Workplace Gender Equality Agency 2020–21 Compliance Program Submission approval

I, the CEO (or equivalent), confirm that the data provided in the 2020-21 Compliance Program submission is complete and correct, as reported in the full data appendices:

→ Public Workplace Profile
→ Public Workforce Management Statistics
→ Public Questionnaire
→ Confidential Data.

I approve the submission of this data to WGEA.

I also confirm that the organisation/s covered by this submission will meet the notification and access requirements as detailed below.

Name of CEO (or equivalent)

Robert Potter
_____

CEO (or equivalent) signature
_____

Date of signature

24 August 2021
_____

What next?

The contact nominated for the submission of this report must complete the declaration and consent process in the WGEA Portal. The Agency does not require physical evidence of the CEO's signature.

To comply with the notification and access requirements, your organisation/s must:

→ inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the public data may be accessed
→ provide access to the public data to employees and members or shareholders
→ inform employee organisations with members in its workplace that the report has been lodged
→ inform its employees and those employee organisations with members in its workplace of the opportunity to comment on the report to the employer or the Agency.

For more information on the notification and access requirements, read here.

Workforce Management Statistics Table

Industry: Personal and Other Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	1		1
			Managers		1	2
			Non-managers	3	2	5
		Fixed-Term Contract	Non-managers	1		1
	Part-time	Permanent	Non-managers	3		3
	N/A	Casual	Non-managers	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Non-managers	3	1	4
	Part-time	Fixed-Term Contract	Non-managers		2	2
	N/A	Casual	Non-managers	1		1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Non-managers	12	8	20
		Fixed-Term Contract	Non-managers	7	1	12
	Part-time	Permanent	Non-managers	3		3
		Fixed-Term Contract	Non-managers	2	1	3
	N/A	Casual	Non-managers	6	4	10

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Personal and Other Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	1		1
			Non-managers	8	13	21
		Fixed-Term Contract	Non-managers	3	2	5
	Part-time	Permanent	Non-managers	3	2	5
	N/A	Casual	Non-managers	2	7	9
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	3		3
	Part-time	Permanent	Non-managers	2		2
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers		5	5

* Total employees includes Gender X

Workforce Management Statistics Table

* Total employees includes Gender X

Workplace Profile Table

Industry: Personal and Other Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	22	30	0	0	52
	Full-time contract	0	1	0	0	1
	Part-time permanent	3	0	0	0	3
Professionals	Full-time permanent	91	93	0	0	185
	Full-time contract	4	3	0	0	7
	Part-time permanent	16	9	0	0	26
	Casual	2	1	0	0	3
Clerical And Administrative Workers	Full-time permanent	44	6	0	0	50
	Full-time contract	1	0	0	0	1
	Part-time permanent	24	4	0	0	28
	Part-time contract	0	1	0	0	1
	Casual	5	4	0	0	9
	Part-time casual	1	0	0	0	1
Labourers	Casual	1	0	0	0	1

* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)
** Total employees includes Gender X

Workplace Profile Table

Industry: Personal and Other Services

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	-1	Full-time permanent	6	12	18
	-2	Full-time permanent	5	3	8
		Part-time permanent	1	0	1
	-3	Full-time permanent	2	1	3
SM	-2	Full-time permanent	0	5	5
		Full-time contract	0	1	1
		Part-time permanent	1	0	1
	-3	Full-time permanent	7	3	10
		Part-time permanent	1	0	1
OM	-3	Full-time permanent	0	1	1
	-4	Full-time permanent	10	12	22

* Total employees includes Gender X

2020 - 21 Compliance Program

Submitted by:

Aust Municipal Admin Clerical & Servs Union (Aust Servs Union - Nat Office) (ABN:28519971998)

New South Wales Local Government Clerical Administrative Energy Airlines And Utilities Branch Of The Australian Services Union (ABN:77278017470)

Aust Municipal Admin Clerical & Servs Union Pvt Sector - Vic Branch (ABN:15278369860)

Australian Municipal Administrative Clerical Services Union Queensland Together Branch (ABN:97853552816)

Australian Services Union Sa & Nt Branch (ABN:55436538739)

Australian Services Union Western Australian Branch (ABN:65118845644)

Australian Municipal Administrative Clerical And Services Union Queensland (Services And Northern Administrative) Branch (ABN:86351665653)

Australian Municipal Administrative Clerical & Services Union Taxation Officers Branch (ABN:99019144646)

Australian Services Union Victorian And Tasmanian Authorities And Services Branch (ABN:76569632753)

Australian Services Union Nsw And Act Services Branch (ABN:6071 5604720)

#Workplace overview

Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

…Recruitment	Yes(*Select all that apply*)
…Yes	Policy Strategy
…Retention	No(*Select all that apply*)
…No	Not a priority
…Performance management processes	Yes(*Select all that apply*)
…Yes	Policy Strategy
…Promotions	Yes(*Select all that apply*)
…Yes	Policy
…Talent identification/identification of high potentials	No(*Select all that apply*)
…No	Not a priority
…Succession planning	Yes(*Select all that apply*)
…Yes	Strategy
…Training and development	Yes(*Select all that apply*)
…Yes	Policy Strategy
…Key performance indicators for managers relating to gender equality	No(*Select all that apply*)
…No	Not aware of the need

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

No(*Select all that apply*)	
…No	Not aware of the need

3: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

Governing bodies

Aust Municipal Admin Clerical & Servs Union (Aust Servs Union - Nat Office)

1: Does this organisation have a governing body?	Yes(*Provide further details on the governing body(ies) and its composition*)
1.1: What is the name of your governing body?	ASU National Executive
1.2: What type of governing body does this	

organisation have?	Management committee
1.3: How many members are on the governing body and who holds the predominant Chair position?	
…Chairs	
…Female (F)	0
…Male (M)	1
…Gender X	0
…Members	
…Female (F)	11
…Male (M)	13
…Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No(*Select all that apply*)
	Other (provide details)
	The ASU National rules were stipulate that at least one of the National Elected roles is to be a woman.
1.5: Has a target been set to increase the representation of women on this governing body?	No(*Select all that apply*)
	Governing body has gender balance (i.e. 40% women / 40% men / 20% either)

New South Wales Local Government Clerical Administrative Energy Airlines And Utilities Branch Of The Australian Services Union

Aust Municipal Admin Clerical & Servs Union Pvt Sector - Vic Branch

Australian Municipal Administrative Clerical Services Union Queensland Together Branch

Australian Services Union Sa & Nt Branch

Australian Services Union Western Australian Branch

Australian Municipal Administrative Clerical And Services Union Queensland (Services And Northern Administrative) Branch

Australian Municipal Administrative Clerical & Services Union Taxation Officers Branch

Australian Services Union Victorian And Tasmanian Authorities And Services Branch

Australian Services Union Nsw And Act Services Branch

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

#Action on gender equality

1: Do you have a formal policy and/or formal strategy on remuneration generally?

Yes(*Select all that apply*)

…Yes	Policy
1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?	Yes(*Select all that apply*)
…Yes	To achieve gender pay equity To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews) To be transparent about pay scales and/or salary bands To ensure managers are held accountable for pay equity outcomes To implement and/or maintain a transparent and rigorous performance assessment process

2: Did your organisation receive JobKeeper payments?

No

3: What was the snapshot date used for your Workplace Profile?

30-Jun-2020

4: If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Employer action on pay equity

1: Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

No(*Select all that apply*)

…No	Salaries for ALL employees (including managers) are set by awards or industrial agreements and there is NO room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)

2: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?

No(*Select all that apply*)

…No   Not aware of the need

2: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

#Employee work/life balance

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes(*Select all that apply*)	
…Yes	Policy Strategy
…A business case for flexibility has been established and endorsed at the leadership level	Yes
…Leaders are visible role models of flexible working	Yes
…Flexible working is promoted throughout the organisation	No(*Select all that apply*)
…No	Other (provide details)
…Other (provide details)	Flexible work arrangements are provided and in policies and enforceable collective agreements.
…Targets have been set for engagement in flexible work	No(*Select all that apply*)
…No	Not aware of the need
…Targets have been set for men's engagement in flexible work	No(*Select all that apply*)
…No	Not aware of the need
…Leaders are held accountable for improving workplace flexibility	Yes
…Manager training on flexible working is provided throughout the organisation	No(*Select all that apply*)
…No	Not aware of the need
…Employee training is provided throughout the organisation	No(*Select all that apply*)
…No	Not aware of the need
…Team-based training is provided throughout the organisation	No(*Select all that apply*)
…No	Not aware of the need
…Employees are surveyed on whether they have sufficient flexibility	No(*Select all that apply*)
…No	Not aware of the need
…The organisation's approach to flexibility is integrated into client conversations	No(*Select all that apply*)
…No	Not aware of the need

…The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes
…Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No(*Select all that apply*)
…No	Insufficient resources/expertise
…Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No(*Select all that apply*)
…No	Insufficient resources/expertise
…Other (provide details)	No

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

…Flexible hours of work	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Compressed working weeks	No(*You may specify why the above option is not available to your employees.*)
…No	Not aware of the need
…Time-in-lieu	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Telecommuting (e.g. working from home)	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Part-time work	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Job sharing	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Carer's leave	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available

…Purchased leave	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Unpaid leave	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available

3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

> Yes

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

> Yes, SOME managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

> Don't know / Not applicable

6: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave (using the primary/secondary carer definition)

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes(*Please indicate how employer funded paid parental leave is provided to the primary carers.*)
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	Women only
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption
1.1.c: How do you pay employer funded paid parental leave to primary carers?	Paying the employee's full salary
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	No
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	12
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	71-80%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	No(*You may specify why employer funded paid parental leave for secondary carers is not available.*)
…No	Other (provide details)
…Other (provide details)	66% of all employees have access to employer funded paid secondary carers leave.

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

Support for carers

1: Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

Yes(*Select all that apply*)

…Yes	Policy Strategy

2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

…Employer subsidised childcare	No(*You may specify why the above support mechanism is not available to your employees.*)
…On-site childcare	No(*You may specify why the above support mechanism is not available to your employees.*)
…Breastfeeding facilities	Yes(*Please indicate the availability of this support mechanism.*)
…Yes	Available at SOME worksites
…Childcare referral services	No(*You may specify why the above support mechanism is not available to your employees.*)
…Internal support networks for parents	No(*You may specify why the above support mechanism is not available to your employees.*)
…Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No(*You may specify why the above support mechanism is not available to your employees.*)
…Information packs for new parents and/or those with elder care responsibilities	No(*You may specify why the above support mechanism is not available to your employees.*)
…Referral services to support employees with family and/or caring responsibilities	Yes(*Please indicate the availability of this support mechanism.*)
…Yes	Available at SOME worksites
…Targeted communication mechanisms (e.g. intranet/forums)	No(*You may specify why the above support mechanism is not available to your employees.*)
…Support in securing school holiday care	No(*You may specify why the above support mechanism is not available to your employees.*)
…Coaching for employees on returning to work from parental leave	No(*You may specify why the above support mechanism is not available to your employees.*)
…Parenting workshops targeting mothers	No(*You may specify why the above support mechanism is not available to your employees.*)
…Parenting workshops targeting fathers	No(*You may specify why the above support mechanism is not available to your employees.*)
…Other (provide details)	No

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(*Select all that apply*)	
…Yes	Policy
1.1: Do you provide a grievance process in any sex-based harasssment and	

discrimination prevention formal policy and/or formal strategy?	No(*Select all that apply*)
…No	Currently under development(*Select the estimated completion date.*)
…Currently under development	10-Nov-2021

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

…All managers	Yes(*Please indicate how often is this training provided (select all that apply):*)
…Yes	Varies across business units
…All employees	Yes(*Please indicate how often is this training provided (select all that apply):*)
…Yes	Varies across business units

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

Family or domestic violence

1: Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes(*Select all that apply*)	
…Yes	Policy Strategy

2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

…Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
…Training of key personnel	Yes
…A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
…Workplace safety planning	Yes
…Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
…Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
…Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes
…Access to unpaid leave	Yes
…Confidentiality of matters disclosed	Yes

…Referral of employees to appropriate domestic violence support services for expert advice	Yes
…Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
…Flexible working arrangements	Yes
…Provision of financial support (e.g. advance bonus payment or advanced pay)	Yes
…Offer change of office location	Yes
…Emergency accommodation assistance	Yes
…Access to medical services (e.g. doctor or nurse)	Yes
…Other (provide details)	Yes
…Yes	The availability of above provisions varies across branches of the ASU.

3: If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.