

# Submission Approval Form

## 2024-25 Gender Equality Reporting

I, the CEO (or equivalent), confirm that the data provided in the 2024-25 Gender Equality Reporting submission is complete and correct, as reported in the full data appendices:

- + Public Report - Questionnaire
- + Public Report – Employee data tables

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.

**CEO (or equivalent) signature**

**Name of CEO (or equivalent)**



Emeline Gaske

**Date: 30 July 2025**

### 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 your employees and members or shareholders that you have 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 your workplace that the report has been lodged
- + inform your employees and those employee organisations with members in your workplace of the opportunity to comment on the report to the employer or the Agency.

Please see our reporting guide for more information on the [notification and access requirements](#).

# Employer Public Report

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## Submitted By:

Australian Municipal, Administrative, Clerical and Services Union 28519971998; Queensland Together Branch 97853552816; Queensland (Services and Northern Administrative) Branch 86351665653; New South Wales and ACT Services Branch 60715604720; Victorian And Tasmanian Authorities And Services Branch 76569632753; Victorian Private Sector Branch 15278369860; South Australian and Northern Territory Branch 55436538739; Australian Services Union Western Australian Branch 65118845644; Australian Municipal Administrative Clerical & Services Union Taxation Officers' Branch 99019144646; NSW LOCAL GOVERNMENT CLERICAL ADMINISTRATIVE ENERGY AIRLINES & UTILITIES UNION 95571805442

## Public Reports

WGEA publishes the Public Report, except personal information in whole, or part on the Data Explorer and uses its contents in whole or part for other purposes in electronic or other formats.

Two documents make up your Public Report and can be generated and downloaded after preparing your submission for lodgement:

- Public Report – Questionnaire
- Public Report – Employee Data Tables

The Public Report must be:

- Given to your CEO or equivalent for review, approval and sign off before lodgement.
- Shared in accordance with the Notification and Access requirements under the *Workplace Gender Equality Act 2012 (the Act)*.

Report contacts will be asked to declare in the Portal that all relevant CEO or equivalents have signed the public report.

Detailed information on the requirements to share the public report with your employees, members or shareholders can be found within the online Reporting Guide on [Notification and Access requirements](#).

## Gender Equality Standards

If there is a single entity employing 500 or more employees, they must have a policy or strategy in place against each of the six Gender Equality Indicators. More information can be found within the online reporting guide on [Gender Equality Standards](#).



# Workplace Overview

## Policies & Strategies

Employer policies or strategies on workplace gender equality and the composition of the workforce can be powerful levers for making progress and change. Policies or strategies are most effective when backed up by evidence-informed action plans to address areas of imbalance and inequality. Similarly, targets are achievable, time-framed goals that create mechanisms for accountability and are effective when combined with dedicated actions to help achieve them.

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### 1.1 Do you have formal policies and/or formal strategies in place that support gender equality in the workplace?

Yes

Policy; Strategy

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#### 1.1a Do the formal policies and/or formal strategies include any of the following?

Recruitment; Retention; Performance management processes; Promotions; Succession planning; Training and development; Talent identification/identification of high potentials; Key performance indicators for managers relating to gender equality; Other

**Provide details:** We have policies/strategies that support gender equality, including flexible work and work from home policies.

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### 1.2 Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?

Yes

Policy; Strategy

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#### 1.2a Do the formal policies and/or formal strategies include any of the following?

Gender identity; Aboriginal and/or Torres Strait Islander background; Cultural and/or language background; Disability and/or accessibility; Age

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### 1.3 Does your organisation have any targets to address gender equality in your workplace?

Yes

Other

**Other:** The union is governed by our rules, which include requirements to address gender equality in our workplace by way of setting affirmative action minimum requirements in our



governing bodies and in areas of key leadership personnel.

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

In addition to our rules and affirmative action requirements outlined at 1.3, the ASU is one of the leading unions in this area. The majority of ASU Members are women and the majority of our leading governing body is comprised of women. Our union leads campaigns across our sectors promoting gender equality for our members in their workplaces and replicates this in the management of our union and the work environment we provide for our employees.



# Workplace Overview

## Governing Bodies

Gender balance on governing bodies or Boards is good for business. It contributes to workplace gender equality outcomes and improved company performance more broadly. Measures to support gender balance in the governing body include analysing the gender representation of chairs and other members, considering gender in the selection of Board members, and taking action to drive change through term limits, gender equality targets and policies.

### 1.5 Identify your organisation/s' governing body or bodies.

**Organisation:** Australian Municipal, Administrative, Clerical and Services Union

#### A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

No

#### B. What is the name of your governing body?

ASU National Executive

#### C. What type of governing body does this organisation have?

Other governing body/authority

Committee of Management

#### D. How many members are in the governing body and who holds the predominant Chair position?

	Female (F)	Male (M)
Chair	0	1
Members (excluding chairs)	13	10

#### E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

Yes

**Selected value:** Policy; Strategy

#### E.1 Do the formal policies and/or formal strategies include any of following?

Selection process for governing body members; Advertisement of governing body positions; Gender diversity on candidate shortlists; Gender diversity and inclusion



**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Our governing body is made up by a majority of women, and further, our rules set affirmative action requirement which mandate minimum representation of women in all elected positions.

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

Yes

Aboriginal and/or Torres Strait Islander identity; Cultural and/or language and/or race/ethnicity background; Disability and/or accessibility; Gender identity; Age; Other

**Provide Details:** The National Executive have a strategy to ensure there is maximum diversity and inclusion of members in the governing body.

**Organisation:** Queensland Together Branch

**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

**B. What is the name of your governing body?**

Branch Committee of Management (consistent with the branch rules)

**C. What type of governing body does this organisation have?**

Other governing body/authority

Committee of Management

**D. How many members are in the governing body and who holds the predominant Chair position?**

Female (F)

Male (M)



Chair	1	0
Members (excluding chairs)	10	8

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

Yes

**Selected value:** Policy; Strategy

**E.1 Do the formal policies and/or formal strategies include any of following?**

Selection process for governing body members; Advertisement of governing body positions; Gender diversity on candidate shortlists; Gender diversity and inclusion

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Our governing body is made up by a majority of women, and further, our rules set affirmative action requirement which mandate minimum representation of women in all elected positions.

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

Yes

Aboriginal and/or Torres Strait Islander identity; Cultural and/or language and/or race/ethnicity background; Disability and/or accessibility; Gender identity; Age; Other

**Provide Details:** The National Executive have a strategy to ensure there is maximum diversity and inclusion of members in the governing body.

**Organisation:** Queensland (Services and Northern Administrative) Branch

**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**





No

**B. What is the name of your governing body?**

Branch Committee of Management (consistent with the branch rules)

**C. What type of governing body does this organisation have?**

Other governing body/authority

Committee of Management

**D. How many members are in the governing body and who holds the predominant Chair position?**

	Female (F)	Male (M)
Chair	1	0
Members (excluding chairs)	9	6

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

Yes

**Selected value:** Policy; Strategy

**E.1 Do the formal policies and/or formal strategies include any of following?**

Selection process for governing body members; Advertisement of governing body positions; Gender diversity on candidate shortlists; Gender diversity and inclusion

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Our governing body is made up by a majority of women, and further, our rules set affirmative action requirement which mandate minimum representation of women in all elected positions.



.....

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

Yes

Aboriginal and/or Torres Strait Islander identity; Cultural and/or language and/or race/ethnicity background; Disability and/or accessibility; Gender identity; Age; Other

**Provide Details:** The National Executive have a strategy to ensure there is maximum diversity and inclusion of members in the governing body.

**Organisation:** New South Wales and ACT Services Branch

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**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

.....

**B. What is the name of your governing body?**

Branch Committee of Management (consistent with the branch rules)

.....

**C. What type of governing body does this organisation have?**

Other governing body/authority

Committee of Management

.....

**D. How many members are in the governing body and who holds the predominant Chair position?**

	Female (F)	Male (M)
Chair	1	0
Members (excluding chairs)	10	6

.....

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

Yes

**Selected value:** Policy; Strategy

.....

**E.1 Do the formal policies and/or formal strategies include any of following?**

Selection process for governing body members; Advertisement of governing body positions; Gender diversity on candidate shortlists; Gender diversity and inclusion



.....

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

.....

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Our governing body is made up by a majority of women, and further, our rules set affirmative action requirement which mandate minimum representation of women in all elected positions.

.....

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

Yes

Aboriginal and/or Torres Strait Islander identity; Cultural and/or language and/or race/ethnicity background; Disability and/or accessibility; Gender identity; Age; Other

**Provide Details:** The National Executive have a strategy to ensure there is maximum diversity and inclusion of members in the governing body.

**Organisation:** Victorian And Tasmanian Authorities And Services Branch

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**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

.....

**B. What is the name of your governing body?**

Branch Committee of Management (consistent with the branch rules)

.....

**C. What type of governing body does this organisation have?**

Other governing body/authority

Committee of Management

.....

**D. How many members are in the governing body and who holds the predominant Chair position?**

Female (F)

Male (M)



Chair	1	0
Members (excluding chairs)	13	7

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

Yes

**Selected value:** Policy; Strategy

**E.1 Do the formal policies and/or formal strategies include any of following?**

Selection process for governing body members; Advertisement of governing body positions; Gender diversity on candidate shortlists; Gender diversity and inclusion

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Our governing body is made up by a majority of women, and further, our rules set affirmative action requirement which mandate minimum representation of women in all elected positions.

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

Yes

Aboriginal and/or Torres Strait Islander identity; Cultural and/or language and/or race/ethnicity background; Disability and/or accessibility; Gender identity; Age; Other

**Provide Details:** The National Executive have a strategy to ensure there is maximum diversity and inclusion of members in the governing body.

**Organisation:** Victorian Private Sector Branch

**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**



No

**B. What is the name of your governing body?**

Branch Committee of Management (consistent with the branch rules)

**C. What type of governing body does this organisation have?**

Other governing body/authority

Committee of Management

**D. How many members are in the governing body and who holds the predominant Chair position?**

	Female (F)	Male (M)
Chair	0	1
Members (excluding chairs)	6	3

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

Yes

**Selected value:** Policy; Strategy

**E.1 Do the formal policies and/or formal strategies include any of following?**

Selection process for governing body members; Advertisement of governing body positions; Gender diversity on candidate shortlists; Gender diversity and inclusion

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Our governing body is made up by a majority of women, and further, our rules set affirmative action requirement which mandate minimum representation of women in all elected positions.



.....

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

Yes

Aboriginal and/or Torres Strait Islander identity; Cultural and/or language and/or race/ethnicity background; Disability and/or accessibility; Gender identity; Age; Other

**Provide Details:** The National Executive have a strategy to ensure there is maximum diversity and inclusion of members in the governing body.

**Organisation:** South Australian and Northern Territory Branch

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**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

.....

**B. What is the name of your governing body?**

Branch Committee of Management (consistent with the branch rules)

.....

**C. What type of governing body does this organisation have?**

Other governing body/authority

Committee of Management

.....

**D. How many members are in the governing body and who holds the predominant Chair position?**

	Female (F)	Male (M)
Chair	1	0
Members (excluding chairs)	3	4

.....

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

Yes

**Selected value:** Policy; Strategy

.....

**E.1 Do the formal policies and/or formal strategies include any of following?**

Selection process for governing body members; Advertisement of governing body positions; Gender diversity on candidate shortlists; Gender diversity and inclusion



.....

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

.....

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Our governing body is made up by a majority of women, and further, our rules set affirmative action requirement which mandate minimum representation of women in all elected positions.

.....

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

Yes

Aboriginal and/or Torres Strait Islander identity; Cultural and/or language and/or race/ethnicity background; Disability and/or accessibility; Gender identity; Age; Other

**Provide Details:** The National Executive have a strategy to ensure there is maximum diversity and inclusion of members in the governing body.

**Organisation:** Australian Services Union Western Australian Branch

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**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

.....

**B. What is the name of your governing body?**

Branch Committee of Management (consistent with the branch rules)

.....

**C. What type of governing body does this organisation have?**

Other governing body/authority

Committee of Management

.....

**D. How many members are in the governing body and who holds the predominant Chair position?**

Female (F)

Male (M)



Chair	0	1
Members (excluding chairs)	11	5

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

Yes

**Selected value:** Policy; Strategy

**E.1 Do the formal policies and/or formal strategies include any of following?**

Selection process for governing body members; Advertisement of governing body positions; Gender diversity on candidate shortlists; Gender diversity and inclusion

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Our governing body is made up by a majority of women, and further, our rules set affirmative action requirement which mandate minimum representation of women in all elected positions.

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

Yes

Aboriginal and/or Torres Strait Islander identity; Cultural and/or language and/or race/ethnicity background; Disability and/or accessibility; Gender identity; Age; Other

**Provide Details:** The National Executive have a strategy to ensure there is maximum diversity and inclusion of members in the governing body.

**Organisation:** Australian Municipal Administrative Clerical & Services Union Taxation Officers' Branch

**A. To your knowledge, is this governing body also reported in a different submission**





**group for this year's Gender Equality Reporting?**

No

**B. What is the name of your governing body?**

Branch Committee of Management (consistent with the branch rules)

**C. What type of governing body does this organisation have?**

Other governing body/authority

Committee of Management

**D. How many members are in the governing body and who holds the predominant Chair position?**

	Female (F)	Male (M)
Chair	0	1
Members (excluding chairs)	4	4

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

Yes

**Selected value:** Policy; Strategy

**E.1 Do the formal policies and/or formal strategies include any of following?**

Selection process for governing body members; Advertisement of governing body positions; Gender diversity on candidate shortlists; Gender diversity and inclusion

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Our governing body is made up by a majority of women, and further, our rules set affirmative action requirement which mandate minimum representation of



women in all elected positions.

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

Yes

Aboriginal and/or Torres Strait Islander identity; Cultural and/or language and/or race/ethnicity background; Disability and/or accessibility; Gender identity; Age; Other

**Provide Details:** The National Executive have a strategy to ensure there is maximum diversity and inclusion of members in the governing body.

**Organisation:** NSW LOCAL GOVERNMENT CLERICAL ADMINISTRATIVE ENERGY AIRLINES & UTILITIES UNION

**A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?**

No

**B. What is the name of your governing body?**

Branch Committee of Management (consistent with the branch rules)

**C. What type of governing body does this organisation have?**

Other governing body/authority

Committee of Management

**D. How many members are in the governing body and who holds the predominant Chair position?**

	Female (F)	Male (M)
Chair	1	0
Members (excluding chairs)	5	14

**E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?**

Yes

**Selected value:** Policy; Strategy

**E.1 Do the formal policies and/or formal strategies include any of following?**

Selection process for governing body members; Advertisement of governing body positions; Gender diversity on candidate shortlists; Gender diversity and inclusion



.....

**F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?**

No

.....

**G. Has a target been set on the representation of women on this governing body?**

No

**Selected value:** Other

**Other value:** Our governing body is made up by a majority of women, and further, our rules set affirmative action requirement which mandate minimum representation of women in all elected positions.

.....

**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

Yes

Aboriginal and/or Torres Strait Islander identity; Cultural and/or language and/or race/ethnicity background; Disability and/or accessibility; Gender identity; Age; Other

**Provide Details:** The National Executive have a strategy to ensure there is maximum diversity and inclusion of members in the governing body.

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**1.6 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

## Gender Pay Gaps

The gender pay gap is the difference in average or median earnings between women and men. It is a measure of how we value the contribution of women and men in the workforce. The gender pay gap is not to be confused with women and men being paid the same for the same, or comparable, job – this is equal pay. Equal pay for equal work is a legal requirement in Australia. However, illegal instances of unequal pay can still be one of the many drivers of the gender pay gap. Closing the gender pay gap is important for Australia's economic future and reflects our aspiration to be an equal and fair society for all.

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### 2.1 Do you have formal policies and/or formal strategies on equal remuneration (pay equity and the gender pay gap) between women and men?

Yes

Strategy

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#### 2.1a Do the formal policies and/or formal strategies include any of the following?

To achieve gender pay equity; To close the gender pay gap; To be transparent about pay scales and/or salary bands; Other (provide details)

**Other:** The remuneration for all positions are determined by workplace agreements the details of which are available to all staff

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### 2.2 Have you conducted analysis to determine if there are remuneration gaps between women and men?

No

Other

**Provide details:** All salaries paid by the union are set by Awards (where applicable) and/or workplace agreements which are transparent and available to all staff. Staff do not have individually negotiated salaries which could lead to remuneration gaps

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### 2.3 If your organisation would like to provide additional information relating to employer action on pay equity and/or gender remuneration gaps in your workplace, please do so below.

The ASU has taken a leading role in advocating for employers to take action on pay equity and we take proactive steps to replicate this in our own organisation for our employees



# Action on Gender Equality

## Employee Consultation

Engaging employees through consultation on gender equality issues helps employers to understand the employee experience and to take meaningful action. Employers can use the information they learn through the consultation process to generate solutions that are practical and relevant to their organisation.

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### 2.4 Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

Yes

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#### 2.4a How did you consult employees?

Other

**Other:** We consult with our employees regularly on a variety of matters including issues concerning gender equality in our workplace. Further, our workplace agreement mandates extensive staff consultation in relation to the employment relationship.

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#### 2.4b Who did you consult?

ALL staffEmployee representative group(s); Other

**Other:** We consult with nominated staff representatives for work-group wide matters and with employees and/or their nominated representative(s) directly when relating to individual matters

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### 2.5 Do you have formal policies and/or formal strategies in place to ensure employees are consulted and have input on issues concerning gender equality in the workplace?

Yes

Policy

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### 2.8 If your organisation would like to provide additional information relating to employee consultation on gender Equality in your workplace, please do so below.

The ASU has taken a leading role in advocating for employers to take action on pay equity and we take proactive steps to replicate this in our own organisation for our employees



# Flexible Work

## Flexible Working Arrangements

A flexible working arrangement is an agreement between an employer and an employee to change the standard working arrangement, often through a change to the hours, pattern or location of work. Flexible work is a key enabler of gender equality, helps accommodate an employee's commitments out of work and has become increasingly important for employers in attracting and retaining diverse and talented employees.

### 3.1 Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes

Policy; Strategy

#### 3.1a Do the formal policies and/or formal strategies include any of the following?

A business case for flexibility has been established and endorsed at the leadership level; Leaders are visible role models of flexible working; Flexible working is promoted throughout the organisation; Leaders are held accountable for improving take up and approval of workplace flexibility; Training on flexible working and remote/hybrid teams is provided to managers; Training on flexible working and remote/hybrid teams is available to all employees; All employees are surveyed on whether they have sufficient flexibility; Flexible work offerings are available to all employees, with a default approval bias (all roles flex approach); Other

**Provide Details:** We have comprehensive workplace policies which are reviewed by our National Executive on an ongoing basis. In addition to this we have dispute resolution procedures in our agreement to be followed in order for agreement to be reached on such matters.

### 3.2 Do you offer any of the following flexible working options to MANAGERS and/or NON MANAGERS in your workplace?

Flexible working option	MANAGERS	NON-MANAGERS
Flexible hours of work (start and finish times)	Yes	Yes
Compressed working weeks	Yes	Yes
Time-in-lieu	Yes	Yes
Hybrid working (regular days worked from home and in office)	Yes	Yes
Working fully remote (no regular days worked in office)	Yes	Yes
Reduced hours or part-time work	Yes	Yes
Job sharing arrangements	Yes	Yes
Purchased leave	Yes	Yes
Unpaid leave	Yes	Yes
Flexible scheduling, rostering or switching of shifts	Yes	Yes



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

The ASU has taken a leading role in advocating for employers to take action on pay equity and we take proactive steps to replicate this in our own organisation for our employees



# Employee Support for Parents and Carers

## Paid Parental Leave

Parental leave policies are designed to support and protect working parents around the time of childbirth or adoption of a child and when children are young. Some employers offer universally available parental leave policies, offering equal parental leave for all parents, others offer with a distinction between 'primary' and 'secondary' carers. It's important that it's a policy that's available to all parents, irrespective of gender, recognising the equally important role of all parents in caregiving. Gender equal policies help to de-gender the ideal worker and carer norms, which pervade the workplace and reduce opportunities for women to remain in, or re-enter the workforce.

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### 4.1 Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?

Yes, we offer employer funded parental leave to all genders without using the primary/secondary carer distinction

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#### 4.1a Please indicate whether your employer-funded paid primary carers leave is available to:

All, regardless of gender

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#### 4.1b Please indicate whether your employer-funded paid primary carers leave covers:

Birth; Adoption; Stillbirth

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#### 4.1c How do you pay employer-funded paid parental leave?

Other

**Provide Details:** Full salary including superannuation

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#### 4.1d How many weeks of employer-funded paid parental leave is available to eligible employees?

Lowest entitlement: 12  
Highest entitlement: 40

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#### 4.1e Who has access to this type of employer-funded paid parental leave?

Permanent employees; Contract/fixed term employees; Casual employees

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#### 4.1f Do you require carers to work for the organization for a certain amount of time (a qualifying period) before they can access employer-funded parental leave?





Yes a qualifying period is required

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**4.1g Do you require carers to take employer-funded paid parental leave within a certain time after the birth, adoption, surrogacy and/or stillbirth?**

Anytime within 24 months

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**4.1h Does your organisation have an opt out approach to parental leave? (Employees who do not wish to take their full parental leave entitlement must discuss this with their manager)**

No

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**4.2 Do you pay superannuation contributions to your employees while they are on parental leave?**

Yes, on employer funded primary carer's leave or equally shared parental leave (if applicable); Yes, on employer funded secondary carer's leave (if applicable); Yes, on government funded parental leave

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

Superannuation is paid on all paid parental leave. Irrespective the source of the funding. The ASU doesn't differentiate between primary or secondary careers responsibilities when paying leave and superannuation.



# Employee Support for Parents and Carers

## Support for Carers

Employers can contribute to workplace gender equality by providing support for employees with caring responsibilities. A carer refers to, but is not limited to, an employee's role as the parent (biological, step, adoptive or foster) or guardian of a child, or carer of a child, parent, spouse or domestic partner, close relative, or other dependent. Employer support for employees with caring responsibilities allows them to better accommodate their out-of-work responsibilities.

### 4.4 Do you have formal policies and/or formal strategies to support employees with family or caring responsibilities?

Yes

Policy; Strategy

#### 4.4a Do the formal policies and/or formal strategies include any of the following?

Gender inclusive language when referring to carers; Support for all carers (e.g. carers of children, elders, people with disability); Paid Parental leave; Flexible working arrangements and adjustments to work hours and/or location to support family or caring responsibilities; Job redesign to support family or caring responsibilities; Extended carers leave and/or compassionate leave

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

Support mechanism	Answer
Breastfeeding facilities	Yes
Information packs for those with family and/or caring responsibilities	Yes
Referral services to support employees with family and/ or caring responsibilities	No
Coaching for employees returning to work from parental leave and/or extended carers leave and/or career breaks	Yes
Internal support networks for parents and/or carers	No
Targeted communication mechanisms (e.g. intranet forums)	Yes



Support mechanism	Answer
Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No
Support for employees with securing care (including school holiday care) by securing priority places at local care centres (could include for childcare, eldercare and/or adult day centres)	No
Referral services for care facilities (could include for childcare, eldercare and/or adult day centres)	No
On-site childcare	No
Employer subsidised childcare	No
Parenting workshop	No
Keep-in-touch programs for carers on extended leave and/or parental leave	Yes
Access to counselling and external support for carers (e.g. EAP)	Yes

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



# Harm Prevention

## Sexual harassment, harassment on the ground of sex or discrimination

Workplace sexual harassment and sex discrimination is a gender equality issue that predominantly impacts women. To increase women's workforce participation and well-being, it is essential employers take action to prioritise and protect all employees from sexual harassment, harassment on the ground of sex or discrimination and ensure that every employee feels safe in the workplace.

### 5.1 Do you have formal policies and/or formal strategies on the prevention of and appropriate response to sexual harassment, harassment on the ground of sex or discrimination?

Yes

Policy; Strategy

#### 5.1a Do the formal policies and/or formal strategies include any of the following?

Definitions and examples of sexual harassment, harassment on the grounds of sex and discrimination and consequences of engaging in this behaviour; Leadership accountabilities and responsibilities for prevention and response to sexual harassment ; Processes relating to the use of non-disclosure or confidentiality agreements; Expected standard of behaviour is clearly outlined and included in recruitment and performance management processes; Sexual harassment risk management and how control measures will be monitored, implemented and reviewed; Process for development and review of the policy, including consultation with employees, unions or industry groups ; A system for monitoring outcomes of sexual harassment and discrimination disclosure, including employment outcomes for those impacted by sexual harassment and the respondent

#### 5.1b If Yes, have the policies and/or strategies been reviewed and approved in the reporting period by the Governing Body and CEO (or equivalent)?

Answer	
By the Governing Body	Yes
By the CEO (or equivalent)	Yes

### 5.2 Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

Yes

Cohort	At induction	At promotion	Annually	Multiple times per year
All managers	Yes	No	No	No
All non-managers	Yes	No	No	No



The Governing Body	Yes	No	No
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### 5.2a Does the training program delivered to the above groups include any of the following?

Other

**Provide Details:** ASU branches select their own approved trainers to develop and deliver training in consultation with employees

### 5.3 Does the governing body and CEO or equivalent explicitly communicate their expectations on safety, respectful and inclusive workplace conduct? If yes, when?

#### Members of the governing body

Yes

;More often than annually

#### Chief Executive Officer or equivalent

Yes

;More often than annually

### 5.4 Do you have a risk management process in place to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination?

Yes

### 5.4a Does your risk management process include any of the following?

Identification and assessment of the specific workplace and industry risks of sexual harassment; Control measures to eliminate or minimise the identified drivers and risks for sexual harassment so far as reasonably practicable; Regular review of the effectiveness of control measures to eliminate or minimise the risks of sexual harassment; Consultation on sexual harassment risks and mitigation with staff and other relevant stakeholders (e.g. people you share premises with); Reporting to leadership on workplace sexual harassment risks, prevention and response, incident management effectiveness and outcomes, trend analysis and actions; Identification, assessment and control measures in place to manage the risk of vicarious trauma to responding staff



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**5.4b What actions/responses have been put in place as part of your workplace sexual harassment risk management process?**

Make workplace adjustments; Change or develop new control measures; Undertake and act on a culture audit of the relevant business or division; Train people managers in prevention of sexual harassment; Train identified contact officers; Train staff on mitigation and control measures

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**5.5 What supports are available to support employees involved in and affected by sexual harassment?**

Confidential external counselling (E.g. EAP); Information provided to all employees on external support services available; Union/worker representative support throughout the disclosure process and response; Reasonable adjustments to work conditions

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**5.6 What options does your organisation have for workers who wish to disclose or raise concerns about incidents relating to sexual harassment or similar misconduct?**

Process for disclosure to human resources or other designated responding staff; Process for disclosure to union/worker representative; Process to disclose after their employment has concluded; Process to disclose anonymously; Special procedures for disclosures about organisational leaders and board members; Process for workers to identify and disclose potential risks of sexual harassment, without a specific incident occurring

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**5.7 Does your organisation collect data on sexual harassment in your workplace, if yes, what do you collect?**

No

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**5.8 Does your organisation report on sexual harassment to the governing body and management (CEO, KMP) and how frequently?**

**Governing body**

No

**CEO or equivalent**

No

**Key Management Personnel**

No



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**5.9 If your organisation would like to provide additional information relating to measures to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination, please do so below.**

The ASU has taken a leading role in advocating for employers to take action on pay equity and we take proactive steps to replicate this in our own organisation for our employees



# Harm Prevention

## Family or Domestic Violence

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

Yes

Policy;Strategy

### 5.11 Do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

Type of support (select all that apply)	
Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
Confidentiality of matters disclosed	Yes
Training of key personnel	Yes
Flexible working arrangements	Yes
Workplace safety planning	Yes
Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
Referral of employees to appropriate domestic violence support services for expert advice	Yes
Provision of financial support (e.g. advance bonus payment or advanced pay)	Yes
A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
Access to medical services (e.g. doctor or nurse)	No
Offer change of office location	Yes
Emergency accommodation assistance	No

### 5.12 Do you have the following types of leave in place to support employees who are experiencing family or domestic violence?

#### Access to paid domestic violence leave?

Yes

#### Is it unlimited?

No

#### Do you offer paid family and domestic violence leave by negotiation or as needed?

Yes

#### How many days of paid domestic violence leave?

20





Access to unpaid domestic violence leave?

Yes

Is it unlimited?

Yes

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**5.13 If your organisation would like to provide additional information relating to family and domestic violence affecting your employees, please do so below.**



## Public Report - Employee data tables

**Program:** 2024 - 25 Gender Equality Reporting

**Corporate group of:** Australian Municipal, Administrative, Clerical and Services Union

**Total group employee count:** 406

**Table 1** – Gender composition of all occupational categories

Occupational category	Employment status	No. of employees		Number of graduates or apprentices (combined)		Total employees*
		F	M	F	M	
Managers	Full-time permanent	35	35	0	0	70
	Part-time permanent	2	0	0	0	2
Professionals	Full-time permanent	73	87	0	0	160
	Full-time contract	1	3	0	0	4
	Part-time permanent	18	9	0	0	27
	Part-time contract	1	0	0	0	1
	Casual	1	3	0	0	4
Technicians And Trades Workers	Full-time permanent	3	0	0	0	3
Community And Personal Service Workers	Full-time permanent	10	19	0	0	29
	Part-time permanent	5	1	0	0	6
	Part-time contract	2	0	0	0	2
	Casual	0	1	0	0	1
Clerical And Administrative Workers	Full-time permanent	42	12	0	0	54
	Full-time contract	3	0	0	0	3
	Part-time permanent	13	8	0	0	22
	Casual	13	4	0	0	17
Labourers	Casual	1	0	0	0	1

\* Total employees includes Non-binary

**Table 2** – Gender composition of manager categories

Manager category	Employment status	No. of employees		Number of graduates or apprentices (combined)		Total employees*
		F	M	F	M	
CEO	Full-time permanent	0	1	0	0	1
KMP	Full-time permanent	11	10	0	0	21
	Part-time permanent	1	0	0	0	1
HOB	Full-time permanent	3	6	0	0	9
SM	Full-time permanent	11	7	0	0	18
OM	Full-time permanent	10	11	0	0	21
	Part-time permanent	1	0	0	0	1

\* Total employees includes Non-binary

**Table 3 – Employee movements over reporting period**
**Question 1**  
**How many employees were promoted?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent	3	0	2	2	3	3	13
Part-time	Permanent	0	0	0	0	0	1	1
Full-time	Fixed-term	0	0	1	0	0	0	1
Part-time	Fixed-term	0	0	0	0	0	0	0
N/A	Casual	0	0	0	0	0	0	0

**Question 2**  
**How many employees were promoted from non-manager to manager?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		All managers		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent			2	2			4
Part-time	Permanent			0	0			0
Full-time	Fixed-term			0	0			0
Part-time	Fixed-term			0	0			0
N/A	Casual			0	0			0

**Question 3**  
**How many employees were internally appointed?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent	2	0	0	3	10	5	20
Part-time	Permanent	0	0	0	0	2	3	6
Full-time	Fixed-term	0	0	0	0	1	1	2
Part-time	Fixed-term	0	0	0	0	0	0	0
N/A	Casual	0	0	0	0	1	1	2

**Question 4**  
**How many employees (including partners with an employment contract) were externally appointed?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent	0	0	0	2	28	17	47
Part-time	Permanent	0	0	0	0	6	1	7
Full-time	Fixed-term	0	0	0	0	7	3	10
Part-time	Fixed-term	0	0	0	0	2	0	2
N/A	Casual	0	0	0	0	11	15	28

\* Total employees includes Non-binary

**Table 3 – Employee movements over reporting period (continued)**

**Question 5**  
**How many employees voluntarily resigned?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent	1	1	0	3	14	13	33
Part-time	Permanent	0	0	0	0	3	2	5
Full-time	Fixed-term	0	0	0	0	0	0	0
Part-time	Fixed-term	0	0	0	0	0	0	0
N/A	Casual	0	0	0	0	10	1	11

**Question 6**  
**How many employees were on primary carer's parental leave (paid and/or unpaid)?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent	1	0	1	0	8	0	10
Part-time	Permanent	0	0	1	0	0	0	1
Full-time	Fixed-term	0	0	0	0	0	0	0
Part-time	Fixed-term	0	0	0	0	0	0	0
N/A	Casual	0	0	0	0	0	0	0

**Question 7**  
**How many employees were on secondary carer's parental leave (paid and/or unpaid)?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent	0	0	0	0	0	3	3
Part-time	Permanent	0	0	0	0	0	1	1
Full-time	Fixed-term	0	0	0	0	0	0	0
Part-time	Fixed-term	0	0	0	0	0	0	0
N/A	Casual	0	0	0	0	0	0	0

**Question 8**  
**How many employees ceased employment before returning to work from parental leave (regardless of when the leave commenced)?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent	0	0	0	0	0	0	0
Part-time	Permanent	0	0	0	0	0	0	0
Full-time	Fixed-term	0	0	0	0	0	0	0
Part-time	Fixed-term	0	0	0	0	0	0	0
N/A	Casual							

\* Total employees includes Non-binary