

# Public report

2018-19

Submitted by

Legal Name:

**Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union**



## Organisation and contact details

Submitting organisation details	Legal name	Automotive, Food, Metals, Engineering, Printing & Kindred Industries Union
	ABN	59459725116
	ANZSIC	S Other Services 9552 Labour Association Services
	Business/trading name/s	Australian Manufacturing Workers' Union
	ASX code (if applicable)	
	Postal address	PO Box 160 GRANVILLE NSW 2142 AUSTRALIA
	Organisation phone number	(02) 8868 1500
Reporting structure	Number of employees covered by this report	253

## 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	1	12	13
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	1	7	8
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Senior Managers	-3	Full-time permanent	2	6	8
		Full-time contract	0	0	0
		Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
Other managers	-4	Full-time permanent	3	6	9
		Full-time contract	0	0	0
		Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			10	32	42

# 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	29	85		0	0		0	0		114
	Full-time contract	0	0		0	0		0	0		0
	Part-time permanent	4	2		0	0		0	0		6
	Part-time contract	0	0		0	0		0	0		0
Technicians and trade	Casual	0	0		0	0		0	0		0
	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
Community and personal service	Part-time contract	0	0		0	0		0	0		0
	Casual	0	0		0	0		0	0		0
	Full-time permanent	0	0		0	0		0	0		0
	Full-time contract	0	0		0	0		0	0		0
Clerical and administrative	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
	Full-time permanent	58	7		0	0		0	0		65
Sales	Full-time contract	0	0		0	0		0	0		0
	Part-time permanent	22	1		0	0		0	0		23
	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
	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
	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
	Full-time permanent	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
Others	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	1	0	0	0	0	1
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	0	0	0	0	0	0	0
Grand total: all non-managers		115	96	0	0	0	0	211

# 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	1	1	0	2
Permanent/ongoing part-time employees	0	0	1	1
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)	1	1
Number of appointments made to NON-MANAGER roles (including promotions)	18	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	1	22	14
Permanent/ongoing part-time employees	1	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

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

In answering questions under the Workplace Gender Equality Reporting Questionnaire, it is important to understand the three categories of employees that we have at the AMWU:

**Officials**

All Officials are members of the AMWU, and are elected to their positions from the Union's Membership every four years. The positions range from National President, National Secretary to State Secretary, Regional Secretary and Elected Organisers. The terms and conditions of an Officials workplace entitlements are taken from the National Conference Policy and the rules of the AMWU. The National Conference Policy often derives from Workplace Agreements and Awards.

The AMWU draws many of our Industrial Officers, Organisers and our Officials from the Union's members. In large part resulting from segregation in the occupations and industries in which our members work, the proportion of women members in our union stands at 8% total membership. This results in a reduced pool for employment options.

**Officers**

Officer is a specific category of appointed employee defined by Union Rules. Typically, Officers work in specific skilled areas, such as industrial research or advocacy, or in an administrative capacity managing the



Union's finances, staff, computing, media, education, purchasing etc. Industrial Officers also fall under this category, and whilst they perform the same or similar tasks as Organisers, they are not elected but appointed.

The terms and conditions of an Officers workplace entitlements are taken from National Conference Policy and the rules of the AMWU. The National Conference Policy often derives from Workplace Agreements and Awards.

#### Administrative and Clerical Staff

People employed under this category of employment work under a negotiated collective agreement and are those who carry out the administrative and support functions of our Union.

The Union's Staff Enterprise Bargaining Agreement continues to have provisions regarding the Anna Stewart Memorial Programme which provides an opportunity for our staff to develop as Unionists. The Staff Agreement will be negotiated in the next reporting period.

#### Policy & Strategy

During the reporting period our Sexual Harassment Policy, based on external consultation recommendations had been revised. Our Domestic & Family Violence Leave Policy was also updated along with referral services and resource packs.

The Jennifer Dowell Leadership Program continues to support, develop and recruit more women members.

The Women's Buddying Programme continues to operate as part of our strategy to retain female employees.

A National Women's Committee was established with the first meeting to be convened in April 2019. The Women's Committee consists of rank and file members from each State. An external consultant was engaged to assist with the development of the Operational Plan with goals, measurable and accountability mechanisms that align with the Union's Strategic Plan. The purpose of the National Women's Committee is to:

- Advise and assist governing bodies to oversee and monitor the implementation of National Women's Committee operational plan
- Drive organisational change with respect to the participation and representation of women within our organisation
- Advocate for, build and promote strategies to grow recruitment of women
- Connect and empower women across our organisation

Our new organisational rules adopted in December 2018 mandate a minimum proportion of women on governing bodies. For the National Council this minimum is 10% of National Councillors or the proportion of female members of the Union, whichever is greater. For the National Conference, State Conferences and State Councils, the proportion is either approximately 10% or the proportion of women financial members in the state, whichever is greater. In 2019, this latter proportion was 13% in the state of Victoria and 16% in Tasmania.

## 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?**

AMWU National Council

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

	Female	Male
Number	0	1

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

	Female	Male
Number	3	22

**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):
  - ☐ Not a priority
  - ☐ Other (provide details):

**2.1e.1 What is the percentage (%) target?**

10

**2.1f.1 What year is the target to be reached?**

2019

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

- ☒ Yes
- ☐ No

**2.1a.2 Organisation name?**

AMWU National Conference

**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	7	58

**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):  
☐ Not a priority  
☐ Other (provide details):

**2.1e.2 What is the percentage (%) target?**

10

**2.1f.2 What year is the target to be reached?**

2019

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

- ☒ Yes  
☐ No

**2.1a.3 Organisation name?**

NSW State Conference

**2.1b.3 How many Chairs on this governing body?**

	Female	Male
Number	0	1

**2.1c.3 How many other members are on this governing body (excluding the Chair/s)?**

	Female	Male
Number	10	42

**2.1d.3 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):  
☐ Not a priority  
☐ Other (provide details):

**2.1e.3 What is the percentage (%) target?**

10

**2.1f.3 What year is the target to be reached?**

2019

**2.1g.3 Are you reporting on any other organisations in this report?**

- ☒ Yes  
☐ No

**2.1a.4 Organisation name?**

Victorian State Conference

**2.1b.4 How many Chairs on this governing body?**

	Female	Male
Number	0	1

**2.1c.4 How many other members are on this governing body (excluding the Chair/s)?**

	Female	Male
Number	6	55

**2.1d.4 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):  
☐ Not a priority  
☐ Other (provide details):

**2.1e.4 What is the percentage (%) target?**

10

**2.1f.4 What year is the target to be reached?**

2019

**2.1g.4 Are you reporting on any other organisations in this report?**

- ☒ Yes  
☐ No

**2.1a.5 Organisation name?**

QLD State Conference

**2.1b.5 How many Chairs on this governing body?**

	Female	Male
Number	0	1

**2.1c.5 How many other members are on this governing body (excluding the Chair/s)?**

	Female	Male
Number	4	34

**2.1d.5 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):  
☐ Not a priority  
☐ Other (provide details):

**2.1e.5 What is the percentage (%) target?**

10

**2.1f.5 What year is the target to be reached?**

2019

**2.1g.5 Are you reporting on any other organisations in this report?**

- ☒ Yes  
☐ No

**2.1a.6 Organisation name?**

SA State Conference

**2.1b.6 How many Chairs on this governing body?**

	Female	Male
Number	0	1

**2.1c.6 How many other members are on this governing body (excluding the Chair/s)?**

	Female	Male
Number	3	17

**2.1d.6 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):  
☐ Not a priority  
☐ Other (provide details):

**2.1e.6 What is the percentage (%) target?**

10

**2.1f.6 What year is the target to be reached?**

2019

**2.1g.6 Are you reporting on any other organisations in this report?**

- ☒ Yes  
☐ No

**2.1a.7 Organisation name?**

WA State Conference

**2.1b.7 How many Chairs on this governing body?**

	Female	Male
Number	0	1

**2.1c.7 How many other members are on this governing body (excluding the Chair/s)?**

	Female	Male
Number	2	20

**2.1d.7 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):  
☐ Not a priority  
☐ Other (provide details):

**2.1e.7 What is the percentage (%) target?**

10

**2.1f.7 What year is the target to be reached?**

2019

**2.1g.7 Are you reporting on any other organisations in this report?**

- ☒ Yes  
☐ No

**2.1a.8 Organisation name?**

Tasmanian State Conference

**2.1b.8 How many Chairs on this governing body?**

	Female	Male
Number	0	1

**2.1c.8 How many other members are on this governing body (excluding the Chair/s)?**

	Female	Male
Number	2	10

**2.1d.8 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):  
☐ Not a priority  
☐ Other (provide details):

**2.1e.8 What is the percentage (%) target?**

10

**2.1f.8 What year is the target to be reached?**

2019

**2.1g.8 Are you reporting on any other organisations in this report?**

- ☒ Yes  
☐ No

**2.1a.9 Organisation name?**

NSW State Council

**2.1b.9 How many Chairs on this governing body?**

	Female	Male
Number	0	1

**2.1c.9 How many other members are on this governing body (excluding the Chair/s)?**

	Female	Male
Number	8	23

**2.1d.9 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):  
☐ Not a priority  
☐ Other (provide details):

**2.1e.9 What is the percentage (%) target?**

10

**2.1f.9 What year is the target to be reached?**

2019

**2.1g.9 Are you reporting on any other organisations in this report?**

- ☒ Yes  
☐ No

**2.1a.10 Organisation name?**

Victorian State Council

**2.1b.10 How many Chairs on this governing body?**

	Female	Male
Number	0	1

**2.1c.10 How many other members are on this governing body (excluding the Chair/s)?**

	Female	Male
Number	5	32

**2.1d.10 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):  
☐ Not a priority  
☐ Other (provide details):

**2.1e.10 What is the percentage (%) target?**

10

**2.1f.10 What year is the target to be reached?**

2019

**2.1g.10 Are you reporting on any other organisations in this report?**

- ☒ Yes  
☐ No

**2.1a.11 Organisation name?**

QLD State Council



**2.1b.11 How many Chairs on this governing body?**

	Female	Male
Number	0	1

**2.1c.11 How many other members are on this governing body (excluding the Chair/s)?**

	Female	Male
Number	4	19

**2.1d.11 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):  
☐ Not a priority  
☐ Other (provide details):

**2.1e.11 What is the percentage (%) target?**

10

**2.1f.11 What year is the target to be reached?**

2019

**2.1g.11 Are you reporting on any other organisations in this report?**

- ☒ Yes  
☐ No

**2.1a.12 Organisation name?**

SA State Council

**2.1b.12 How many Chairs on this governing body?**

	Female	Male
Number	0	1

**2.1c.12 How many other members are on this governing body (excluding the Chair/s)?**

	Female	Male
Number	3	17

**2.1d.12 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):

- ☐ Not a priority  
☐ Other (provide details):

**2.1e.12 What is the percentage (%) target?**

10

**2.1f.12 What year is the target to be reached?**

2019

**2.1g.12 Are you reporting on any other organisations in this report?**

- ☒ Yes  
☐ No

**2.1a.13 Organisation name?**

WA State Council

**2.1b.13 How many Chairs on this governing body?**

	Female	Male
Number	0	1

**2.1c.13 How many other members are on this governing body (excluding the Chair/s)?**

	Female	Male
Number	0	15

**2.1d.13 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):  
☐ Not a priority  
☐ Other (provide details):

**2.1e.13 What is the percentage (%) target?**

10

**2.1f.13 What year is the target to be reached?**

2019

**2.1g.13 Are you reporting on any other organisations in this report?**

- ☒ Yes  
☐ No

**2.1a.14 Organisation name?**

Tasmanian State Council

**2.1b.14 How many Chairs on this governing body?**

	Female	Male
Number	0	1

**2.1c.14 How many other members are on this governing body (excluding the Chair/s)?**

	Female	Male
Number	3	13

**2.1d.14 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):  
☐ Not a priority  
☐ Other (provide details):

**2.1e.14 What is the percentage (%) target?**

10

**2.1f.14 What year is the target to be reached?**

2019

**2.1g.14 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.**

In relation to 2.2, our new organisational rules adopted in December 2018 mandate a minimum proportion of women on governing bodies. Further details regarding this are listed at 1.13.

## 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):

### 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):

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

As noted in answer to 1.13, there are 3 categories of employees at the AMWU.

Officers and Officials of the AMWU have their remuneration governed by National Conference Policy and the rules of the AMWU. These conditions have been derived from Awards and Agreements and remuneration is set down under a Classification Structure.

Staff of the AMWU are subject to the terms of the AMWU Staff Agreement 2017-2019 which is about to be renegotiated.

## 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:**

14

**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.**

**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:**

10

**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.**

**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	1	0	0	0

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	2

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):

Flexible working arrangements are covered for our staff under the AMWU Staff Agreement 2017-2019.

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):

**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):
- ☐ 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Compressed working weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time-in-lieu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telecommuting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>
Carer's leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchased leave	<input type="checkbox"/>	<input type="checkbox"/>	<input 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):  
Purchased Leave Option - we strongly encourage all employees to take any annual leave that they may have accrued. Our employees have longevity with the AMWU and are more likely to have excessive leave balances.

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

In addition to the above, the AMWU has the following practices in place to support employees with family and caring responsibilities:

AMWU Staff have access to the following:

- \* Paid Personal Leave up to 15 days per year, which can be utilised as Carers Leave
- \* 7 days paid domestic family violence leave
- \* 25% Leave Loading
- \* Paid time off between Christmas and New Year, exclusive of annual leave.
- \* 2 additional public holidays, for example, a Union Picnic Day and Show Day.
- \* 14 weeks Employer Paid Parental Leave, as well as a top up of the Government Paid Parental Leave Scheme to full salary. This equates to essentially 32 weeks full pay whilst on parental leave.
- \* Paid Parental Leave – Dad & Partner Pay Scheme – 2 weeks topped up to their normal weekly wage
- \* 19 day month (Rostered Day Off)
- \* Access to Employee Assistance Programme for staff and family

AMWU Officials & Officers Conditions:

- \* Paid Personal Leave up to 3 months
- \* 7 days paid domestic family violence leave
- \* 17.5% Leave Loading
- \* Paid time off between Christmas and New Year, exclusive of annual leave.
- \* 1 additional public holiday, Union Picnic Day
- \* 14 weeks Employer Paid Parental Leave, as well as a top up of the Government Paid Parental Leave Scheme to full salary. This equates to essentially 32 weeks full pay whilst on parental leave.
- \* Paid Parental Leave – Dad & Partner Pay Scheme – 2 weeks topped up to their normal weekly wage

- \* 19 day month (Rostered Day Off)
- \* Access to Employee Assistance Programme for staff and family

## 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):

#### 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:**

The AMWU has a well established network of contact officers nationwide to provide support, information and assistance to employees who believe they may have been subjected to harassment or discrimination. It should be noted that our Sexual Harassment and Workplace Bullying Policy was updated during the reporting period based on external recommendations.

## 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.)

For our employees

The AMWU have been heavily involved in the 'Change the Rules' campaign which is fighting to improve current workplace laws for women.

Piloted Gender and Family Violence training for some of our staff with the Victorian Trade Hall.

For our members

The AMWU has state based Womens Committees and regular National Womens meetings to increase women's involvement in the AMWU and deal with key issues.

During the reporting period some States held various events and activities for women members to network and partake in. One of these include a forum with over 200 women from five schools and businesses attending the event to speak about the benefits of going to study or undertaking a trade apprenticeship.

Attendance in various states at Women in Male Dominated Occupations & Industries (WIMDOI) which is a networking conference that has helped inspire, discuss challenges, successes and plans for the future for women in male dominated workplaces was held during the reporting period.

The AMWU endorsed a new EAP provider with unlimited counselling sessions for our members and their immediate families. This provider has a extensive experience working closely with other Unions.

## 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 49.4% females and 50.6% males.

#### Promotions

2. 33.3% of employees awarded promotions were women and 66.7% were men
  - i. 50.0% of all manager promotions were awarded to women
  - ii. 25.0% of all non-manager promotions were awarded to women.
3. 13.4% of your workforce was part-time and 33.3% of promotions were awarded to part-time employees.

#### Resignations

4. 61.5% of employees who resigned were women and 38.5% were men
  - i. 66.7% of all managers who resigned were women
  - ii. 61.1% of all non-managers who resigned were women.
5. 13.4% of your workforce was part-time and 2.6% of resignations were part-time employees.

#### Employees who ceased employment before returning to work from parental leave

- i. 12.5% 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:

ASU

## CEO sign off confirmation

### Name of CEO or equivalent:

Paul Bastian

CEO signature:



### Confirmation CEO has signed the report:

B. S. 19

Date: