

File/Our Ref: 15.913 JK:db

Your Ref:

Please quote in reply

Monday, 2 June 2014

TO: All Branch Secretaries & Executive President As addressed

By E-Mail

Dear Secretary/Executive President

Re: Workplace Gender Equality Act 2012 (WGE Act)

In accordance with the requirements of the Workplace Gender Equality Act 2012 (Act), I am writing to inform you that on the 30<sup>th</sup> May 2014, the Australian Municipal, Administrative, Clerical and Services Union, trading as the Australian Services Union (ASU), lodged its annual public report with the Workplace Gender Equality Agency (Agency).

A copy of the report has been published on the ASU National website: http://www.asu.asn.au/about/governance.

As an employer of the Union, it is a requirement that you notify your members, employees and employee organisations with members in your workplace that the Act provides for them to comment on the report; either to Joanne Knight, National Women's Consultative Committee Convenor via email jknight@syd.asu.asn.au or to the Agency. Please refer to the Agency's guidelines on their website www.wgea.gov.au for details of their process.

Tel: +61 3 9342 1401

Mobile: 0419 644 238

E-mail: dsmith@asu.asn.au

Yours faithfully

**David Smith National Secretary** 

Saved Smith

encl

T: (03) 9342 1400

F: (03) 9342 1499

E: info@asu.asn.au

W: www.asu.asn.au

**National Secretary** David Smith

Australian Services

**National Office** 

Ground Floor 116 Queensberry St Carlton South VIC 3053

Melbourne & Sydney

All correspondence to:

Union

**Assistant National Secretaries** Greg McLean Linda White



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Your Ref:

Please quote in reply

Monday, 2 June 2014

TO: All National Office Staff

As addressed

By E-Mail

Australian Services Union

National Office Melbourne & Sydney

All correspondence to:

Ground Floor 116 Queensberry St Carlton South VIC 3053

T: (03) 9342 1400 F: (03) 9342 1499 E: info@asu.asn.au W: www.asu.asn.au

National Secretary
David Smith

Assistant National Secretaries Greg McLean Linda White Dear Colleague

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A copy of the report has been published on the ASU National website: http://www.asu.asn.au/about/governance.

As employees of this organisation you may make comments on the report to Joanne Knight, National Women's Consultative Committee Convenor via email <a href="mailto:iknight@syd.asu.asn.au">iknight@syd.asu.asn.au</a> or to the Agency. Please refer to the Agency's guidelines on their website <a href="mailto:www.wgea.gov.au">www.wgea.gov.au</a> for details of their process.

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Yours faithfully

David Smith

**National Secretary** 

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encl



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Monday, 2 June 2014

TO: Professionals Australia

By E-Mail info@ProfessionalsAustralia.org.au

Dear Sir/Madam

Re: Workplace Gender Equality Act 2012 (WGE Act)

In accordance with the requirements of the *Workplace Gender Equality Act 2012* (Act), I am writing to inform you that on the 30<sup>th</sup> May 2014, the Australian Municipal, Administrative, Clerical and Services Union, trading as the Australian Services Union (ASU), lodged its annual public report with the Workplace Gender Equality Agency (Agency).

A copy of the report has been published on the ASU National website: http://www.asu.asn.au/about/governance.

As an employee association you may make comments on the report to Joanne Knight, National Women's Consultative Committee Convenor via email <a href="mailto:iknight@syd.asu.asn.au">iknight@syd.asu.asn.au</a> or to the Agency. Please refer to the Agency's guidelines on their website <a href="mailto:www.wgea.gov.au">www.wgea.gov.au</a> for details of their process.

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Yours faithfully

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David Smith
National Secretary

encl

All correspondence to:
Ground Floor

**National Office** 

Melbourne & Sydney

Australian Services

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116 Queensberry St Carlton South VIC 3053

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National Secretary
David Smith

**Assistant National Secretaries**Greg McLean
Linda White





# 2013-14 public report form submitted by Aust Municipal Admin Clerical & Servs Union (Aust Servs Union - Nat Office) to the Workplace Gender Equality Agency

## **Organisation and contact details**

Organisation registration	Legal name	Aust Municipal Admin Clerical & Servs Union (Aust Servs Union - Nat Office)
	ABN ANZSIC	28519971998 9552 Labour Association Services
Organisation details	Trading name/s	Aust Services Union ASU National Office
	ASX code (if relevant)	
	Postal address	Ground Floor
		116 Queensberry Street, CARLTON SOUTH,
		VIC,3053,AUSTRALIA
	Organisation phone number	(03) 9342 1400
Reporting structure	Number of employees covered in this report submission	409
	Other	Australian Services Union Central &
	organisations reported on in this	Southern QLD Clerical and Admin Branch
	report	Australian Municipal Administrative Clerical and Services Union Queensland (Services and Northern Administrative) Branch
		Australian Services Union NSW and ACT Services Branch
		New South Wales Local Government Clerical Administrative Energy Airlines and Utilities Branch of the Australian Services Union
		Australian Services Union Victorian and Tasmanian Authorities and Services Branch
		Aust Municipal Admin Clerical & Servs Union Pvt Sector - VIC Branch Australian Services Union SA & NT
		Branch
		Australian Services Union Western
		Australian Branch Australian Municipal Administrative
		Clerical & Services Union Taxation Officers Branch





## Workplace profile Manager

Manager occupational categories	Reporting level to CEO	Employment status		No. of employees			
			F	М	Total employees		
CEO/Head of Business in Australia	0	Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Key management personnel	-1	Full-time permanent	5	7	12		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
	-2	Full-time permanent	3	4	7		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Other managers	-2	Full-time permanent	8	8	16		
		Full-time contract	0	0	0		
		Part-time permanent	2	1	3		
		Part-time contract	0	0	0		
		Casual	0	0	0		
	-3	Full-time permanent	7	7	14		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Grand total: all managers			25	28	53		



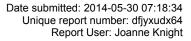
### Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of gr appli	aduates (if cable)	No. of application	Total employees	
Ü		F	M	F	M	F	M	, ,
Professionals	Full-time	1	1	1	1	0	0	4
	permanent							
	Full-time contract	0	0	0	0	0	0	0
	Part-time	0	0	0	0	0	0	0
	permanent							
	Part-time	0	0	0	0	0	0	0
	contract							
	Casual	0	0	0	0	0	0	0
Technicians and trade	Full-time permanent	0	1	0	0	0	0	1
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time	0	0	0	0	0	0	0
	contract	O	U		0	0	ľ	0
	Casual	0	0	0	0	0	0	0
Community and personal service	Full-time permanent	0	0	0	0	0	0	0
36.1.30	Full-time contract	0	0	0	0	0	0	0
	Part-time	0	0	0	0	0	0	0
	permanent	-			_			
	Part-time	0	0	0	0	0	0	0
	contract							
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	39	9	0	0	0	0	48
	Full-time contract	2	0	0	0	0	0	2
	Part-time	21	1	0	0	0	0	22
	permanent							
	Part-time contract	0	0	0	0	0	0	0
	Casual	4	0	0	0	0	0	4
Sales	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0





Non-manager occupational categories	Employment status		cluding graduates and ntices)	raduates and No. of graduates (if applicable)			applicable) applicable)		
		F	М	F	М	F	M		
	Part-time contract	0	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	0	
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	0	
	Part-time permanent	0	0	0	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	0	
Labourers	Full-time permanent	0	0	0	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	0	
	Part-time permanent	0	0	0	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	0	
Others	Full-time permanent	90	105	0	0	0	0	195	
	Full-time contract	3	7	0	0	0	0	10	
	Part-time permanent	21	12	0	0	0	0	33	
	Part-time contract	2	2	0	0	0	0	4	
	Casual	17	16	0	0	0	0	33	
Grand total: all non-managers		200	154	1	1	0	0	356	







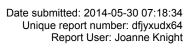
1.5

## Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 SUPPC	Do you have formal policies or formal strategies in place that SPECIFICALLY DRT GENDER EQUALITY in relation to:
1.1 ⊠ Yes	Recruitment?  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.2 ⊠ Yes	Retention?  Standalone policy Policy is contained within another policy
☐ No, ☐ No,	Standalone strategy  ☐ Strategy is contained within another strategy  currently under development insufficient human resources staff don't have expertise not a priority
☐ No, ☐ No,	Performance management processes?  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  currently under development insufficient human resources staff don't have expertise not a priority
1.4 ⊠ Yes	Promotions?  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority

Talent identification/identification of high potentials?







× Yes	_
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
П №	Strategy is contained within another strategy
No, No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.6 ⊠ Yes	Succession planning?
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.7 ⊠ Yes	Training and development?
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☑ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
□No	_ stategy to softained within another stategy
	currently under development
	insufficient human resources staff
	don't have expertise not a priority
1.8 ⊠ Yes	Resignations?
	☐ Standalone policy
	☐ Policy is contained within another policy ☐ Standalone strategy
□No	Strategy is contained within another strategy
=	currently under development
	insufficient human resources staff
☐ No,	don't have expertise
☐ No,	not a priority
1.9 □ Yes	Key performance indicators for managers relating to gender equality?
	<ul><li>☐ Standalone policy</li><li>☐ Policy is contained within another policy</li></ul>
	☐ Standalone strategy ☐ Strategy is contained within another strategy
∐ No	currently under development
	currently under development insufficient human resources staff
_	don't have expertise
	not a priority
1.10	Gender equality overall?





X Yes	
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
☐ No, i	currently under development nsufficient human resources staff don't have expertise not a priority
	You may provide details of other formal policies or formal strategies that specifically gender equality that may be in place:
Gender	equality indicator 2: Gender composition of governing bodies
	Does your organisation, or any organisation you are reporting on, have a governing ard? (If you answered no, you will only be required to answer question 2.4, if ble)
2.1	Please complete the table below. List the names of organisations on whose

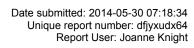
2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, also indicate the gender composition of that governing body/board; and where in place, include what gender composition target has been set and the year the target is to be reached. IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition numbers of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a future date in the format of YYYY in the 'Year to be reached' column.

	Organisation name	Chairperson		Board members		members		members		% Target	Year to be reached
1	Australian Municipal, Administrative, Clerical and Services Union, trading as the Australian Services Union	F	<u>M</u> 1	7 7	13						
2											
3											
4											
5											
6											
7											
8											





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37							
38							
39							
40							
41							
42							
43							
44							
45							
46							
47							
48							
49							
50							
2.2	For any governing bodies/boards w	here a	ender co	mpos	ition ta	raets have	e not been

49									
50									
<ul> <li>2.2 For any governing bodies/boards where gender composition targets have not been set, you may specify why below:</li> <li>Governing body has gender balance (e.g 40% women/40% men/20% either)</li> <li>Currently under development</li> <li>Insufficient human resources staff</li> <li>Don't have expertise</li> <li>Don't have control over board appointments (provide details why):</li> </ul>									
⊠ C	<ul> <li>Not a priority</li> <li>○ Other (provide details):</li> <li>Each time we review rules a decision os made about whether continuation of available "special measures" is required.</li> </ul>								
2.3 body	Do you have a formal selection pol //board members for ALL organisations					gy for gov	erning/		
	☐ Standalone policy ☐ Policy is contained within anoth ☐ Standalone strategy ☐ Strategy is contained within ano								
	lo, in place for some governing bodies lo, currently under development lo, insufficient human resources staff			do do	toilel				
N	lo, do not have control over board appo lo, don't have expertise lo, not a priority lo, other (provide details):	ointmen	is (provi	ue ae	etaiis Wi	iy):			



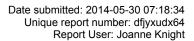


Determined by election and if required "special measures" rule can apply as a criteria at each election.

2.4 If your organisation, or any organisation you are reporting on, is a partnership please enter the total number of male and female EQUITY PARTNERS in the following table (if your managing partner is also an equity partner enter those details separately in the relevant row below). If you have a separate governing body/board of directors, please enter its composition in 2.1

	F	M
Managing partner		
Other equity partners		

Gender equality indicator 3: Equal remuneration between women and men
3 Do you have a formal policy or strategy on remuneration generally?  ☐ Yes
☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy
☐ Strategy is contained within another strategy ☐ No
<ul> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> </ul>
<ul> <li>No, salaries set by awards or industrial agreements</li> <li>No non-award employees paid market rate</li> <li>No, not a priority</li> </ul>
No, other (provide details): When there is no Instrument, Clerks Private Sector Award 2010; NES and minimum employment conditions apply
3.2 If you answered yes to question 3.1, please provide details on what gender pay equity objectives are included in your formal policy or formal strategy, and include timeframes for achieving these objectives:
4 Has a gender remuneration gap analysis been undertaken?  Yes - please indicate when this analysis was most recently undetaken  Within last 12 months  Within last 1-2 years  More than 2 years ago but less than 4 years ago  Other (provide details):
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, salaries set by awards or industrial agreements</li> <li>No, non-award employees paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
When there is no Instrument, Clerks Private Sector Award 2010; NES and minimum employment conditions apply







Gender equality indicator 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

☐ Yes☐ No,☐ No,☐ No,☐ No,☐ No,☐ No,☐ No,☐ No,	currently being insufficient hum government sch don't know how not a priority other (provide dyorkplaces provide	considered an resources staff neme is sufficient to implement letails): de provide employe	al leave scher	eave for PRIMARY me for primary carer ental leave to primary averaged across 10	rs? y carers, 1 branch
Yes Yes No No, No, No, 8 w	n to any governres, one week or grant, less than one week or grant, less than one week or grant, less than one week or government school that week or grant we were well we grant we were well we grant we	ment funded parent reater week considered an resources staff neme is sufficient to implement letails) de provide employe	tal leave schei	ental leave to second has been averaged	arers? dary carers, 2
7 utilised				nale and male non-nate reporting period?	
		Primary care		Secondary ca	
N	/lanagers	Female 6	Male	Female	Male
•••	nanagere	Ü			
Nor	n-managers	9	1	2	1
8 leave?	What proportio	n of your total work	oforce has acc	ess to employer fun	ded paid parental
0/	Primar	y carer's leave		Secondary carer's	leave
%		73		77	
Do you have a formal policy or formal strategy on flexible working arrangements?  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise					



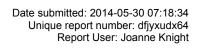


☐ No, not	't offer flexible arrangements a priority er (provide details):
	you have a formal policy or formal strategy to support employees with family and onsibilities?
	Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
<ul><li>No, insu</li><li>No, inclu</li><li>No, don</li><li>No, not</li></ul>	rently under development  ufficient human resources staff  uded in workplace agreement  't have expertise  a priority  er (provide details):
caring resp ☐ Yes ☐ No	you have any non-leave based measures to support employees with family and onsibilities?
☐ No, insu ☐ No, don ☐ No, not ☑ No, othe	rently under development ufficient human resources staff 't have expertise a priority er (provide details): further development across branches.
	ease provide details of any other non-leave based measures that are in place and orksites they are available:
experiencin ⊠ Yes <u>⊠</u>	you have a formal policy or formal strategy to support employees who are ng family or domestic violence?  Standalone policy Policy is contained within another policy
	Standalone strategy Strategy is contained within another strategy
No, insu No, inclu No, not No, don No, not	rently under development ufficient human resources staff uded in workplace agreement aware of the need 't have expertise a priority er (provide details):
are experie ⊠ Yes - pl∘ □ □	ner than a policy or strategy, do you have any measures to support employees who encing family or domestic violence? ease indicate the type of measures in place: Employee assistance program Access to leave Training of human resources (or other) staff Other (provide details):





Entitle No No, currently to No, insufficien No, not aware No, don't have No, not a prior No, other (prov	inder deve t human re of the nee expertise ity	esources sta ed	·	greement					
14 Please tic conditions or prac indicates that a pa	tices are		your empl term, cond	oyees (plea	ase note th	nat not tickir t in place):	ng a box		
	Fer	male		ale	Fei	Non-managers Female Male			
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informa	
Flexible hours of work									
Compressed working weeks									
Time-in-lieu	$\boxtimes$		$\boxtimes$		$\boxtimes$				
Telecommuting								$\boxtimes$	
Part-time work	$\boxtimes$		$\boxtimes$						
Job sharing								$\boxtimes$	
Carer's leave	$\boxtimes$		$\boxtimes$						
Purchased leave	$\boxtimes$		$\boxtimes$						
Unpaid leave	$\boxtimes$		$\boxtimes$		$\boxtimes$				
14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:  14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below?  Currently under development Insufficient human resources staff Don't have expertise Not a priority Other (provide details): Branches of the ASU can have additional informal arrangments									
workplace?  Yes  No	rkplace	d with emplo	oyees on is						
No, not neede	a (brovide	uetalis wny	/) <del>.</del>						







<ul><li>No, insufficient human resources staff</li><li>No, don't have expertise</li></ul>
No, not a priority
No, other (provide details): The ACTU Executive, with Dr Rae Cooper from the University of Sydney, conduct the Women In Unions survey.
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention?  ☐ Yes
<ul> <li>Standalone policy</li> <li>Policy is contained within another policy</li> <li>Standalone strategy</li> </ul>
☐ Strategy is contained within another strategy ☐ No
<ul><li>No, currently under development</li><li>No, insufficient human resources staff</li></ul>
<ul><li>☐ No, included in workplace agreement</li><li>☐ No, don't have expertise</li></ul>
☐ No, not a priority ☐ No, other (provide details):
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy?  ☐ Yes ☐ No
No, currently under development     No, insufficient human resources staff
☐ No, don't have expertise ☐ No, not a priority
No, other (provide details):
Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?
Yes - please indicate how often this training is provided:  At induction
☐ At least annually ☐ Every one-to-two years ☐ Every three years
☐ Varies across business units ☐ Other (provide details):
<ul><li>No</li><li>No, currently under development</li></ul>
☐ No, insufficient human resources staff ☐ No, don't have expertise
<ul><li>☐ No, not a priority</li><li>☐ No, other (provide details):</li></ul>

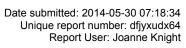
Other





Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (Please note that any information you provide here will appear in your public report)

19 You may provide additional details on any information provided in the report below.







## **CEO** sign off confirmation

Name of CEO or equivalent	David Smith
Confirmation CEO has signed the report	Yes