

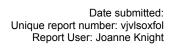




# 2014-15 confidential report form submitted by Aust Municipal Admin Clerical & Servs Union (Aust Servs Union - Nat Office) to the Workplace Gender Equality Agency

### **Organisation and contact details**

Organisation	Legal name	Aust Municipal Admin Clerical & Servs
registration	ADM	Union (Aust Servs Union - Nat Office)
	ABN ANZSIC	28519971998
Ouverientier		9552 Labour Association Services
Organisation details	Trading name/s	Aust Services Union ASU National Office
uetaiis	ACV anda (if	ASO National Office
	ASX code (if relevant)	
	Postal address	Ground Floor
	i ostai addiess	116 Queensberry Street
		CARLTON SOUTH VIC 3053
		AUSTRALIA
	Organisation	(03) 9342 1400
	phone number	` '
Reporting	Ultimate parent	Aust Municipal Admin Clerical & Servs
structure	-	Union (Aust Servs Union - Nat Office)
	Number of	399
	employees covered	
	in this report	
	submission	Assetsation Complete Halan Control C
	Other	Australian Services Union Central &
	organisations	Southern QLD Clerical and Admin
	reported on in this report	Branch Australian Municipal Administrative
	report	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
CEO or equivalent	Name	Mr David Smith
•	Phone number	(03) 9342 1400
	Email address	dsmith@asu.asn.au
Report contact	Name	Joanne Knight
-	Position	Report Contact
	Phone number	0292839282







Email address jknight@syd.asu.asn.au





## Workplace profile Manager

Manager occupational	Reporting level to CEO	Employment	No. of employees				erage full-time equiv e salary \$	Annualised average full-time equiv total remuneration \$		
categories		status	F	М	Total employees	F	М	F	М	
		Full-time permanent	0	1	1	0	136,558	0	156,547	
CEO/Head of Business in		Full-time contract	0	0	0	0	0	0	0	
Australia	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	
	-1	Full-time permanent	7	7	14	116,798	126,138.43	133,049.14	141,097.14	
		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	
Key management		Casual	0	0	0	0	0	0	0	
personnel		Full-time permanent	2	2	4	148,242	120,790.5	158,401	142,305	
		Full-time contract	0	0	0	0	0	0	0	
	-2	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	
Grand total: all managers			9	10	19					





#### Non-manager

Non-manager occupational	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees		average full- ase salary \$	Annualised average full- time equiv total remuneration \$	
categories		F	М	F	М	F	M	, ,	F	M	F	М
	Full-time permanent	0	1	2	3	0	0	6	83,366	79,427	91,404	87,400.75
	Full-time contract	0	0	0	0	0	0	0	0	0	0	0
Professionals	Part-time permanent	0	0	0	0	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0	0	0	0	0
Community and	Full-time contract	0	0	0	0	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	0	0	0	0	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0	0	0	0	0
	Full-time permanent	39	7	0	0	0	0	46	62,433.64	68,922.57	68,106.82	74,331.29
Clarical and	Full-time contract	0	0	0	0	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	23	1	0	0	0	0	24	51,625.04	35,583	58,691.96	40,468
	Part-time contract	0	0	0	0	0	0	0	0	0	0	0
	Casual	6	0	0	0	0	0	6	27,755.17	0	30,427.67	0





Non-manager occupational categories	Employment status		ees (excluding d apprentices)	gradu	o. of lates (if cable)	apprer	o. of ntices (if cable)	Total employees		average full- ase salary \$	Annualised time eq	
categories		F	М	F	М	F	М	. ,	F	M	F	М
	Full-time permanent	0	0	0	0	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0	0	0	0	0
Sales	Part-time permanent	0	0	0	0	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0	0	0	0	0
<b></b>	Full-time contract	0	0	0	0	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0	0	0	0	0
	Full-time permanent	107	127	1	0	0	0	235	82,612.47	83,527.11	92,110.8	93,484.78
	Full-time contract	1	0	0	0	0	0	1	76,495	0	85,525	0
Others	Part-time permanent	22	8	0	0	0	0	30	71,463	74,060.12	81,352.32	82,766.38
	Part-time contract	1	0	0	0	0	0	1	45,446	0	50,913	0
	Casual	17	14	0	0	0	0	31	28,092.76	22,022.79	29,506.24	24,632.21
Grand total: all non-m	anagers	216	158	3	3	0	0	380				





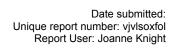
### Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

Note: Additional help can be accessed by hovering your cursor over question text.

1 Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:

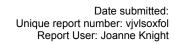
1.1 Recruitment?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority	
1.2 Retention?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority	
1.3 Performance management processes?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority	
1.4 Promotions?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority	







1.5 Talent identification/identification of high potentials?  ☑ Yes (you can select policy and/or strategy options)  ☐ Standalone policy ☐ Policy is contained within another policy ☑ Standalone strategy ☐ Strategy is contained within another strategy
□ No □ No, currently under development □ No, insufficient human resources staff □ No, don't have expertise □ No, not a priority
1.6 Succession planning?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
<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, not a priority</li> </ul>
1.7 Training and development?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, inputficient human recourses staff
<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
1.8 Resignations?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
□ No □ No, currently under development □ No, insufficient human resources staff □ No, don't have expertise □ No, not a priority
1.9 Key performance indicators for managers relating to gender equality?  Yes (you can select policy and/or strategy options)  Standalone policy  Policy is contained within another policy  Standalone strategy  Strategy is contained within another strategy
<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, not a priority</li> </ul>







year the target is to be reached.

1.10 ⊠ Yes	Gender equality overall? (you can select policy and/or strategy options)  Standalone policy  Policy is contained within another policy
☐ No, i	Standalone strategy  Strategy is contained within another strategy  currently under development insufficient 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:
1.12 Gender	Should you wish to provide additional information on any of your responses under equality indicator 1, please do so below:
Gender	equality indicator 2: Gender composition of governing bodies
2 body/bo ⊠ Yes □ No	Does your organisation, or any organisation you are reporting on, have a governing pard?
-	Please complete the table below. List the names of organisations on whose ng bodies/boards you are reporting. For each organisation, enter the gender sition (in numbers, not percentages) of that governing body/board; and where in place

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 date in the format of YYYY in the 'Year to be reached' column.

include what percentage target has been set relating to the representation of women, and the

			er and //BER OT entage) of erson/s	NUI (N perce of othe	der and MBER NOT entage) er board mbers	% target for representation of women on each board	Year to be reached
	Organisation name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
1	Australian Municipal, Administrative, Clerical and Services Union,	0	1	9	12	0	





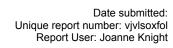
		Gender and NUMBER (NOT percentage) of chairperson/s		NUI (N perce of othe	der and MBER NOT entage) er board mbers	% target for representation of women on each board	Year to be reached
	Organisation name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
	trading as the Australian Services Union						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
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13							
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15							
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17							
18							
19							
20							
21							





Yes

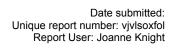
		Gender and NUMBER (NOT percentage) of chairperson/s		NUI (N perce of oth	der and MBER NOT entage) er board mbers	% target for representation of women on each board	Year to be reached
	Organisation name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
22							
23							
24							
25							
26							
27							
28							
29							
30							
tick 2.2 won	a If you have reported a organisation listed as having the box confirming this is a yes, the data provided in qualification for any governing body nen has not been set, you a Governing body has gende Currently under developmensufficient human resource Don't have expertise Do not have control over both to a priority	ng a government accurrent	verning b ate NUM 2.1 reflect rds wher ecify why se (e.g. 4	e a targ below: 0% wor	ard in the and NOT a pers not po get relating men/40%	table in question a PERCENTAGE ercentages.  g to the represent men/20% either)	2.1, please







☐ No, don't have expertise	
<ul> <li>No, not a priority</li> <li>No, other (provide details):</li> <li>Determined by election and if required "special measures" rule can apply as a criter each election.</li> </ul>	ia at
2.4 Partnership structures only: (do NOT answer this question if your organisation i incorporated entity (i.e. Pty Ltd, Ltd or Inc)). For partnerships, please enter the total nunfemale and male equity partners (excluding the managing partner) in the following table Details of your managing partner should be included separately in the CEO row of your workplace profile. If you have a separate governing body/board of directors, please enterthing to the composition in question 2.1.	nber of e. er its
Full- Part- Full- Pa time time time time time females females males males	ne
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)	
Equity partners who are NOT key management personnel (KMPs)	
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	
<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> </ul>	
<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> <li>☐ No</li> <li>☐ No, currently under development</li> </ul>	
□ Standalone policy □ Policy is contained within another policy □ Standalone strategy □ Strategy is contained within another strategy □ No □ No, currently under development □ No, insufficient human resources staff □ No, included in workplace agreement □ No, don't have expertise	
Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, not a priority	
□ Standalone policy □ Policy is contained within another policy □ Standalone strategy □ Strategy is contained within another strategy □ No □ No, currently under development □ No, insufficient human resources staff □ No, included in workplace agreement □ No, don't have expertise □ No, salaries set by awards or industrial agreements □ No, non-award employees paid market rate	1



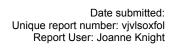




<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because increases occur only when there is a change in tenure or qualifications)</li> <li>No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)</li> <li>No, non-award employees are paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> <li>When there is no Instrument, Clerks Private Sector Award 2010; NES and minimum</li> </ul>	pay
employment conditions apply.	
4.2 Should you wish to provide additional information on any of your responses unde Gender equality indicator 3, please do so below:	er
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities	
Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?  Yes No No, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details): 9 workplaces provide provide employer funded parental leave to primary carers, 1 br does not. (N.b. All employer funded leave has been averaged across 10 workplaces.	ranch
Do you provide employer funded paid parental leave for SECONDARY CARERS addition to any government funded parental leave scheme for secondary carers?  Yes, one week or greater  Yes, less than one week  No  No, currently being considered  No, insufficient human resources staff  No, government scheme is sufficient  No, don't know how to implement  No, not a priority  No, other (provide details): 8 workplaces provide provide employer funded parental leave to secondary carers, 2 workplaces do not. (N.b. All employer funded leave has been averaged across 10 workplaces.)	2
7 How many female and male managers, and female and male non-managers, ha utilised parental leave (paid and/or unpaid) during the past reporting period?	ve

	Famala	N/ala	Famala	N/I-I-	
	Primary carer's leave		Secondary carer's leave		
utilised parental leave	(paid and/or unpaid	d) during the p	ast reporting period	<del>!</del> ?	
/ How many ten	naie and maie man	agers, and ter	naie and maie non-	managers, nave	

	Primary care	r's leave	Secondary carer's leave		
	Female	Male	Female	Male	
Managers	3	0	0	0	
Non-managers	10	0	0	3	



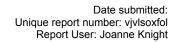




Primary care	r's leave	Secondary carer's leave		
Female	Male	Female	Male	

8 What proportion of your total workforce has access to employer funded paid parental leave?

leave?		
	Primary carer's leave 84	Secondary carer's leave 68
%	<u> </u>	
9 □ Yes	☐ Standalone policy	strategy on flexible working arrangements?
∏No	<ul><li>☐ Policy is contained within another p</li><li>☐ Standalone strategy</li><li>☐ Strategy is contained within anothe</li></ul>	
☐ No, ☐ No, ☐ No,	currently under development insufficient human resources staff included in workplace agreement don't have expertise don't offer flexible arrangements	
☐ No,	not a priority other (provide details):	
10 caring □	responsibilities?	strategy to support employees with family and
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another p</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another</li> </ul>	
☐ No, ☐ No, ☐ No,	currently under development insufficient human resources staff included in workplace agreement don't have expertise	
☐ No,	don't offer flexible arrangements not a priority other (provide details):	
11 caring ⊢ ☐ Yes ☐ No	responsibilities?	asures to support employees with family and
No, No, No,	currently under development insufficient human resources staff don't have expertise not a priority	
	other (provide details): eds further development across branch	es.
12 experie ⊠ Yes	ncing family or domestic violence?	strategy to support employees who are
	<ul><li></li></ul>	olicy





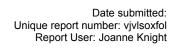


☐ Strategy is contained within another strategy
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, not aware of the need</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
Other than a policy or strategy, do you have any measures to support employees who are experiencing family or domestic violence?  Yes - please indicate the type of measures in place (more than one option can be
selected):  Employee assistance program
<ul><li>☐ Access to leave</li><li>☐ Training of human resources (or other) staff</li></ul>
☐ Referral to support services ☐ Other (provide details):
Entitlements included in workplace agreement.
<ul><li>No</li><li>No, currently under development</li></ul>
No, insufficient human resources staff
<ul><li>No, not aware of the need</li><li>No, don't have expertise</li></ul>
No, not a priority
No, other (provide details):

Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

	Managers			Non-managers				
	Female		Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work								
Compressed working weeks								
Time-in-lieu								
Telecommuting								
Part-time work	$\boxtimes$						$\boxtimes$	
Job sharing								
Carer's leave	$\boxtimes$							
Purchased leave	$\boxtimes$						$\boxtimes$	
Unpaid leave								

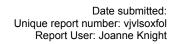
14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:







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 arrangements.
14.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 4, please do so below:
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace
15 Have you consulted with employees on issues concerning gender equality in your workplace?  Yes No No, not needed (provide details why):
<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> <li>The ACTU Executive, with Dr Rae Cooper from the University of Sydney, conduct the Women In Unions survey on an annual basis.</li> </ul>
15.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 5, please do so below:
Gender equality indicator 6: Sex-based harassment and discrimination
16 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> <li>Strategy is contained within another strategy</li> </ul>
No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise 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





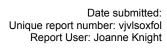


<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>	
Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?  Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected):  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  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, not a priority</li> <li>No, other (provide details):</li> </ul>	
17.1 Should you wish to provide additional information on any of your responses under Gender equality indicator 6, please do so below:	

#### 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. (As with all of the questions in this questionnaire, any information you provide here will appear in your public report.)

A large branch changed registered organisation rules; most senior positions to be at least 50/50 female/male. This action has resulted in the first female Branch Executive President. All senior honorary positions are now female.







#### **Notification and access**

List of employee organisations	Professionals Australia.
CEO sign off confirmation	
Name of CEO or equivalent	Greg McLean
Confirmation CEO has signed the report	Yes
	Date:
CEO Signature:	
green.	16/06/2015

Submitted to WGEA by Joanne Knight on