presentation of the financial statements.

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

GPO Box 707 CANBERRA ACT 2601  
19 National Circuit BARTON ACT 2600  
Phone (02) 6203 7300 Fax (02) 6203 7777

# Independent auditor's statement

**Independence**

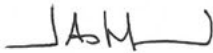
In conducting my audit, I have followed the independence requirements of the Australian National Audit Office, which incorporate the requirements of the Australian accounting profession.

**Opinion**

In my opinion, the financial statements of the Workplace Gender Equality Agency:

- (a) have been prepared in accordance with the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, including the Australian Accounting Standards; and
- (b) give a true and fair view of the matters required by the Finance Minister's Orders, including the Workplace Gender Equality Agency's financial position as at 30 June 2014 and its financial performance and cash flows for the year then ended.

Australian National Audit Office



Jocelyn Ashford  
Executive Director

Delegate of the Auditor-General

Canberra

28 August 2014

## Statement by the Director and Finance Manager

In our opinion, the following financial statements for the year ended 30 June 2014 are based on properly maintained financial records and give a true and fair view of the matters required by the Finance Minister's Orders made under the *Financial Management and Accountability Act 1997*, as amended.



Helen Conway  
Director  
28 August 2014



Deborah Macdonald  
Finance Manager  
28 August 2014

# Financial statements

## Statement of comprehensive income for Workplace Gender Equality Agency

for the year ended 30 June 2014

	Notes	2014 (\$)	2013 (\$)
<b>NET COST OF SERVICES</b>			
<b>EXPENSES</b>			
Employee benefits	3A	<b>3,272,033</b>	3,687,255
Suppliers	3B	<b>1,990,582</b>	2,621,561
Depreciation and amortisation	3C	<b>405,495</b>	221,481
Finance costs	3D	<b>10,681</b>	5,234
Write-down and impairment of assets	3E	-	25,475
<b>Total expenses</b>		<b>5,678,791</b>	6,561,006
<b>LESS:</b>			
<b>OWN-SOURCE INCOME</b>			
<b>Own-source revenue</b>			
Sale of goods and rendering of services	4A	<b>42,352</b>	139,390
<b>Total own-source revenue</b>		<b>42,352</b>	139,390
<b>Other revenue</b>			
Other	4B	<b>157,944</b>	30,000
<b>Total other revenue</b>		<b>157,944</b>	30,000
<b>Total own-source income</b>		<b>200,296</b>	169,390
<b>Net cost of (contribution by) services</b>			
Revenue from government	4C	<b>5,073,000</b>	4,930,000
<b>Total comprehensive income (loss)</b>	4D	<b>(405,495)</b>	(1,461,616)

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



# Financial statements

## Statement of financial position for Workplace Gender Equality Agency

as at 30 June 2014

	Notes	2014 (\$)	2013 (\$)
<b>ASSETS</b>			
<b>Financial assets</b>			
Cash and cash equivalents	6A	182,297	251,177
Trade and other receivables	6B	943,554	2,510,003
<b>Total financial assets</b>		<b>1,125,851</b>	2,761,180
<b>Non-financial assets</b>			
Land and buildings	7A	778,085	1,012,211
Property, plant and equipment	7B	283,165	364,188
Intangibles	7D	1,899,288	542,133
Other non-financial assets	7F	5,584	12,309
<b>Total non-financial assets</b>		<b>2,966,122</b>	1,930,841
<b>Total assets</b>		<b>4,091,973</b>	4,692,021
<b>LIABILITIES</b>			
<b>Payables</b>			
Suppliers	8A	13,597	259,853
Other payables	8B	193,467	117,047
<b>Total payables</b>		<b>207,064</b>	376,900
<b>Provisions</b>			
Employee provisions	9A	379,087	410,799
Other provisions	9B	399,689	392,694
<b>Total provisions</b>		<b>778,776</b>	803,493
<b>Total liabilities</b>		<b>985,840</b>	1,180,393
<b>Net assets</b>		<b>3,106,133</b>	3,511,628
<b>EQUITY</b>			
Contributed equity		3,659,000	3,659,000
Reserves		-	40,043
Retained surplus (Accumulated Deficit)		(552,867)	(187,415)
<b>Total equity</b>		<b>3,106,133</b>	3,511,628

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

# Financial statements

## Statement of changes in equity for Workplace Gender Equality Agency

for the year ended 30 June 2014

	Retained earnings		Asset revaluation surplus		Contributed equity/ capital		Total equity	
	2014 (\$)	2013 (\$)	2014 (\$)	2013 (\$)	2014 (\$)	2013 (\$)	2014 (\$)	2013 (\$)
<b>Opening balance</b>								
Balance carried forward from previous period	(187,415)	1,274,201	40,043	40,043	3,659,000	1,836,000	3,511,628	3,150,244
<b>Adjusted opening balance</b>	<b>(187,415)</b>	<b>1,274,201</b>	<b>40,043</b>	<b>40,043</b>	<b>3,659,000</b>	<b>1,836,000</b>	<b>3,511,628</b>	<b>3,150,244</b>
<b>Comprehensive income</b>								
Other comprehensive income	-	-	-	-	-	-	-	-
Surplus (deficit) for the period	(405,495)	(1,461,616)	-	-	-	-	(405,495)	(1,461,616)
<b>Total comprehensive income</b>	<b>(405,495)</b>	<b>(1,461,616)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(405,495)</b>	<b>(1,461,616)</b>
<b>Contributions by owners</b>								
Equity injections - appropriations	-	-	-	-	-	830,000	-	830,000
Departmental capital budget	-	-	-	-	-	993,000	-	993,000
<b>Sub-total transactions with owners</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,823,000</b>	<b>-</b>	<b>1,823,000</b>
Transfers between equity components	40,043	-	(40,043)	-	-	-	-	-
<b>Closing balance as at 30 June</b>	<b>(552,867)</b>	<b>(187,415)</b>	<b>-</b>	<b>40,043</b>	<b>3,659,000</b>	<b>3,659,000</b>	<b>3,106,133</b>	<b>3,511,628</b>

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

# Financial statements

## Cash flow statement for Workplace Gender Equality Agency

for the year ended 30 June 2014

	Notes	2014 (\$)	2013 (\$)
<b>OPERATING ACTIVITIES</b>			
<b>Cash received</b>			
Appropriations		5,670,857	6,165,452
Sales of goods and rendering of services		44,061	183,902
Net GST received		314,903	327,206
<b>Total cash received</b>		<b>6,029,821</b>	6,676,560
<b>Cash used</b>			
Employees		3,305,057	3,792,369
Suppliers		2,245,456	2,874,611
<b>Total cash used</b>		<b>5,550,513</b>	6,666,980
<b>Net cash from (used by) operating activities</b>	10	<b>479,308</b>	9,580
<b>INVESTING ACTIVITIES</b>			
<b>Cash used</b>			
Purchase of property, plant and equipment		1,451,188	1,709,344
<b>Total cash used</b>		<b>1,451,188</b>	1,709,344
<b>Net cash from (used by) investing activities</b>		<b>(1,451,188)</b>	(1,709,344)
<b>FINANCING ACTIVITIES</b>			
<b>Cash received</b>			
Contributed equity		903,000	1,700,000
<b>Total cash received</b>		<b>903,000</b>	1,700,000
<b>Net cash from (used by) financing activities</b>		<b>903,000</b>	1,700,000
<b>Net increase (decrease) in cash held</b>		<b>(68,880)</b>	236
Cash and cash equivalents at the beginning of the reporting period		251,177	250,941
<b>Cash and cash equivalents at the end of the reporting period</b>	6A	<b>182,297</b>	251,177

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

# Financial statements

## Schedule of commitments for Workplace Gender Equality Agency

as at 30 June 2014

	2014 (\$)	2013 (\$)
<b>BY TYPE</b>		
<b>Commitments receivable</b>		
Net GST recoverable on operating leases	138,208	172,925
Net GST recoverable on other commitments	21,250	110,700
<b>Total commitments receivable</b>	<b>159,458</b>	283,625
<b>Commitments payable</b>		
<b>Capital commitments</b>		
Intangibles	55,496	768,000
<b>Total capital commitments</b>	<b>55,496</b>	768,000
<b>Other commitments</b>		
Operating leases	1,520,285	1,902,175
Project costs	157,000	339,000
<b>Total other commitments</b>	<b>1,677,285</b>	2,241,175
<b>Total commitments payable</b>	<b>1,732,781</b>	3,009,175
<b>Net commitments by type</b>	<b>1,573,323</b>	2,725,550
<b>BY MATURITY</b>		
<b>Commitments receivable</b>		
<b>Operating lease income</b>		
Within 1 year	36,805	34,717
Between 1 to 5 years	101,403	138,208
<b>Total operating lease income</b>	<b>138,208</b>	172,925
<b>Other commitments receivable</b>		
Within 1 year	21,250	95,000
Between 1 to 5 years	-	15,700
<b>Total other commitments receivable</b>	<b>21,250</b>	110,700
<b>Total commitments receivable</b>	<b>159,458</b>	283,625

# Financial statements

	2014 (\$)	2013 (\$)
<b>Commitments payable</b>		
<b>Capital commitments</b>		
One year or less	55,496	768,000
<b>Total capital commitments</b>	<b>55,496</b>	768,000
<b>Operating lease commitments</b>		
Within 1 year	404,854	381,890
From 1 to 5 years	1,115,431	1,520,285
<b>Total operating lease commitments</b>	<b>1,520,285</b>	1,902,175
<b>Other commitments</b>		
Within 1 year	157,000	182,000
Between 1 to 5 years	-	157,000
<b>Total other commitments</b>	<b>157,000</b>	339,000
<b>Total commitments payable</b>	<b>1,732,781</b>	3,009,175
<b>Net commitments by maturity</b>	<b>1,573,323</b>	2,725,550

**Note:** Commitments are GST inclusive where relevant.

#### On other commitments

Operating leases are effectively non-cancellable and comprise a lease for office accommodation.

#### Lease for office accommodation

Lease payments are subject to an increase of 4% per annum as per lease agreement.

The lease term is 5 years with no option to extend. The lease expires in December 2017.

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

## Schedule of contingencies for Workplace Gender Equality Agency

as at 30 June 2014

There are no contingent liabilities or assets as at 30 June 2014.

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

# Notes to financial statements

## **Note 1: Summary of significant accounting policies**

### **1.1 Objectives of the Workplace Gender Equality Agency**

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

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

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

The Agency's planned 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.

### **1.2 Basis of preparation of the financial statements**

The financial statements are general purpose financial statements and are required by Section 49 of the *Financial Management and Accountability Act 1997*.

The financial statements have been prepared in accordance with:

- a) Finance Minister's Orders (FMOs) for reporting periods ending on or after 1 July 2011; and
- b) Australian Accounting Standards 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.

Unless an alternative treatment is specifically required by an accounting standard or the FMOs, assets and liabilities are recognised in the statement of financial position when and only when it is probable that future economic benefits will flow to the entity or a future sacrifice of economic benefits will be required and the amounts of the assets or liabilities can be reliably measured. However, assets and liabilities arising under executor contracts are not recognised unless required by an accounting standard. Liabilities and assets that are unrecognised are reported in the schedule of commitments or the schedule of contingencies.

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

The Australian Government continues to have regard to developments in case law, including the High Court's most recent decision on Commonwealth expenditure in *Williams v Commonwealth* (2014) 288 HCA 23, as they contribute to the larger body of law relevant to the development of Commonwealth programs. In accordance with its general practice, the Government will continue to monitor and assess risk and decide on any appropriate actions to respond to risks of expenditure not being consistent with constitutional or other legal requirements.

# Notes to financial statements

## 1.3 Significant accounting judgments and estimates

In the process of applying the accounting policies listed in this note, the entity has made the following judgements that have the most significant impact on the amounts recorded in the financial statements:

➔ *Intangibles*

Internally developed software in Note 7 includes capitalised employee benefits of \$249,806. The employee benefits capitalised are based on the time of employees that can be quantified.

➔ *Amortisation of Intangibles*

Refer note 1.16 for the useful life selected for Intangible assets.

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

## 1.4 New Australian accounting standards

### Adoption of new Australian accounting standard requirements

No accounting standard has been adopted earlier than the application date as stated in the standard. No new accounting standards, amendments to standards and interpretations issued by the Australian Accounting Standards Board, that are applicable in the current period, have had a material affect on the Agency.

### Future Australian accounting standard requirements

New standards, amendments to standards, and interpretations that are applicable to future periods, which have been issued by the Australian Accounting Standards Board, are not expected to have a financial impact on the Agency.

## 1.5 Revenue

Revenue from the sale of goods is recognised when:

- a) the risks and rewards of ownership have been transferred to the buyer;
- b) the entity retains no managerial involvement or effective control over the goods;
- c) the revenue and transaction costs incurred can be reliably measured; and
- d) it is probable that the economic benefits associated with the transaction will flow to the entity.

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

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

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

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

Interest revenue is recognised using the effective interest method as set out in AASB 139 Financial Instruments: Recognition and Measurement.

# Notes to financial statements

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## Resources received free of charge

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

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

## Revenue from Government

Amounts appropriated for departmental appropriations for the year (adjusted for any formal additions and reductions) are recognised as Revenue from Government when the entity gains control of the appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. Appropriations receivable are recognised at their nominal amounts.

## 1.6 Gains

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### Resources received free of charge

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

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

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.

### Sale of assets

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

## 1.7 Transactions with the Government as owner

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### Equity injections

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) and Departmental Capital Budgets (DCBs) are recognised directly in contributed equity in that year.

## 1.8 Employee benefits

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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.

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

Other long-term employee benefits are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets (if any) out of which the obligations are to be settled directly.



# Notes to financial statements

## 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.

## Separation and redundancy

Provision is made for separation and redundancy benefit payments. The entity recognises a provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations.

## Superannuation

The entity's staff are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) or the PSS accumulation plan (PSSap).

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

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

The entity 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.

## 1.9 Leases

A distinction is made between finance leases and operating leases. Finance leases effectively transfer from the lessor to the lessee substantially all the risks and rewards incidental to ownership of leased assets. An operating lease is a lease that is not a finance lease. In operating leases, the lessor effectively retains substantially all such risks and benefits.

Where an asset is acquired by means of a finance lease, the asset is capitalised at either the fair value of the lease property or, if lower, the present value of minimum lease payments at the inception of the contract and a liability is recognised at the same time and for the same amount.

The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

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

# Notes to financial statements

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## 1.10 Cash

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Cash is recognised at its nominal amount.

Cash and cash equivalents include:

- a) cash on hand;
- b) demand deposits in bank accounts with an original maturity of three months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value;
- c) cash held by outsiders; and
- d) cash in special accounts.

## 1.11 Fair value measurement

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Fair value measurement is set out in Note 5.

## 1.12 Financial assets

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The Agency's financial assets comprise 'receivables' only. Financial assets are recognised and derecognised upon 'trade date'.

The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

### Receivables

Trade receivables and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as 'receivables'. They are included in current assets, except for maturities greater than 12 months after the balance sheet date. These are classified as non-current assets. Receivables are measured at amortised cost using the effective interest method less impairment.

## Impairment of financial assets

Financial assets are assessed for impairment at the end of each reporting period.

If there is objective evidence that an impairment loss has been incurred for receivables, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows discounted at the asset's original interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the Statement of Comprehensive Income.

## 1.13 Financial liabilities

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The Agency's financial liabilities comprise 'supplier and other payables'. Financial liabilities are recognised and derecognised upon 'trade date'.

### Supplier and other payables

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.

## 1.14 Contingent liabilities and contingent assets

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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.

# Notes to financial statements

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## 1.15 Acquisition of assets

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Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor's accounts immediately prior to the restructuring.

## 1.16 Property, plant and equipment

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### Asset recognition threshold

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

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located. This is particularly relevant to 'make good' provisions in property leases taken up by the entity where there exists an obligation to restore the property to its original condition. These costs are included in the value of the entity's leasehold improvements with a corresponding provision for the 'make good' recognised.

### Revaluations

Following initial recognition at cost, property, plant and equipment were carried at latest valuation less subsequent accumulated depreciation and accumulated impairment losses. Valuations were conducted with sufficient frequency to ensure that the carrying amounts of assets did not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depended upon the volatility of movements in market values for the relevant assets.

Revaluation adjustments were made on a class basis. Any revaluation increment was credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets were recognised directly in the surplus/deficit except to the extent that they reversed a previous revaluation increment for that class.

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

# Notes to financial statements

## Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the entity using, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

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

	<b>2014</b>	<b>2013</b>
Leasehold improvements	<b>Lease term</b>	Lease term
Plant and equipment	<b>3–9 years</b>	3–9 years

## Impairment

All assets were assessed for impairment at 30 June 2014. 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.

The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the entity were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

## 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.

# Notes to financial statements

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## 1.17 Intangibles

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The entity'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 entity's software are 5 years (2013: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2014.

## 1.18 Taxation

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The entity 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.

## 1.19 Comparative figures

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

## Note 2: Events after the reporting period

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The Workplace Gender Equality Agency had no events after the reporting period.

# Notes to financial statements

## Note 3: Expenses

	2014 (\$)	2013 (\$)
<b>Note 3A: Employee benefits</b>		
Wages and salaries	2,622,879	2,956,144
Superannuation paid:		
Defined contribution plans	324,105	359,787
Defined benefit plans	119,874	133,072
Leave and other entitlements	107,664	143,704
Other employee expenses	97,511	94,548
<b>Total employee expenses</b>	<b>3,272,033</b>	<b>3,687,255</b>
<b>Note 3B: Suppliers</b>		
<b>Goods and services</b>		
Consultants and contractors	646,967	1,179,221
IT and office equipment	373,874	424,664
Travel related expenses	69,025	87,055
Printing, stationery and publications	148,720	161,120
Building expenses	577,341	466,545
Audit, legal, subscriptions, training and insurance services	112,554	158,639
Other	62,101	144,317
<b>Total goods and services</b>	<b>1,990,582</b>	<b>2,621,561</b>
<b>Goods and services are made up of:</b>		
Provision of goods - external parties	495,772	570,196
Rendering of services - related entities	389,066	490,140
Rendering of services - external parties	713,073	1,247,945
<b>Total goods and services</b>	<b>1,597,911</b>	<b>2,308,281</b>
<b>Other supplier expenses</b>		
<b>Operating lease rentals - external parties:</b>		
Minimum lease payments	379,544	300,576
Workers compensation expenses	13,127	12,704
<b>Total other supplier expenses</b>	<b>392,671</b>	<b>313,280</b>
<b>Total supplier expenses</b>	<b>1,990,582</b>	<b>2,621,561</b>
<b>Note 3C: Depreciation and amortisation</b>		
<b>Depreciation:</b>		
Property, plant and equipment	81,023	97,033
Buildings	230,440	119,581
<b>Total depreciation</b>	<b>311,463</b>	<b>216,614</b>
<b>Amortisation:</b>		
Intangibles	94,032	4,867
<b>Total amortisation</b>	<b>94,032</b>	<b>4,867</b>
<b>Total depreciation and amortisation</b>	<b>405,495</b>	<b>221,481</b>
<b>Note 3D: Finance costs</b>		
Unwinding of discount	10,681	5,234
<b>Total finance costs</b>	<b>10,681</b>	<b>5,234</b>
<b>Note 3E: Disposal of assets</b>		
Disposal of property, plant and equipment	-	25,475
<b>Total loss on disposal of assets</b>	<b>-</b>	<b>25,475</b>

# Notes to financial statements

## Note 4: Income

	2014 (\$)	2013 (\$)
<b>OWN-SOURCE REVENUE</b>		
<b>Note 4A: Sale of goods and rendering of services</b>		
Rendering of services - external parties	31,154	117,864
Provision of goods - external parties	11,198	21,526
<b>Total sale of goods and rendering of services</b>	<b>42,352</b>	139,390
<b>Note 4B: Other revenue</b>		
Resources received free of charge from related entities:		
Auditor's remuneration	30,000	30,000
Consulting	127,944	-
<b>Total other revenue</b>	<b>157,944</b>	30,000
<b>REVENUE FROM GOVERNMENT</b>		
<b>Note 4C: Revenue from Government</b>		
<b>Appropriations:</b>		
Departmental appropriations	5,073,000	4,930,000
<b>Total revenue from Government</b>	<b>5,073,000</b>	4,930,000

## Note 4D: Total comprehensive income (loss)

Delays in the passing of the *Workplace Gender Equality Act 2012* resulted in some reform projects already approved in the 2011-12 Budget measure *Gender Equality in the Workplace* being deferred. Expenditure on these reforms occurring in 2013-14 were funded by unspent prior year appropriations.

# Notes to financial statements

## Note 5: Fair value measurements

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.

**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.

### Fair value measurements at the end of the reporting period using

	Fair value (\$)	Level 1 inputs (\$)	Level 2 inputs (\$)	Level 3 inputs (\$)
<b>Note 5A: Fair value measurements</b>				
<b>Fair value measurements at the end of the reporting period by hierarchy for assets and liabilities in 2014</b>				
<b>Non-financial assets</b>				
Land and buildings	778,085	-	-	778,085
Property, plant and equipment	283,165	-	-	283,165
<b>Total non-financial assets</b>	1,061,250	-	-	1,061,250
<b>Total fair value measurements of assets in the statement of financial position</b>	1,061,250	-	-	1,061,250

### Fair value measurements - highest and best use differs from current use for non-financial assets (NFAs)

The highest and best use of all non-financial assets are the same as their current use.

### Note 5B: Level 1 and level 2 transfers for recurring fair value measurements

#### Recurring fair value measurements transferred between level 1 and level 2 for assets and liabilities

There has been no transfer between level 1 and level 2 fair value measurements during 2013-2014.



# Notes to financial statements

	Category (Level 2 or Level 3)	Fair value (\$)	Valuation technique(s) <sup>1</sup>
<b>Note 5C: Valuation technique and inputs for level 2 and level 3 fair value measurements</b>			
<b>Level 2 and 3 fair value measurements - valuation technique and the inputs used for assets and liabilities in 2014</b>			
<b>Non-financial assets</b>			
Land and buildings	Level 3	778,085	Depreciated replacement cost
Property, plant and equipment	Level 3	283,165	Depreciated replacement cost

<sup>1</sup> No change in valuation technique occurred during the year.

### Recurring and non-recurring level 3 fair value measurements - valuation processes

Management has used current replacement cost which reflects depreciated cost price on the basis that land and buildings and property, plant and equipment is less than three years old. Depreciation is calculated using standard rates.

### Non-financial assets

	Land and buildings (\$)	Property, plant & equipment (\$)	Total (\$)
<b>Note 5D: Valuation technique and inputs for level 2 and level 3 fair value measurements</b>			
<b>Recurring level 3 fair value measurements - reconciliation of assets</b>			
As at 1 July 2013	1,012,211	364,188	1,376,399
Disposals: other	(3,686)	-	(3,686)
Depreciation expense	(230,440)	(81,023)	(311,463)
Net book value 30 June 2014	778,085	283,165	1,061,250

# Notes to financial statements

## Note 6: Financial assets

	2014 (\$)	2013 (\$)
<b>Note 6A: Cash and cash equivalents</b>		
Cash on hand or on deposit	182,297	251,177
<b>Total cash and cash equivalents</b>	<b>182,297</b>	251,177
<b>Note 6B: Trade and other receivables</b>		
<b>Goods and services:</b>		
Goods and services - related entities	-	116
Goods and services - external parties	-	1,593
<b>Total receivables for goods and services</b>	<b>-</b>	1,709
<b>Appropriations receivable:</b>		
For existing programs	931,805	2,432,662
<b>Total appropriations receivable</b>	<b>931,805</b>	2,432,662
<b>Other receivables:</b>		
GST receivable from the Australian Taxation Office	11,749	75,632
<b>Total other receivables</b>	<b>11,749</b>	75,632
<b>Total trade and other receivables (net)</b>	<b>943,554</b>	2,510,003

Credit terms are net 30 days (2013: 30 days)

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

### Receivables are expected to be recovered in:

No more than 12 months	943,554	2,510,003
<b>Total trade and other receivables (net)</b>	<b>943,554</b>	2,510,003

### Receivables are aged as follows:

Not overdue	943,554	2,510,003
Overdue by:		
0 to 30 days	-	-
31 to 60 days	-	-
61 to 90 days	-	-
More than 90 days	-	-
<b>Total receivables (gross)</b>	<b>943,554</b>	2,510,003

# Notes to financial statements

## Note 7: Non-financial assets

	2014(\$)	2013(\$)
<b>Note 7A: Land and buildings</b>		
<b>Leasehold improvements:</b>		
Land and buildings fair value	1,148,820	1,152,506
Land and buildings accumulated depreciation	(370,735)	(140,295)
<b>Total land and buildings</b>	<b>778,085</b>	1,012,211

No indicators of impairment were found for leasehold improvements.  
No land or buildings are expected to be sold or disposed of within the next 12 months.

### **Note 7B: Property, plant and equipment**

#### **Property, plant and equipment:**

Property, plant and equipment fair value	400,992	400,992
Property, plant and equipment accumulated depreciation	(117,827)	(36,804)
<b>Total property, plant and equipment</b>	<b>283,165</b>	364,188

No indicators of impairment were found for property, plant and equipment.  
No property, plant and equipment is expected to be sold in the next 12 months.

# Notes to financial statements

	Land and buildings (\$)	Property, plant and equipment (\$)	Total (\$)
<b>Note 7C: Reconciliation of the opening and closing balances of property, plant and equipment 2014</b>			
<b>As at 1 July 2013</b>			
Gross book value	1,152,506	400,992	1,553,498
Accumulated depreciation and impairment	(140,295)	(36,804)	(177,099)
<b>Net book value 1 July 2013</b>	<b>1,012,211</b>	<b>364,188</b>	<b>1,376,399</b>
Additions:			
By purchase	-	-	-
Disposals: Other	-	-	-
Depreciation expense	(230,440)	(81,023)	(311,463)
Make-good on leased premises	(3,686)	-	(3,686)
<b>Net book value 30 June 2014</b>	<b>778,085</b>	<b>283,165</b>	<b>1,061,250</b>
<b>Net book value as of 30 June 2014 represented by:</b>			
Gross book value	1,148,820	400,992	1,549,812
Accumulated depreciation, amortisation and impairment	(370,735)	(117,827)	(488,562)
<b>Net book value 30 June 2014</b>	<b>778,085</b>	<b>283,165</b>	<b>1,061,250</b>

# Notes to financial statements

	Land and buildings (\$)	Property, plant and equipment (\$)	Total (\$)
<b>Note 7C: Reconciliation of the opening and closing balances of property, plant and equipment 2013</b>			
<b>As at 1 July 2012</b>			
Gross book value	509,494	36,193	545,687
Accumulated depreciation and impairment	(441,561)	(35,442)	(477,003)
<b>Net book value 1 July 2012</b>	<b>67,933</b>	<b>751</b>	<b>68,684</b>
Additions:			
By purchase	765,046	397,298	1,162,344
Disposals: Other	(25,475)	-	(25,475)
Depreciation expense	(182,753)	(33,861)	(216,614)
Make-good on leased premises	387,460	-	387,460
<b>Net book value 30 June 2013</b>	<b>1,012,211</b>	<b>364,188</b>	<b>1,376,399</b>
<b>Net book value as of 30 June 2013 represented by:</b>			
Gross book value	1,152,506	400,992	1,553,498
Accumulated depreciation, amortisation and impairment	(140,295)	(36,804)	(177,099)
<b>Net book value 30 June 2013</b>	<b>1,012,211</b>	<b>364,188</b>	<b>1,376,399</b>

	2014(\$)	2013(\$)
<b>Note 7D: Intangibles</b>		
<b>Computer software:</b>		
Internally developed - in progress	337,175	473,994
Internally developed - in use	2,311,433	723,426
Accumulated amortisation	(749,320)	(655,287)
<b>Total intangibles</b>	<b>1,899,288</b>	542,133

No indicators of impairment were found for intangibles. Assets that have been fully amortised have been removed. No intangibles are expected to be sold or disposed of within the next 12 months.

# Notes to financial statements

	Computer software internally developed (\$)	Total (\$)
<b>Note 7E: Reconciliation of the opening and closing balances of intangibles 2014</b>		
<b>As at 1 July 2013</b>		
Gross book value	1,197,420	1,197,420
Accumulated amortisation and impairment	(655,287)	(655,287)
<b>Net book value 1 July 2013</b>	<b>542,133</b>	<b>542,133</b>
Additions:		
By purchase or internally developed	1,451,188	1,451,188
Amortisation	(94,033)	(94,033)
<b>Net book value 30 June 2014</b>	<b>1,899,288</b>	<b>1,899,288</b>
<b>Net book value as of 30 June 2014 represented by:</b>		
Gross book value	2,648,608	2,648,608
Accumulated amortisation and impairment	(749,320)	(749,320)
<b>Net book value 30 June 2014</b>	<b>1,899,288</b>	<b>1,899,288</b>
<b>Note 7E: Reconciliation of the opening and closing balances of intangibles 2013</b>		
<b>As at 1 July 2012</b>		
Gross book value	1,021,223	1,021,223
Accumulated amortisation and impairment	(1,021,223)	(1,021,223)
<b>Net book value 1 July 2012</b>	<b>-</b>	<b>-</b>
Additions:		
By purchase or internally developed	547,000	547,000
Amortisation	(4,867)	(4,867)
<b>Net book value 30 June 2013</b>	<b>542,133</b>	<b>542,133</b>
<b>Net book value as of 30 June 2013 represented by:</b>		
Gross book value	1,197,420	1,197,420
Accumulated amortisation and impairment	(655,287)	(655,287)
<b>Net book value 30 June 2013</b>	<b>542,133</b>	<b>542,133</b>

# Notes to financial statements

	2014 (\$)	2013 (\$)
<b>Note 7F: Other non-financial assets</b>		
Prepayments	5,584	12,309
<b>Total other non-financial assets</b>	<b>5,584</b>	12,309
<b>Total other non-financial assets are expected to be recovered in:</b>		
No more than 12 months	5,584	12,309
<b>Total other non-financial assets</b>	<b>5,584</b>	12,309

No indicators of impairment were found for other non-financial assets.

## Note 8: Payables

	2014 (\$)	2013 (\$)
<b>Note 8A: Suppliers</b>		
Trade creditors and accruals	13,597	259,853
<b>Total suppliers payables</b>	<b>13,597</b>	259,853
<b>Suppliers payables expected to be settled within 12 months:</b>		
Suppliers related entities	-	15,782
Suppliers external parties	13,597	244,071
<b>Total suppliers payables</b>	<b>13,597</b>	259,853
Settlement was usually made within 30 days.		
<b>Note 8B: Other payables</b>		
Salaries and wages	77,247	78,828
Superannuation	13,282	13,012
Lease incentive	53,673	21,302
Other	49,265	3,905
<b>Total other payables</b>	<b>193,467</b>	117,047
<b>Total other payables are expected to be settled in:</b>		
No more than 12 months	193,467	117,047
<b>Total other payables</b>	<b>193,467</b>	117,047

# Notes to financial statements

## Note 9: Provisions

	2014 (\$)	2013 (\$)
<b>Note 9A: Employee provisions</b>		
Employee leave provisions	379,087	410,799
<b>Total employee provisions</b>	<b>379,087</b>	410,799
<b>Employee provisions are expected to be settled in:</b>		
No more than 12 months	306,267	329,986
More than 12 months	72,820	80,813
<b>Total employee provisions</b>	<b>379,087</b>	410,799
<b>Note 9B: Other provisions</b>		
Provision for restoration obligations	399,689	392,694
<b>Total other provisions</b>	<b>399,689</b>	392,694
<b>Other provisions are expected to be settled in:</b>		
More than 12 months	399,689	392,694
<b>Total other provisions</b>	<b>399,689</b>	392,694

	Provision for restoration (\$)
<b>Carrying amount 1 July 2014</b>	<b>392,694</b>
Additional provisions made	-
Amounts used	-
Amounts reversed	(3,689)
Unwinding of discount or change in discount rate	10,681
<b>Closing balance 2014</b>	<b>399,686</b>

The entity currently has an agreement for the leasing of premises which has a provision requiring the entity to restore the premises to their original condition at the conclusion of the lease. The entity has made a provision to reflect the present value of this obligation.



# Notes to financial statements

## Note 10: Cash flow reconciliation

	2014 (\$)	2013 (\$)
<b>Reconciliation of cash and cash equivalents as per balance sheet to cash flow statement</b>		
<b>Cash and cash equivalents as per:</b>		
Cash flow statement	182,297	251,177
Statement of financial position	182,297	251,177
<b>Difference</b>	-	-
<b>Reconciliation of net cost of services to net cash from operating activities:</b>		
Net cost of services	(5,320,552)	(6,361,616)
Add revenue from government	5,073,000	4,930,000
Other	-	-
<b>Adjustments for non-cash items</b>		
Depreciation / amortisation	405,495	221,481
Loss on disposal of assets	-	25,475
Resources received free of charge - services	(157,944)	(30,000)
<b>Changes in assets / liabilities</b>		
(Increase) / decrease in net receivables	1,709	2,885
(Increase) / decrease in OPA receivables	597,857	1,235,452
(Increase) / decrease in prepayments	6,725	23,585
Increase / (decrease) in employee provisions	(31,712)	16,578
Increase / (decrease) in supplier payables	(242,568)	233,406
Increase / (decrease) in other payable	76,420	(249,628)
Increase / (decrease) in other provisions	6,995	5,234
Increase / (decrease) in GST receivable	63,883	(43,272)
<b>Net cash from (used by) operating activities</b>	<b>479,308</b>	<b>9,580</b>

# Notes to financial statements

## Note 11: Senior executive remuneration

	2014 (\$)	2013 (\$)
<b>Note 11A: Senior executive remuneration expenses for the reporting period</b>		
<b>Short-term employee benefits:</b>		
Salary	216,555	212,657
<b>Total short-term employee benefits</b>	<b>216,555</b>	212,657
<b>Post-employment benefits:</b>		
Superannuation	27,516	26,891
<b>Total post-employment benefits</b>	<b>27,516</b>	26,891
<b>Other long-term employee benefits:</b>		
Annual leave accrued	(845)	(10,158)
Long-service leave	4,542	3,998
<b>Total other long-term employee benefits</b>	<b>3,697</b>	(6,160)
<b>Total senior executive remuneration expenses</b>	<b>247,768</b>	233,388

# Notes to financial statements

**Note 11B: Average annual reportable remuneration paid to substantive senior executives during the reporting period**

**Average annual reportable remuneration paid to substantive senior executives in 2014**

Average annual reportable remuneration	Substantive senior executives (No.)	Reportable salary (\$)	Contributed superannuation (\$)	Total reportable remuneration (\$)
<b>Total reportable remuneration (including part-time arrangements):</b>				
less than \$224,999	-	-	-	-
\$225,000 to \$254,999	1	216,270	27,393	243,663
<b>Total number of substantive senior executives</b>	1			

**Average annual reportable remuneration paid to substantive senior executives in 2013**

Average annual reportable remuneration	Substantive senior executives (No.)	Reportable salary (\$)	Contributed superannuation (\$)	Total reportable remuneration (\$)
<b>Total reportable remuneration (including part-time arrangements):</b>				
less than \$224,999	-	-	-	-
\$225,000 to \$254,999	1	213,507	27,043	240,550
<b>Total number of substantive senior executives</b>	1			

**Note 12: Remuneration of auditors**

	2014 (\$)	2013 (\$)
Financial statement audit services were provided free of charge to the entity by the Australian National Audit Office (ANAO).		
<b>Fair value of the services provided</b>		
Financial statement audit services	30,000	30,000
<b>Total</b>	30,000	30,000
<b>Non audit services provided by the auditors of the financial statements:</b>		
Advice regarding reporting format on change of name of entity	-	9,280
<b>Total</b>	-	9,280

# Notes to financial statements

## Note 13: Financial instruments

	2014 (\$)	2013 (\$)
<b>Note 13A: Categories of financial instruments</b>		
<b>Financial assets</b>		
<b>Loans and receivables:</b>		
Cash and cash equivalents	182,297	251,177
Trade receivables	-	1,709
<b>Carrying amount of financial assets</b>	<b>182,297</b>	<b>252,886</b>
<b>Financial liabilities</b>		
<b>At amortised cost:</b>		
Trade creditors	13,597	259,853
Other payables	193,467	117,047
<b>Carrying amount of financial liabilities</b>	<b>207,064</b>	<b>376,900</b>

### Note 13B: Fair value of financial instruments

The fair value of financial instruments has been determined based on the following methodologies:

#### Financial assets

The net fair values of cash and cash equivalents and goods and services receivable approximate their carrying amounts.

#### Financial liabilities

The net fair values of trade creditors and other payables approximate their carrying amounts.

### Note 13C: Credit risk

The Agency's maximum exposures to credit risk is the risk that arises from potential default from a debtor.

The Agency has no significant exposures to any concentrations of credit risk.

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

### Note 13D: Liquidity risk

The Agency's financial liabilities are trade creditors and other payables. The exposure to liquidity risk is based on the probability that the Agency may encounter difficulty in meeting its obligations. This is highly unlikely due to appropriations funding, and mechanisms available to the Agency and internal policies and procedures put in place to ensure there are appropriate resources to meet its financial obligations.

### Note 13E: Market risk

The Agency holds basic financial instruments that do not expose the Agency to market risks.

# Notes to financial statements

## Note 14: Financial assets reconciliation

	Notes	2014 (\$)	2013 (\$)
<b>Total financial assets as per statement of financial position</b>		<b>1,125,851</b>	2,761,180
<b>Less: Non-financial instrument components</b>			
Appropriations receivable	6B	<b>931,805</b>	2,432,662
Other receivables	6B	<b>11,749</b>	75,632
<b>Total non-financial instrument components</b>		<b>943,554</b>	2,508,294
<b>Total financial assets as per financial instruments note</b>		<b>182,297</b>	252,886

# Notes to financial statements

## Note 15: Appropriations

**Table A: Annual appropriations ('recoverable GST exclusive')**

	2014 Appropriations				Appropriation applied in 2014 (current and prior years) (\$)	Variance (\$)
	Appropriation Act		FMA Act	Total appropriation (\$)		
	Annual appropriation (\$)	Appropriations reduced	Section 31 (\$)			
<b>DEPARTMENTAL</b>						
Ordinary annual services	5,074,000	(1000)	50,611	5,123,611	5,721,469	(597,858)
<b>Other services</b>						
Equity	-	-	-	-	903,000	(903,000)
<b>Total departmental</b>	<b>5,074,000</b>	<b>(1000)</b>	<b>50,611</b>	<b>5,123,611</b>	<b>6,624,469</b>	<b>(1,500,858)</b>

	2013 Appropriations				Appropriation applied in 2013 (current and prior years) (\$)	Variance (\$)
	Appropriation Act		FMA Act	Total appropriation (\$)		
	Annual appropriation (\$)	Appropriations reduced <sup>1</sup>	Section 31 (\$)			
<b>DEPARTMENTAL</b>						
Ordinary annual services <sup>1</sup>	5,943,000	(20,000)	139,390	6,062,390	7,307,185	(1,244,795)
<b>Other services</b>						
Equity	830,000	-	-	830,000	707,000	123,000
<b>Total departmental</b>	<b>6,773,000</b>	<b>(20,000)</b>	<b>139,390</b>	<b>6,892,390</b>	<b>8,014,185</b>	<b>(1,121,795)</b>

<sup>1</sup> The Minister for Finance and Deregulation signed a determination titled 'Instrument to Reduce Appropriations (No.1 of 2013-14)' which took effect on 13 August 2013. The amount of the reduction for the Workplace Gender Equality Agency is \$20,000 and was reflected in a reduction of appropriation revenue for 2012-13.

# Notes to financial statements

**Table B: Departmental and administered capital budgets ('recoverable GST exclusive')**

2014 Capital budget appropriations		Capital budget appropriations applied in 2014 (current and prior years)			Variance (\$)
<i>Appropriation Act</i>	Total capital budget appropriations (\$)	Payments for non-financial assets (\$)	Payments for other purposes (\$)	Total payments (\$)	
Annual capital budget (\$)					
<b>DEPARTMENTAL</b>					
<b>Ordinary annual services -</b>					
Departmental capital budget	-	-	-	-	-

2013 Capital budget appropriations		Capital budget appropriations applied in 2013 (current and prior years)			Variance (\$)
<i>Appropriation Act</i>	Total capital budget appropriations (\$)	Payments for non-financial assets <sup>2</sup> (\$)	Payments for other purposes (\$)	Total payments (\$)	
Annual capital budget (\$)					
<b>DEPARTMENTAL</b>					
<b>Ordinary annual services -</b>					
Departmental capital budget <sup>1</sup>	993,000	993,000	1,002,343	-	1,002,343 (9,343)

<sup>1</sup> Departmental and Administered Capital Budgets are appropriated through Appropriation Acts (No.1,3,5). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts. For more information on ordinary annual services appropriations, please see Table A: Annual appropriations.

<sup>2</sup> Payments made on non-financial assets include expenditure on assets for fitout of new premises which have been capitalised.

# Notes to financial statements

**Table C: Unspent annual appropriations ('recoverable GST exclusive')**

	2014 (\$)	2013 (\$)
<b>DEPARTMENTAL</b>		
Appropriation Act (No.2) 2011–12	-	780,000
Appropriation Act (No.1) 2012–13	<b>931,805</b>	1,529,662
Appropriation Act (No.2) 2012–13	-	123,000
Cash and cash equivalents	<b>182,297</b>	251,177
<b>Total</b>	<b>1,114,102</b>	2,683,839



# Notes to financial statements

## Note 16: Reporting of outcomes

The Workplace Gender Equality Agency has one outcome being 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.

	Outcome 1	
	2014 (\$)	2013 (\$)
<b>Note 15A: Net cost of outcome delivery</b>		
<b>Departmental</b>		
Expenses	5,678,791	6,561,006
Own-source income	42,352	139,390
<b>Net cost/(contribution) of outcome delivery</b>	<b>5,636,439</b>	<b>6,421,616</b>
Major classes of revenue and expenses by output are shown in the Income Statement.		
<b>Note 15B: Major classes of departmental expense, income, assets and liabilities by outcome</b>		
<b>Expenses</b>		
Employee	3,272,033	3,687,255
Suppliers	1,990,582	2,621,561
Write-down and impairment of assets	-	25,475
Depreciation	405,495	221,481
Finance costs	10,681	5,234
<b>Total</b>	<b>5,678,791</b>	<b>6,561,006</b>
<b>Income</b>		
Sale of goods and services	42,352	139,390
Income from Government	5,073,000	4,930,000
<b>Total</b>	<b>5,115,352</b>	<b>5,069,390</b>
<b>Assets</b>		
Cash and cash equivalents	182,297	251,177
Trade and other receivables	943,554	2,510,003
Land and buildings	778,085	1,012,211
Property, plant and equipment	283,165	364,188
Intangibles	1,899,288	542,133
Other non-financial assets	5,584	12,309
<b>Total</b>	<b>4,091,973</b>	<b>4,692,021</b>
<b>Liabilities</b>		
Suppliers	13,597	259,853
Other payables	193,467	117,047
Employee provisions	379,087	410,799
Other provisions	399,689	392,694
<b>Total</b>	<b>985,840</b>	<b>1,180,393</b>

# Notes to financial statements

## Note 17 : Net cash appropriation arrangements

	2014 (\$)	2013 (\$)
<b>Total comprehensive income (loss) less depreciation/amortisation expenses previously funded through revenue appropriations<sup>1</sup></b>	-	(1,240,135)
Plus: depreciation/amortisation expenses previously funded through revenue appropriation	<b>(405,495)</b>	(221,481)
<b>Total comprehensive income (loss) - as per the Statement of Comprehensive Income</b>	<b>(405,495)</b>	(1,461,616)

1. From 2010-11, the Government introduced net cash appropriation arrangements, where revenue appropriations for depreciation/amortisation expenses ceased. Entities now receive a separate capital budget provided through equity appropriations. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.

## Note 18: Compensation and debt relief

	2014 (\$)	2013 (\$)
<b>Compensation and debt relief - departmental</b>		
No 'Act of Grace payments' were expensed during the reporting period (2013: nil).	-	-
No waivers of amounts owing to the Australian Government were made pursuant to subsection 34(1) of the Financial Management and Accountability Act 1997 (2013: nil).	-	-
No payments were provided under the Compensation for Detriment caused by Defective Administration (CDDA) Scheme during the reporting period (2013: nil).	-	-
No ex-gratia payments were provided for during the reporting period (2013: nil).	-	-
No payments were provided in special circumstances relating to APS employment pursuant to section 73 of the <i>Public Service Act 1999</i> (PS Act) during the reporting period (2013: nil).	-	-

## Note 19: Compliance with statutory conditions for payments from the consolidated revenue fund

During 2013-14 the Australian Government received legal advice that indicated there could be Commonwealth Agencies in breach of Section 83 of the Constitution under certain circumstances in relation to payments for long service leave, goods and services tax and payments under determinations of the Remuneration Tribunal. The Agency has reviewed its processes and controls over payments for these items to minimise the possibility for breaches as a result of these payments. The Agency has determined that there is a low risk of the certain circumstances mentioned in the legal advice applying to the Agency. The Agency is not aware of any specific breaches of Section 83 in respect of these items.

# Appendices

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# Appendix 1: Non-compliant organisations

The following is a list of 44 relevant employers that were assessed as non-compliant as they had not submitted a report as required under the *Workplace Gender Equality Act 2012* as at 13 November 2014. 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.

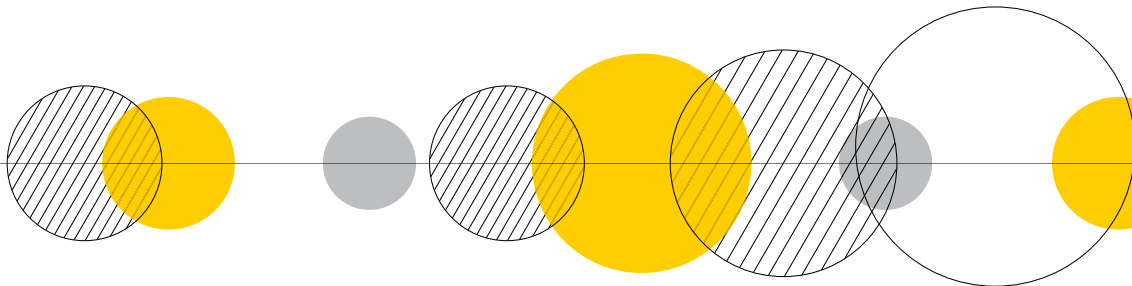
Legal name	Business/trading names	Ultimate parent if different to legal name
AI Topper & Co Pty Ltd		
Aryzta Australia Pty Ltd		
Bananacoast Community Credit Union Ltd		
Bing Lee Electrics Pty Ltd		
Booth Transport Pty Ltd		
Buslink Queensland Pty Ltd		
C A P Security Services Pty Ltd		
Callactive Pty Ltd		
Cambridge International College (VIC) Pty Ltd		
Casual Dining Concepts (Trading) Pty Ltd	Bondi Pizza Bar and Grill	
Craig Mostyn & Co Pty Ltd		

# Appendix 1: Non-compliant organisations

Legal name	Business/trading names	Ultimate parent if different to legal name
Data Action Pty Ltd		
Electronics Boutique Australia Pty Ltd		
Ensign Laboratories Pty Ltd		
F. R. Ireland Pty Ltd	Irelands of Cairns	
Form 700 Pty Ltd		Form 700 Holdings Pty Ltd
Greyhound Australia Pty Ltd	Greyhound Australia	
Hughes Drilling Limited		
JMR Management Consultancy Services Pty Ltd		
Madill No 1 Pty Ltd		
Marble Group Pty Ltd		
MC Labour Services Pty Ltd		

# Appendix 1: Non-compliant organisations

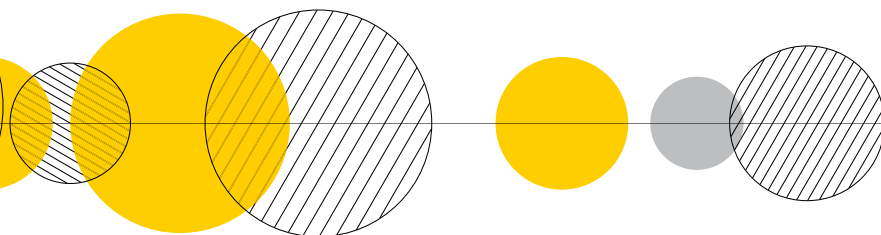
Legal name	Business/trading names	Ultimate parent if different to legal name
Mykspen Pty Ltd		
Oceaneering Australia Pty Ltd	Oceaneering	
Penrith City Automotive Pty Ltd	Penrith Toyota	N G P Investments (No 2) Pty Ltd
Peter Stevens Motorcycle Retail Business Trust		
Pronto Software Pty Ltd		
R & DKS Pty Ltd ATF Roger & Dale King Unit Trust	Roger King's Eaglehawk IGA	
Reading Entertainment Australia Pty Ltd		
Ribshire Pty Ltd	Goodline	
Romaly Holdings Pty Ltd	Jim Pearson Transport	
SOS Nursing & Home Care Service Pty Ltd		
Southern Plumbing Supplies Pty Ltd		



# Appendix 1: Non-compliant organisations

Legal name	Business/trading names	Ultimate parent if different to legal name
Sparfacts Pty Ltd		
STM Admin Pty Ltd		Vesture Limited
Stratco Holdings Pty Ltd		
Tasmanian Freight Services Pty Ltd	Tas Freight	
The Thompson Family Trust	Killarnee Civil & Concrete Contractors Pty Ltd	
The Trustee for J Markoff Family Trust	Belrose Care	
The Trustee for Kurc Family Trust	Riot Art & Craft	
The Trustee for Mermaid Cleaning Trust	Mermaid Cleaning Services Pty Ltd Mermaid Property Services	
Thomas Jewellers (Aust) Pty Ltd		
Torrens Transit Services Pty Ltd	Torrens Transit Services Pty Ltd	Transit Systems Pty Ltd
Young Mens Christian Association of Ballarat Inc	Ballarat YMCA	

An up-to-date list of non-compliant organisations is available on the Agency's website.



# Appendix 2: Agency speaking engagements

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**Agency member** Helen Conway  
**Host** Workplace Gender Equality Agency  
**Event** Launch of Gender target-setting toolkit  
**Location** Sydney  
**Date** 8 July 2013

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**Agency member** Alex Heron  
**Host** Women in Social and Economic Research  
**Event** Workshop discussion  
**Location** Perth  
**Date** 8 July 2013

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**Agency member** Helen Conway  
**Host** Women in Super  
**Event** Women in Super National Road Show  
**Location** Melbourne  
**Date** 16 July 2013

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**Agency member** Helen Conway  
**Host** Women in Super  
**Event** Women in Super National Road Show  
**Location** Hobart  
**Date** 17 July 2013

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**Agency member** Helen Conway  
**Host** Macquarie University  
**Event** 25th Women, Management and Work Conference  
**Location** Sydney  
**Date** 18 July 2013

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**Agency member** Helen Conway  
**Host** Australian Institute of Family Studies  
**Event** Fifth International Community Work and Family Conference  
**Location** Sydney  
**Date** 18 July 2013

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**Agency member** Helen Conway  
**Host** BoardLinks  
**Event** Annual forum  
**Location** Canberra  
**Date** 23 July 2013



# Appendix 2: Agency speaking engagements

---

**Agency member** Helen Conway  
**Host** Women in Super  
**Event** Women in Super National Road Show  
**Location** Sydney  
**Date** 25 July 2013

---

**Agency member** Helen Karatasas  
**Host** Australian Taxation Office  
**Event** Software developers consultative group forum  
**Location** Brisbane  
**Date** 25 July 2013

---

**Agency member** Helen Conway  
**Host** Women in Super  
**Event** Women in Super National Road Show  
**Location** Brisbane  
**Date** 30 July 2013

---

**Agency member** Helen Conway  
**Host** Herbert Smith Freehills  
**Event** Diversity and inclusion function  
**Location** Brisbane  
**Date** 31 July 2013

---

**Agency member** Helen Conway  
**Host** Women in Super  
**Event** Women in Super National Road Show  
**Location** Darwin  
**Date** 8 August 2013

---

**Agency member** Helen Conway  
**Host** Women in Super  
**Event** Women in Super National Road Show  
**Location** Canberra  
**Date** 13 August 2013

---

**Agency member** Helen Conway  
**Host** Habitat for Humanity  
**Event** Leadership in Action  
**Location** Sydney  
**Date** 14 August 2013

# Appendix 2: Agency speaking engagements

---

**Agency member** Helen Conway  
**Host** UBS  
**Event** Female talent event  
**Location** Sydney  
**Date** 15 August 2013

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**Agency member** Helen Conway  
**Host** Euromoney Legal Media Group  
**Event** Australasian Women in Business Law Awards 2013  
**Location** Sydney  
**Date** 15 August 2013

---

**Agency member** Helen Conway  
**Host** CEDA  
**Event** Women in Leadership Series  
**Location** Melbourne  
**Date** 16 August 2013

---

**Agency member** Helen Conway  
**Host** Habitat for Humanity  
**Event** Leadership in Action  
**Location** Melbourne  
**Date** 19 August 2013

---

**Agency member** Heidi Sundin  
**Host** Australian Human Resources Institute  
**Event** HRIZON Conference  
**Location** Sydney  
**Date** 20 August 2013

---

**Agency member** Helen Conway  
**Host** Women in Super  
**Event** Women in Super National Road Show  
**Location** Adelaide  
**Date** 20 August 2013

---

**Agency member** Helen Conway  
**Host** Women in Super  
**Event** Women in Super National Road Show  
**Location** Perth  
**Date** 29 August 2013

# Appendix 2: Agency speaking engagements

---

**Agency member** Helen Conway  
**Host** University of Western Australia  
**Event** Breakfast by the Bay: pay equity panel discussion  
**Location** Perth  
**Date** 30 August 2013

---

**Agency member** Carla Harris  
**Host** economic Security4Women  
**Event** Equal Pay Day event  
**Location** Sydney  
**Date** 4 September 2013

---

**Agency member** Helen Conway  
**Host** Women in Mining and Resources Queensland  
**Event** Queensland Inspire! Convention  
**Location** Brisbane  
**Date** 10 September 2013

---

**Agency member** Helen Conway  
**Host** Sydney Law School  
**Event** The Role of the Board of Directors in the 21st Century  
**Location** Sydney  
**Date** 13 September 2013

---

**Agency member** Helen Conway  
**Host** Telstra  
**Event** Gender Equality in the Australian Legal Profession  
**Location** Sydney  
**Date** 2 October 2013

---

**Agency member** Helen Conway  
**Host** Corrs Chambers Westgarth  
**Event** Women's speed mentoring event  
**Location** Sydney  
**Date** 10 October 2013

---

**Agency member** Helen Conway  
**Host** Bankwest Curtin Economics Centre  
**Event** WA in the Spotlight  
**Location** Perth  
**Date** 1 November 2013

# Appendix 2: Agency speaking engagements

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**Agency member** Helen Conway  
**Host** Federation of Ethnic Communities' Councils of Australia  
**Event** Conference  
**Location** Gold Coast  
**Date** 7 November 2013

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**Agency member** Helen Conway  
**Host** American Chamber of Commerce Australia  
**Event** Women in Leadership breakfast  
**Location** Melbourne  
**Date** 13 November 2013

---

**Agency member** Helen Conway  
**Host** Victorian Bar  
**Event** Continuing professional development seminar  
**Location** Melbourne  
**Date** 13 November 2013

---

**Agency member** Heidi Sundin  
**Host** Mercer  
**Event** Construction and engineering conference  
**Location** Sydney  
**Date** 15 November 2013

---

**Agency member** Helen Conway  
**Host** Australian Human Resources Institute  
**Event** Inclusion and Diversity Conference  
**Location** Melbourne  
**Date** 15 November 2013

---

**Agency member** Helen Conway  
**Host** UnitingCare  
**Event** NSW leadership lunch  
**Location** Sydney  
**Date** 26 November 2013

---

**Agency member** Helen Conway  
**Host** Workplace Gender Equality Agency  
**Event** WGEA Employer of Choice for Gender Equality citation launch  
**Location** Sydney  
**Date** 27 November 2013

# Appendix 2: Agency speaking engagements

---

**Agency member** Helen Conway  
**Host** Griffith University  
**Event** Graduation ceremony, occasional address  
**Location** Gold Coast  
**Date** 9 December 2013

---

**Agency member** Helen Conway  
**Host** Origin Energy  
**Event** Women's network breakfast  
**Location** Sydney  
**Date** 19 December 2013

---

**Agency member** Helen Conway  
**Host** Women in Super  
**Event** Women's Retirement Summit  
**Location** Melbourne  
**Date** 3 February 2014

---

**Agency member** Helen Karatasas  
**Host** NSW Equal Employment Opportunity Practitioners' Association  
**Event** Diversity forum  
**Location** Sydney  
**Date** 18 February 2014

---

**Agency member** Helen Conway  
**Host** Sinclair Knight Merz  
**Event** Annual client function  
**Location** Melbourne  
**Date** 19 February 2014

---

**Agency member** Helen Conway  
**Host** Australian British Chamber of Commerce  
**Event** International Women's Day breakfast  
**Location** Sydney  
**Date** 5 March 2014

---

**Agency member** Helen Conway  
**Host** Australian Securities and Investments Commission  
**Event** International Women's Day event  
**Location** Sydney  
**Date** 6 March 2014

# Appendix 2: Agency speaking engagements

---

**Agency member** Helen Conway  
**Host** National Association of Women in Construction and Engineers Australia  
**Event** International Women's Day event  
**Location** Melbourne  
**Date** 7 March 2014

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**Agency member** Helen Conway  
**Host** Consult Australia  
**Event** Consult Australia Diversity Roundtable Meeting  
**Location** Sydney  
**Date** 12 March 2014

---

**Agency member** Helen Conway  
**Host** Law Council of Australia  
**Event** National Attrition and Re-Engagement Study launch  
**Location** Canberra  
**Date** 14 March 2014

---

**Agency member** Heidi Sundin  
**Host** Peoplecorp and SeventeenHundred  
**Event** Using Benchmarks to Develop a Gender Equality Strategy  
**Location** Sydney  
**Date** 20 March 2014

---

**Agency member** Helen Conway  
**Host** Australian Institute of Superannuation Trustees and Women in Super  
**Event** Super Springboard graduation ceremony  
**Location** Gold Coast  
**Date** 23 March 2014

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**Agency member** Helen Conway  
**Host** Australian Institute of Superannuation Trustees and Women in Super  
**Event** Conference of Major Superannuation Funds  
**Location** Gold Coast  
**Date** 24 March 2014

---

**Agency member** Vanessa Paterson  
**Host** Diversity Council Australia  
**Event** Gender Reporting Network teleconference  
**Location** NA  
**Date** 27 March 2014

# Appendix 2: Agency speaking engagements

---

**Agency member** Helen Conway  
**Host** Chief Executive Women  
**Event** Scholarship program launch  
**Location** Sydney  
**Date** 27 March 2014

---

**Agency member** Peggy Vosloo and Julie Burton  
**Host** Australian Hotels Association (NSW)  
**Event** Quarterly human resources meeting  
**Location** Sydney  
**Date** 27 March 2014

---

**Agency member** Helen Conway  
**Host** Australian Institute of Company Directors  
**Event** Roundtable on pay equity project  
**Location** Sydney  
**Date** 10 April 2014

---

**Agency member** Helen Conway  
**Host** KPMG  
**Event** Client forum  
**Location** Sydney  
**Date** 15 April 2014

---

**Agency member** Helen Conway  
**Host** KPMG  
**Event** Client forum  
**Location** Melbourne  
**Date** 16 April 2014

---

**Agency member** Helen Conway  
**Host** KPMG  
**Event** Women corporate directors' lunch  
**Location** Sydney  
**Date** 1 May 2014

---

**Agency member** Helen Conway  
**Host** YWCA  
**Event** She Leads conference  
**Location** Canberra  
**Date** 13 May 2014

# Appendix 2: Agency speaking engagements

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**Agency member** Heidi Sundin and Emily Cappas  
**Host** Australian Institute of Training and Development  
**Event** New Frontiers in e-Learning  
**Location** Sydney  
**Date** 15 May 2014

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**Agency member** Heidi Sundin  
**Host** Council on the Ageing NSW  
**Event** Forum  
**Location** Sydney  
**Date** 27 May 2014

---

**Agency member** Heidi Sundin  
**Host** Australian Graduate School of Management  
**Event** Negotiation and Influencing Skills  
**Location** Sydney  
**Date** 27 May 2014

---

**Agency member** Helen Conway  
**Host** Criterion Conferences  
**Event** Workplace gender diversity conference  
**Location** Sydney  
**Date** 28 May 2014

---

**Agency member** Vanessa Paterson  
**Host** economic Security4Women  
**Event** Annual members' dinner  
**Location** Sydney  
**Date** 29 May 2014

---

**Agency member** Helen Conway  
**Host** Vivid Ideas  
**Event** Diversity Breeds Opportunity  
**Location** Sydney  
**Date** 30 May 2014

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**Agency member** Helen Conway  
**Host** Women and Leadership Australia  
**Event** Women's Leadership Symposium 2014  
**Location** Sydney  
**Date** 5 June 2014



# Appendix 2: Agency speaking engagements

---

**Agency member** Helen Conway  
**Host** UTS Business School  
**Event** Australian Public Sector Innovation report launch  
**Location** Sydney  
**Date** 12 June 2014

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**Agency member** Vanessa Paterson  
**Host** Diversity Council Australia  
**Event** Gender reporting teleconference  
**Location** NA  
**Date** 26 June 2014

---

**Agency member** Helen Conway  
**Host** National Association of Women in Operations  
**Event** Member event  
**Location** Sydney  
**Date** 27 June 2014

# Appendix 3: Reporting workshops for relevant employers

City	Date	Time
Sydney	15 October 2013	2-4pm
Sydney	16 October 2013	9:30-11:30am
Melbourne	24 October 2013	2-4pm
Melbourne	25 October 2013	9-11am
Adelaide	29 October 2013	9-11am
Adelaide	29 October 2013	2-4pm
Melbourne	30 October 2013	9-11am
Sydney	4 November 2013	2-4pm
Brisbane	6 November 2013	2-4pm
Brisbane	7 November 2013	9-11am
Teleconference	12 November 2013	12-1pm
Sydney	13 November 2013	2-4pm
Sydney	14 November 2013	9:30-11:30am
Melbourne	20 November 2013	2-4pm
Melbourne	21 November 2013	9-11am
Perth	27 November 2013	2-4pm
Perth	28 November 2013	9-11am
Sydney	3 December 2013	2-4:30pm
Sydney	4 December 2013	9:30-11:30am
Teleconference	5 December 2013	12-1pm
Sydney	14 January 2014	9:30-12pm
Melbourne	15 January 2014	2-4:30pm
Melbourne	16 January 2014	9-11:30am
Sydney	22 January 2014	9:30-12pm
Sydney	30 January 2014	2-4:30pm
Perth	4 February 2014	2-4:30pm
Perth	5 February 2014	9-11:30am

# Appendix 3: Reporting workshops for relevant employers

City	Date	Time
Sydney	11 February 2014	2-4:30pm
Sydney	12 February 2014	9:30-12pm
Melbourne	19 February 2014	2-4:30pm
Melbourne	20 February 2014	9-11:30am
Sydney	27 February 2014	9:30-12pm
Sydney	27 February 2014	2-4:30pm
Sydney	4 March 2014	2-4:30pm
Sydney	6 March 2014	9:30-12pm
Brisbane	12 March 2014	2-4:30pm
Brisbane	13 March 2014	9-11:30am
Adelaide	18 March 2014	9-11:30am
Adelaide	18 March 2014	1:30-4pm
Melbourne	19 March 2014	9-11:30am

## Australian Industry Group-hosted workshops

Brisbane	4 March 2014	8am-11am
Sydney	19 March 2014	8am-11am
Videoconference for regional Ai Group members	31 March 2014	8am-11am
Melbourne	3 April 2014	8am-11am

## Appendix 4: Media releases

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<b>Date</b>	<b>Title</b>
8 July 2013	New tool helps employers set gender targets
15 July 2013	Transparent gender data a valuable asset for investors
2 September 2013	The cost of being female: 64 extra days at work
27 November 2013	Government agency to recognise best employers for gender equality
20 February 2014	Gender pay gap at 17.1%, employers tackle pay inequity
14 March 2014	Good intentions don't count without gender data
27 March 2014	WGEA welcomes government's decision on gender reporting

# Appendix 5: Staffing information

**Table 11:** EEO groups as at 30 June 2014

Band	Culturally and linguistically diverse backgrounds	Aboriginal or Torres Strait Islander	People with a disability	Women	All staff
PEO	0	0	0	1	1
EL 1 and 2	0	0	0	9	9
APS Level 5 and 6	3	1	1	15	18
APS Level 2 to 4	2	0	0	4	4
<b>Total</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>29</b>	<b>32</b>

**Table 12:** Salary ranges available for APS employees

Band	Lower salary (\$)	Upper salary (\$)
PEO		Not applicable
EL2	112,299	128,053
EL1	96,293	103,981
APS Level 6	74,248	84,945
APS Level 5	68,841	72,997
APS Level 4	61,342	66,655
APS Level 3	55,346	59,761
APS Level 2	48,523	53,571
APS Level 1	42,844	47,192

# Appendix 5: Staffing information

**Table 13:** Collective Agreement and Individual Industrial Agreement  
– employees covered as at 30 June 2014

Agreement	Band	Employees covered
Individual industrial agreement	SES	0
	Non-SES	0
Collective agreement	APS	31
<b>Total</b>		<b>31*</b>

**Key:** **APS 1–6** Australian Public Service Levels 1 to 6  
**EL1 and EL2** Executive Level 1 and 2  
**PEO** Principal Executive Officer  
 \*PEO not covered by Collective Agreement or Individual Industrial Agreement.

# Appendix 6: Other mandatory information

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## 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 following information is provided in accordance with Schedule 2, Part 4 of the *Work Health and Safety Act 2011*.

### **Work health and safety (WH&S) policy**

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 staff meetings and the Agency has a health and safety representative.

As part of the induction program, new employees go through informal WH&S training and have an ergonomic assessment of their workstation. The Agency also carries out ergonomic workstation assessments for all telecommuting staff.

The Agency's health, fitness and wellbeing policy encourages staff members to take part in activities that contribute to a healthy lifestyle.

### **Statistics**

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 2013–14 year.

## Information Publication Scheme

Agencies 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 eight statement in an annual report. The Agency plan showing the information that is published in accordance with the IPS requirements is accessible from the Agency website.

No requests were made to the Agency this year for information under the FOI Act.

# Appendix 6: Other mandatory information

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## Advertising and market research

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

The Agency did not make any payments to any advertising, market research, polling, direct mail or media advertising organisations in 2013–14.

## 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*.

## **Accordance with and contribution to ecologically sustainable development**

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

The Operations team has established 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 NABERS energy rating of 4.5 and a NABERS water rating of 3.5.



# Appendix 6: Other mandatory information

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## Grant programs

The Agency did not administer any grant programs.

## 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, departments and agencies are no longer required to report on these functions.

The Commonwealth Disability Strategy was superseded by a new National Disability Strategy 2010–2020, which sets out a 10-year national policy framework to improve the lives of people with disability, promote their participation in the community and create a more inclusive society. A high-level, two-yearly report will track progress against each of the six outcome areas of the strategy and present a picture of how people with disability are faring. The first of these reports will be available in 2014 at [www.dss.gov.au](http://www.dss.gov.au).

The Social Inclusion Measurement and Reporting Strategy agreed to by the Australian Government in December 2009 will also include some reporting on disability matters in its regular *How Australia is Faring* report and, if appropriate, in strategic change indicators in Agency annual reports. More details on social inclusion matters can be found at [www.socialinclusion.gov.au](http://www.socialinclusion.gov.au).



# Appendix 7: Compliance index

The Agency must provide certain information in accordance with the *Requirements for Annual Reports for Departments, Executive Agencies and FMA Act Bodies* issued by the Department of the Prime Minister and Cabinet in June 2014. Below is a list of where this information is located.

<b>Area</b>	<b>Page</b>
Letter of transmittal (mandatory)	1
Table of contents (mandatory)	3
Index (mandatory)	99
Glossary (mandatory)	4
Contact officer (mandatory)	inside cover
Internet addresses and internet address for report (mandatory)	inside cover
<b>Review by Director</b>	
Review by Director (mandatory)	6-7
Summary of significant issues and developments (suggested)	6-8
Overview of Agency's performance and financial results (suggested)	16-26
Outlook for the following year (suggested)	6-7
Significant issues and developments – portfolio (suggested)	not applicable
<b>Agency overview</b>	
Role and functions (mandatory)	12
Organisational structure (mandatory)	13
Outcome and program structure (mandatory)	14
Variations from the PBS (mandatory if applicable)	not applicable
Portfolio structure (mandatory if applicable)	not applicable
<b>Report on performance</b>	
Review of performance in relation to programs and contribution to outcomes (mandatory)	16-17
Actual performance in relation to deliverables and KPIs set out in the PBS and PAES (mandatory)	16-17
Where performance targets differ from the PBS and PAES (mandatory)	not applicable
Narrative discussion and analysis of performance (mandatory)	16-26
Trend information (mandatory)	14
Significant changes in nature of principals, functions and services (mandatory if applicable)	not applicable

# Appendix 7: Compliance index

Area	Page
Performance of purchaser and provider arrangements (suggested if applicable)	not applicable
Factors, events or trends influencing performance (suggested)	not applicable
Contribution of risk management in achieving objectives (suggested)	not applicable
Performance against service charter, customer service standards, complaints data, and the Agency's response to complaints (mandatory if applicable)	28
Discussion and analysis of financial performance (mandatory)	26
Discussion of any significant changes in financial results from the prior year, from budget or anticipated to have a significant impact on future operations (mandatory)	26
Agency resource statement and summary resource tables by outcome (mandatory)	26
<b>Management accountability</b>	
<b>Corporate governance</b>	
Agency heads required to certify that their Agency complies with Commonwealth Fraud Control Guidelines (mandatory)	29
Statement of the main corporate governance practices in place (mandatory)	29
Names of senior executives and their responsibilities (suggested)	29
Senior management committees and their roles (suggested)	not applicable
Corporate and operational plans and associated performance reporting and review (suggested)	not applicable
Internal audit arrangements including approach adopted to identifying areas of significant financial or operational risk and arrangements to manage those risks (suggested)	29
Policy and practices on establishing and maintaining appropriate ethical standards (suggested)	29
How nature and amount of remuneration for SES officers is determined (suggested)	not applicable
<b>External scrutiny</b>	
Significant developments in external scrutiny (mandatory)	30
Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner (mandatory)	30
Reports by the Auditor-General, a Parliamentary Committee, the Commonwealth Ombudsman or an agency capability review (mandatory)	30

# Appendix 7: Compliance index

Area	Page
<b>Management of human resources</b>	
Assessment of effectiveness in managing and developing human resources to achieve agency objectives (mandatory)	31
Workforce planning, staff turnover and retention (suggested)	not applicable
Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and Australian Workplace Arrangements (suggested)	31
Training and development undertaken and its impact (suggested)	32
Work health and safety performance (suggested)	91
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Assessment of effectiveness of asset management (mandatory if applicable)	34
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<b>Other mandatory information</b>	
Work health and safety (mandatory)	93
Advertising and market research (mandatory)	94
Ecologically sustainable development and environmental performance (mandatory)	94
Compliance with the Agency's obligations under the <i>Carer Recognition Act 2010</i> (mandatory if applicable)	not applicable
Grant programs (mandatory)	95
Disability reporting (mandatory)	95
Information Publication Scheme statement (mandatory)	93
Correction of material errors in previous annual report (mandatory if applicable)	not applicable
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