

Public report

2018-19

Submitted by

Legal Name:

Australasian Performing Right Association Ltd



Organisation and contact details

Submitting organisation details	Legal name	Australasian Performing Right Association Ltd
	ABN	42000016099
	ANZSIC	J Information Media and Telecommunications 5521 Music Publishing
	Business/trading name/s	APRA AMCOS
	ASX code (if applicable)	
	Postal address	Locked Bag 5000 STRAWBERRY HILLS NSW 2012 AUSTRALIA
	Organisation phone number	(02) 9935 7900
Reporting structure	Number of employees covered by this report	414

Workplace profile

Manager

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
CEO/Head of Business in Australia	0	Full-time permanent	0	0	0
		Full-time contract	0	1	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel	-1	Full-time permanent	0	0	0
		Full-time contract	1	6	7
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	9	12	21
		Full-time contract	0	0	0
		Part-time permanent	2	2	4
		Part-time contract	0	0	0
		Casual	0	0	0
Senior Managers	-3	Full-time permanent	20	16	36
		Full-time contract	1	0	1
		Part-time permanent	3	0	3
		Part-time contract	0	0	0
		Casual	0	0	0
Other managers	-4	Full-time permanent	10	5	15
		Full-time contract	1	0	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			47	42	89

Workplace profile

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Professionals	Full-time permanent	10	14	0	0	0	0	24
	Full-time contract	6	10	0	0	0	0	16
	Part-time permanent	4	0	0	0	0	0	4
	Part-time contract	0	1	0	0	0	0	1
	Casual	1	0	0	0	0	0	1
Technicians and trade	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
Community and personal service	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
Clerical and administrative	Full-time permanent	71	59	0	0	0	0	130
	Full-time contract	29	11	0	0	0	0	40
	Part-time permanent	19	6	0	0	0	0	25
	Part-time contract	5	2	0	0	0	0	7
	Casual	7	13	0	0	0	0	20
Sales	Full-time permanent	16	17	0	0	0	0	33
	Full-time contract	0	2	0	0	0	0	2
	Part-time permanent	2	1	0	0	0	0	3
	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

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
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	4	6	0	0	0	0	10
	Full-time contract	0	3	0	0	0	0	3
	Part-time permanent	1	2	0	0	0	0	3
	Part-time contract	1	1	0	0	0	0	2
	Casual	0	1	0	0	0	0	1
Grand total: all non-managers		176	149	0	0	0	0	325

Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2018 to 31 March 2019. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.

1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1 Recruitment

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority

1.2 Retention

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority

1.3 Performance management processes

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority

1.4 Promotions

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority

1.5 Talent identification/identification of high potentials

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority

1.6 Succession planning

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority

1.7 Training and development

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority

1.8 Key performance indicators for managers relating to gender equality

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority

1.9 Gender equality overall

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority

1.10 How many employees were promoted during the reporting period against each category below?

IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	4	2	6	3
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	5	5
Number of appointments made to NON-MANAGER roles (including promotions)	37	17

1.12 How many employees resigned during the reporting period against each category below?

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	2	14	7
Permanent/ongoing part-time employees	0	0	3	0
Fixed-term contract full-time employees	0	0	2	2
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

Gender equality as it relates to the above criteria is covered by our our Recruitment and Selection Policy, our Performance Management Policy, our umbrella Discrimination, Harassment and Bullying Policy, our Gender Equity Strategy (2015-2018) and Employee Wellbeing Strategy and Action Plan.

In addition, over 2018/2019 we have undertaken:

LEADERSHIP DEVELOPMENT PROGRAM GRANTS

APRA AMCOS recognises the critical role of our mid to senior level leaders in accomplishing APRA AMCOS' objectives. This programme provides significant leadership development for a diverse group of individuals who have high potential for assuming greater leadership responsibilities in formal management or programme/project management roles. APRA aims for a 40% female, 40% male, 20% open, gender participation ratio in all leadership development programs

- During the reporting period two staff took up Leadership grants – one female and one male. The grants were to the total value of \$29,000.

- We launched an UTS Diploma of Leadership and Management Program. This program has 18 participants - 10 female and 8 male. The total value of this program is \$55,000.

BESPOKE PROGRAM

APRA AMCOS offers women at APRA AMCOS the opportunity to participate in the BeSpoke Program. This internally developed program aims to help women develop their voice, confidence and presence in public speaking. During the reporting period 8 women participated in the program, bringing the total number of women who have participated in the program to 26 since it was first launched in 2017.

We are looking to develop a BeSpoke program for men during 2019/2020. This program will help men to develop their voice, confidence and presence in public speaking along with building listening skills.

INTERNATIONAL WOMEN'S DAY / WALTZING MATILDA KEYNOTES / PERFORMANCES

We continue to highlight the achievements of women in music and associated industries through keynote presentations, performances, events, panel discussions and film screenings. On IWD 2019 we hosted a panel discussion featuring high profile female APRA members, and a performance by APRA's female choir.

DIVERSITY AND INCLUSION WORKING GROUP

In 2018 we launched a Diversity and Inclusion Working Group. The Diversity and Inclusion Working Group provides thought leadership and insights to the HR and management teams to shape and inform our policies and activities. Our Diversity Group has a broad charter including (and not limited to) gender, LGBTIQ+, culture, age and disability and accessibility.

In relation to gender equality during the reporting period the group has: offered Unconscious Bias training to staff; established a staff networking group for female musicians; developed 'This is Who We Are' staff profile posters to showcase and raise awareness of our diversity; and organised Men's Health Week activities.

MENTORING PROGRAM

20 employees participated in our internal mentoring program over the reporting period. Of these, 11 were women (55%). We have 19 mentors, of whom 12 are female (63%).

INTERN PROGRAM

APRA holds a four week paid intern program. Over the course of four weeks the interns gain hands-on experience by working closely with staff and management across different departments. During the reporting period we hosted 5 interns, 3 male and 2 female.

Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

2. **The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.**

2.1 **Please answer the following questions relating to each governing body covered in this report.**

Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1a.1 **Organisation name?**

Australasian Performing Right Association

2.1b.1 **How many Chairs on this governing body?**

	Female	Male
Number	1	0

2.1c.1 How many other members are on this governing body (excluding the Chair/s)?

	Female	Male
Number	2	9

2.1d.1 Has a target been set to increase the representation of women on this governing body?

- Yes
 No (you may specify why a target has not been set)
 - Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Do not have control over governing body/board appointments (provide details why):
Board Directors are not appointed by the Company, they are elected by APRA's songwriter and publisher members. Voting rights are based on earnings of members. For APRA writer members elect the 6 Writer Directors and publisher members elect the 6 Publisher Directors.
 - Not a priority
 - Other (provide details):

2.1g.1 Are you reporting on any other organisations in this report?

- Yes
 No

2.1a.2 Organisation name?

Australasian Mechanical Copyright Owners Society

2.1b.2 How many Chairs on this governing body?

	Female	Male
Number	0	1

2.1c.2 How many other members are on this governing body (excluding the Chair/s)?

	Female	Male
Number	1	11

2.1d.2 Has a target been set to increase the representation of women on this governing body?

- Yes
 No (you may specify why a target has not been set)
 - Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Do not have control over governing body/board appointments (provide details why):
Board Directors are not appointed by the Company, they are elected by AMCOS members.
 - Not a priority
 - Other (provide details):

2.1g.2 Are you reporting on any other organisations in this report?

- Yes
 No

2.2 Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL organisations covered in this report?

- Yes (select all applicable answers)
 Policy
 Strategy
- No (you may specify why no formal selection policy or formal selection strategy is in place)
 In place for some governing bodies
 Currently under development, please enter date this is due to be completed
 Insufficient resources/expertise
 Do not have control over governing body appointments (provide details why)
 Not a priority
 Other (provide details):

2.3 Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an “incorporated” entity - Pty Ltd, Ltd or Inc; or an “unincorporated” entity)?

- Yes
 No

2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

Our selection policy for Board Members is formally set out in our Constitution. Board Members must be elected by the respective memberships of APRA and AMCOS, and therefore we cannot set gender-based targets or guidelines for these appointments. That said, APRA and AMCOS are actively seeking to improve the representation of women in our membership bases through a broad range of initiatives, so that there will, over time, be more balanced outcomes for our Boards. During the reporting period we were able to increase our overall female representation in our membership from 21.7% to 22.5%. Encouragingly, we reported a 16% increase in new female members, bringing our percentage of female new members to 26.8%.

MEMBER & INDUSTRY INITIATIVES

APRA AMCOS acknowledges the need to address the gender imbalance within the Australian and New Zealand music industry.

We have implemented several initiatives and programs to help develop and advance women within our own organisation, including:

- A 40/40/20 measure on membership programs, which will see an increase in women within our programs and initiatives including the Ambassador program, SongHubs, SongMakers and Professional Development Awards, as well as judges, presenters and performers at our Awards series. At least 40% of our national event series panellists will be female, and we'll also address female representation in terms of topics specific to their career development.
- mentorship placements in the fields of film and television, heavy music and popular/contemporary music. Overall, 15 women benefited from 7 mentoring programs over the reporting period.
- raising awareness of the obstacles and challenges women and female-identifying songwriters face in our industry through participating on industry panels, commissioning research, delivering keynote presentations and supporting the NOW Australia initiative by providing access to advice and resources.
- actively participating in industry initiatives such as the Women in Music Awards, and in the Live Performance Australia Roundtable discussions on discrimination and harassment in the live performance industry.
- raising the APRA leadership team's awareness, alignment, commitment and engagement with gender diversity challenges and opportunities by scheduling one-on-one briefings and meetings between our CEO and executive team and leading representatives/spokespeople for gender diversity in industry. As part of this initiative, in January 2019, our CEO, General Counsel, Director of Member Relations, Director of Public Affairs

and Director People & Culture met with the Sex Discrimination Commissioner, Kate Jenkins, to discuss gender diversity concerns and opportunities in the music industry and explore ways in which APRA could take a leadership role in the industry.

- In 2019, introducing a third party service provider code of conduct as part of our objective to work with service providers who share our commitment to core values such as diversity and inclusion, and can partner with us to identify best practice and support improvement.

Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

3. Do you have a formal policy and/or formal strategy on remuneration generally?

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Salaries set by awards/industrial or workplace agreements
 - Non-award employees paid market rate
 - Not a priority
 - Other (provide details):

3.1 Are specific gender pay equity objectives included in your formal policy and/or formal strategy?

- Yes (provide details in question 3.2 below)
- No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)
- Currently under development, please enter date this is due to be completed
 - Salaries set by awards/industrial or workplace agreements
 - Insufficient resources/expertise
 - Non-award employees paid market rate
 - Not a priority
 - Other (provide details):

3.2 Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?

- To achieve gender pay equity
- To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews)
- To be transparent about pay scales and/or salary bands
- To ensure managers are held accountable for pay equity outcomes
- To implement and/or maintain a transparent and rigorous performance assessment process
- Other (provide details):

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

- Yes - the most recent gender remuneration gap analysis was undertaken:
- Within last 12 months
 - Within last 1-2 years
 - More than 2 years ago but less than 4 years ago
 - Other (provide details):
- No (you may specify why you have not analysed your payroll for gender remuneration gaps)

- Currently under development, please enter date this is due to be completed
- Insufficient resources/expertise
- Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)
 - 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)
- Non-award employees paid market rate
- Not a priority
- Other (provide details):

4.01 You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).

APRA uses the WGEA Workplace Profile reporting data to assess gender pay parity on an organisation-wide basis, and the annual market salary review process to assess pay-parity on a like-for-like basis.

4.1 Did you take any actions as a result of your gender remuneration gap analysis?

- Yes – indicate what actions were taken (select all applicable answers)
 - Created a pay equity strategy or action plan
 - Identified cause/s of the gaps
 - Reviewed remuneration decision-making processes
 - Analysed commencement salaries by gender to ensure there are no pay gaps
 - Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
 - Analysed performance pay to ensure there is no gender bias (including unconscious bias)
 - Trained people-managers in addressing gender bias (including unconscious bias)
 - Set targets to reduce any like-for-like gaps
 - Set targets to reduce any organisation-wide gaps
 - Reported pay equity metrics (including gender pay gaps) to the governing body
 - Reported pay equity metrics (including gender pay gaps) to the executive
 - Reported pay equity metrics (including gender pay gaps) to all employees
 - Reported pay equity metrics (including gender pay gaps) externally
 - Corrected like-for-like gaps
 - Conducted a gender-based job evaluation process
 - Implemented other changes (provide details):
- No (you may specify why no actions were taken resulting from your remuneration gap analysis)
 - No unexplainable or unjustifiable gaps identified
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Salaries set by awards/industrial or workplace agreements
 - Non-award employees are paid market rate
 - Unable to address cause/s of gaps (provide details why):
 - Not a priority
 - Other (provide details):

4.2 If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:

On the gender composition of our workforce and on equal remuneration, APRA AMCOS performs very well against the Australian market generally, based on the data provided by the Workplace Gender Equality Agency in its February 2018 issue of Australia's Gender Pay Gap Statistics and its 2016-2017 Gender Equality Scorecard.

Note: the Gender Pay Gap is a measure of women's overall position in the paid workforce and does not compare like roles.

- The fulltime gender pay gap in Australian Arts and Recreation Services is 23%
- The full time gender pay gap in the Information Media and Telecommunications Industry is 19.1%
- Australia's full time gender pay gap across all industries is 15.3%
- APRA AMCOS' full time gender pay gap is 6.7%

In addition, it's worth noting that:

1. As an organisation, we outperform general industry on participation by women in manager roles in general, except for the senior leadership team (which will show an improved ratio in the 2019 report)
2. Compared to general industry, APRA AMCOS enjoys a more balanced/equal representation of genders in non-manager roles
3. APRA AMCOS reports significantly smaller pay gaps across manager and non-manager roles, with women in some categories earning more than their male colleagues. Our challenge is to continually monitor these differences and maintain the equity between genders, which we do on an annual basis.

Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

This indicator will enable the collection and use of information from relevant employers about the 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. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5. **A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.**

Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?

Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):

- By paying the gap between the employee's salary and the government's paid parental leave scheme
- By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
- As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY):

- By paying the gap between the employee's salary and the government's paid parental leave scheme
- By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
- As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):

- By paying the gap between the employee's salary and the government's paid parental leave scheme
- By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
- As a lump sum payment (paid pre- or post- parental leave, or a combination)

No, not available (you may specify why this leave is not provided)

- Currently under development, please enter date this is due to be completed
- Insufficient resources/expertise
- Government scheme is sufficient
- Not a priority
- Other (provide details):

5.1 How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:

10

- 5a. **If your organisation would like to provide additional information on your paid parental leave for primary carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other arrangements you may have in place, please do so below.**

CARER-STATUS NEUTRAL PAID PARENTAL LEAVE

Permanent full-time or part-time employees who have completed at least two years of continuous service are eligible for the APRA AMCOS 10 weeks paid parental leave benefit. This benefit is carer-status neutral and may be taken concurrently with the employee's partner so that both parents may have time together on the birth or adoption of a child.

We also offer a one-off \$2,000 Working Parent Childcare Support Allowance on the employee's return to work from parental leave.

We offer staff returning from parental leave the option to request and be considered for flexible work arrangements for a transitional period. This may include reduced working hours, working from home arrangements, or adjusted start and finish times.

PAID SUPERANNUATION CONTRIBUTIONS DURING UNPAID PARENTAL LEAVE

In addition, during the reporting period, APRA AMCOS approved the provision of paid superannuation benefits for up to 12 months of parental leave, after the birth or adoption of a child. This applies to all permanent staff who have completed at least 12 months' of continuous service. The superannuation benefit will take effect from 1 July 2019.

5.2 What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?

- In your calculation, you **MUST INCLUDE CASUALS** when working out the proportion.

- <10%
- 10-20%
- 21-30%
- 31-40%
- 41-50%
- 51-60%
- 61-70%
- 71-80%
- 81-90%
- 91-99%
- 100%

5.3 Please indicate whether your employer funded paid parental leave for primary carers covers:

- Adoption
- Surrogacy
- Stillbirth

6. A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.

Do you provide **EMPLOYER FUNDED** paid parental leave for **SECONDARY CARERS** that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?

- Yes
- No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)
- No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY
- No (you may specify why employer funded paid parental leave for secondary carers is not paid)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Government scheme is sufficient
 - Not a priority
 - Other (provide details):

6.1 How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:

50

6a. If your organisation would like to provide additional information on your paid parental leave for SECONDARY CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.

All permanent full-time or part-time APRA employees with two years' continuous service are eligible for up to 10 weeks of paid parental leave, at full pay, regardless of their gender or carer status.

6.2 What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS?

- In your calculation, you **MUST INCLUDE CASUALS** when working out the proportion.

- <10%
- 10-20%
- 21-30%
- 31-40%
- 41-50%
- 51-60%
- 61-70%
- 71-80%
- 81-90%
- 91-99%
- 100%

6.3 Please indicate whether your employer funded paid parental leave for secondary carers covers:

- Adoption
- Surrogacy
- Stillbirth

7. How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	3	0	0	2

7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	4	0	0	0

8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?

- Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
- 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Managers	1	0

8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?

- Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.

- **‘Ceased employment’ means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.**

	Female	Male
Non-managers	0	0

9. Do you have a formal policy and/or formal strategy on flexible working arrangements?

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Don't offer flexible arrangements
 - Not a priority
 - Other (provide details):

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

- Yes (select all applicable answers)
- Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Included in award/industrial or workplace agreement
 - Not a priority
 - Other (provide details):

11. Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?

- Yes
- No (you may specify why non-leave based measures are not in place)
- Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority
 - Other (provide details):

11.1 Please select what support mechanisms are in place and if they are available at all worksites.

- **Where only one worksite exists, for example a head-office, select “Available at all worksites”.**

- Employer subsidised childcare
 - Available at some worksites only
 - Available at all worksites
- On-site childcare
 - Available at some worksites only
 - Available at all worksites
- Breastfeeding facilities
 - Available at some worksites only
 - Available at all worksites
- Childcare referral services
 - Available at some worksites only
 - Available at all worksites
- Internal support networks for parents
 - Available at some worksites only
 - Available at all worksites
- Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave)
 - Available at some worksites only

- Available at all worksites
- Information packs to support new parents and/or those with elder care responsibilities
 - Available at some worksites only
 - Available at all worksites
- Referral services to support employees with family and/or caring responsibilities
 - Available at some worksites only
 - Available at all worksites
- Targeted communication mechanisms, for example intranet/ forums
 - Available at some worksites only
 - Available at all worksites
- Support in securing school holiday care
 - Available at some worksites only
 - Available at all worksites
- Coaching for employees on returning to work from parental leave
 - Available at some worksites only
 - Available at all worksites
- Parenting workshops targeting mothers
 - Available at some worksites only
 - Available at all worksites
- Parenting workshops targeting fathers
 - Available at some worksites only
 - Available at all worksites
- None of the above, please complete question 11.2 below

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

- Yes (select all applicable answers)
 - Policy
 - Strategy
- No (you may specify why no formal policy or formal strategy is in place)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Included in award/industrial or workplace agreements
 - Not aware of the need
 - Not a priority
 - Other (please provide details):

13. Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?

- Yes (select all applicable answers)
 - Employee assistance program (including access to a psychologist, chaplain or counsellor)
 - Training of key personnel
 - A domestic violence clause is in an enterprise agreement or workplace agreement
 - Workplace safety planning
 - Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
 - Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
 - Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
 - Access to unpaid leave
 - Confidentiality of matters disclosed
 - Referral of employees to appropriate domestic violence support services for expert advice
 - Protection from any adverse action or discrimination based on the disclosure of domestic violence
 - Flexible working arrangements
 - Provision of financial support (e.g. advance bonus payment or advanced pay)
 - Offer change of office location
 - Emergency accommodation assistance
 - Access to medical services (e.g. doctor or nurse)
 - Other (provide details):
Staff at APRA AMCOS are able to access financial services free-of-charge, they are also able to have salary paid into multiple bank accounts.
- No (you may specify why no other support mechanisms are in place)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise

- Not aware of the need
- Not a priority
- Other (provide details):

14. Where any of the following options are available in your workplace, are those option/s available to both women AND men?

- flexible hours of work
- compressed working weeks
- time-in-lieu
- telecommuting
- part-time work
- job sharing
- carer's leave
- purchased leave
- unpaid leave.

Options may be offered both formally and/or informally.

For example, if time-in-lieu is available to women formally but to men informally, you would select **NO**.

- Yes, the option/s in place are available to both women and men.
- No, some/all options are not available to both women AND men.

14.1 Which options from the list below are available? Please tick the related checkboxes.

- Unticked checkboxes mean this option is **NOT** available to your employees.

	Managers		Non-managers	
	Formal	Informal	Formal	Informal
Flexible hours of work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Compressed working weeks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time-in-lieu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telecommuting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-time work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job sharing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carer's leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchased leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unpaid leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

14.3 You may specify why any of the above options are NOT available to your employees.

- Currently under development, please enter date this is due to be completed
- Insufficient resources/expertise
- Not a priority
- Other (provide details):
Compressed work weeks are currently being trialled in a few cases to assess whether we can accommodate them in the business more broadly. Job sharing trials have not worked successfully in our business context. The key break points have been continuity, consistency and connection with colleagues.

14.4 If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:

Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

This gender equality indicator seeks information on what consultation occurs between employers and 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 (you may specify why you have not consulted with employees on gender equality)
 Not needed (provide details why):
 Insufficient resources/expertise
 Not a priority
 Other (provide details):

15.1 How did you consult with employees on issues concerning gender equality in your workplace?

- Survey
 Consultative committee or group
 Focus groups
 Exit interviews
 Performance discussions
 Other (provide details):

15.2 Who did you consult?

- All staff
 Women only
 Men only
 Human resources managers
 Management
 Employee representative group(s)
 Diversity committee or equivalent
 Women and men who have resigned while on parental leave
 Other (provide details):
All staff participate in our Employee Engagement Survey which now includes key questions on diversity and inclusion and workplace safety.

15.3 If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.

Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

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

- Yes (select all applicable answers)
 Policy
 Strategy
 No (you may specify why no formal policy or formal strategy is in place)
 Currently under development, please enter date this is due to be completed
 Insufficient resources/expertise
 Included in award/industrial or workplace agreement
 Not a priority
 Other (provide details):

16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?

- Yes
- No (you may specify why a grievance process is not included)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority
 - Other (provide details):

17. Do you 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 or more
 - Varies across business units
 - Other (provide details):
- No (you may specify why this training is not provided)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority
 - Other (provide details):

17.1 If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:

Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

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

Gender composition proportions in your workplace

Important notes:

1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
2. Some proportion calculations will not display until you press **Submit** at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

Based upon your workplace profile and reporting questionnaire responses:

Gender composition of workforce

1. the gender composition of your workforce overall is 53.9% females and 46.1% males.

Promotions

2. 66.7% of employees awarded promotions were women and 33.3% were men
 - i. 66.7% of all manager promotions were awarded to women
 - ii. 66.7% of all non-manager promotions were awarded to women.
3. 12.6% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

4. 64.5% of employees who resigned were women and 35.5% were men
 - i. 33.3% of all managers who resigned were women
 - ii. 67.9% of all non-managers who resigned were women.
5. 12.6% of your workforce was part-time and 9.7% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 14.3% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. 100.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- iv. N/A - non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access

List of employee organisations:

CEO sign off confirmation

Name of CEO or equivalent:

Dean Ormston

CEO signature:



Confirmation CEO has signed the report:

Yes

Date:

30/05/2019