

Public report

2019-20

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	447

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	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	0	0	0
		Full-time contract	1	7	8
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	6	8	14
		Full-time contract	0	0	0
		Part-time permanent	1	2	3
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	2	3	5
		Full-time contract	1	0	1
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
Senior Managers	-2	Full-time permanent	1	0	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	17	14	31
		Full-time contract	0	1	1
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
	-4	Full-time permanent	1	2	3
		Full-time contract	0	0	0
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
Other managers	-3	Full-time permanent	4	1	5
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	1	0	1
		Casual	0	0	0
	-4	Full-time permanent	7	1	8
		Full-time contract	1	0	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-5	Full-time permanent	2	3	5
		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			48	43	91

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	9	23	0	0	0	0	32
	Part-time permanent	2	1	0	0	0	0	3
	Part-time contract	0	0	0	0	0	0	0
	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	69	58	0	0	0	0	127
	Full-time contract	43	18	0	0	0	0	61
	Part-time permanent	17	8	0	0	0	0	25
	Part-time contract	5	1	0	0	0	0	6
	Casual	8	11	0	0	0	0	19
Sales	Full-time permanent	11	16	0	0	0	0	27
	Full-time contract	3	5	0	0	0	0	8
	Part-time permanent	2	1	0	0	0	0	3
	Part-time contract	1	0	0	0	0	0	1
	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	7	0	0	0	0	11
	Full-time contract	2	1	0	0	0	0	3
	Part-time permanent	1	1	0	0	0	0	2
	Part-time contract	0	1	0	0	0	0	1
	Casual	0	2	0	0	0	0	2
Grand total: all non-managers		188	168	0	0	0	0	356

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 2019 to 31 March 2020. (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	6	2	1	0
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 were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	10	5
Number of appointments made to NON-MANAGER roles (including promotions)	42	37

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	2	1	14	7
Permanent/ongoing part-time employees	1	0	2	2
Fixed-term contract full-time employees	1	1	13	3
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 Recruitment and Selection Policy, our Performance Management Policy, our umbrella Discrimination, Harassment and Bullying Policy and our Employee Wellbeing Strategy and Action Plan. We are also developing a Diversity & Inclusion strategy that will consider gender and ethnicity.

In addition, over 2019/2020 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 for APRA AMCOS staff. 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. In 2019, we updated the name of this group to the Culture & Inclusion Working Group. This Group provides thought leadership and insights to the HR and management teams to shape and inform our policies and activities. The Group has a broad charter including (and not limited to) gender, LGBTIQ+, culture, age, race, 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%). APRA AMCOS also co-funded 4 programs with partner organisations.

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 (APRA)

2.1b.1 What gender is the Chair on this governing body (if the role of the Chair rotates, enter the gender of the Chair at your last meeting)?

	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 (AMCOS)

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	0	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 22.8%. Encouragingly, we reported a 4.5% increase in new female members, bringing our percentage of female new members to 28%.

MEMBER & INDUSTRY INITIATIVES

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

Over the reporting period, we were pleased to achieve the following gains:

- APRA AMCOS Ambassador roster met the 40/40/20 measure. More women from different backgrounds, geographic regions, professions, and musical genres were appointed as Ambassadors.
- 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.
- We launched EQUALIZE: Music Production Workshops for Women that were run in Sydney, Melbourne, Brisbane, focusing on music for screen, rock, pop, and electronic for women looking to develop their production skills. We aim to expand to more cities in 2019/20 due to popular demand
- Presented a Professional Development Series for Women in partnership with the Australian Music Industry Network (AMIN)

Over the reporting year, we also implemented our 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 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, Australian market data as referenced by the WGEA in its February 2019 issue of Australia's Gender Pay Gap Statistics and its 2017-2018 Gender Equality Scorecard.

In Australia, women earn 84.5 cents for every \$1 men earn. At APRA AMCOS, we've been working hard to close this gap. Women at APRA AMCOS earn 96.3 cents for every \$1 men earn. That's a 44% reduction in our gender pay gap over the last 12 months (down from 6.7% in 2018 to 3.7% in 2019).

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 has now includes one woman in a senior role (previously had no women).
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 for primary carers 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 while on unpaid leave 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 24 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	2	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	7	0	0	3

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	0	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	3	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 checked="" type="checkbox"/>
Time-in-lieu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telecommuting	<input checked="" type="checkbox"/>	<input 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):
 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.

Diversity & Inclusion and workplace flexibility rate very strongly as engagement drivers on our Engagement Survey. In 2020, 83% of engagement survey respondents agreed that APRA allowed them to balance work & family responsibilities - this is 30% above the Australian benchmark.

Further, 76% of staff agreed that APRA AMCOS leadership clearly encourages diversity and inclusion through their words and actions. This score is 19% higher than the Australian benchmark. The survey tool used is the Gartner Engagement Survey.

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:

Training is provided directly by our external employment law advisors and customised to ensure we cover manager and staff responsibilities and obligations. In addition, in 2020, we are implementing compulsory completion of an online module on Bullying, Discrimination and Harassment, provided by Employers Mutual, our workers' compensation insurance provider.

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.)

n/a

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 52.8% females and 47.2% males.

Promotions

2. 77.8% of employees awarded promotions were women and 22.2% were men
 - i. 75.0% of all manager promotions were awarded to women
 - ii. 100.0% of all non-manager promotions were awarded to women.
3. 10.7% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

4. 70.2% of employees who resigned were women and 29.8% were men
 - i. 66.7% of all managers who resigned were women
 - ii. 70.7% of all non-managers who resigned were women.
5. 10.7% of your workforce was part-time and 10.6% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 33.3% 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. N/A - managers who utilised parental leave and ceased employment before returning to work were women
- iv. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access

List of employee organisations:

No employee organisations with members are known to APRA AMCOS.

CEO sign off confirmation

Name of CEO or equivalent:

Dean Ormston

Confirmation CEO has signed the report:

Yes

CEO signature:



Date:

30/07/2020