

## ITEM 5 GENDER PAY EQUITY REPORTING

Council on 31 October 2016 considered a Notice of Motion from Councillor Merrin and resolved as follows –

- 1 *Council report annually on pay equity in the Wollongong City Council workforce.*
- 2 *A report be submitted to Council in three months setting the parameters, indices and benchmarks required to meet Part 1 above.'*

This report now provides information as requested in Part 2 of Council's resolution.

### RECOMMENDATION

- 1 The parameters, indices and benchmarks used in the Gender Equality Scorecard by the Workplace Gender Equality Agency (WGEA) relevant to Council's workplace, be adopted.
- 2 The indices to be reported on to include: workforce by employment status, workforce by gender, gender pay gap, women in management and youth employment program by gender.

### REPORT AUTHORISATIONS

Report of: Tom Tyrpenou, Manager Human Resources  
Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

### ATTACHMENTS

- 1 Australia's Gender Equality Scorecard 2015-16

### COMPLIANCE WITH OFFICE OF LOCAL GOVERNMENT GUIDELINES ON COUNCIL DECISION MAKING DURING MERGER PROPOSAL PERIODS

The recommendation in this report satisfies the requirements of the OLG Guidelines - *Council Decision Making During Merger Proposal Periods*.

### BACKGROUND

Investigation and analysis has been undertaken by Council officers to determine how Council could best report annually on pay equity in the Wollongong City Council workforce.

Currently Council does not report on gender pay equity and there is no current information within Council's system that would produce this information.

This is due in part to Council having in place, like most government agencies, supportive systems and practices that have a focus on diversity and equality in pay, job evaluation, recruitment, training, and performance monitoring.

The Workplace Gender Equality Agency (WGEA) provides guidelines on gender pay equity and collects data to produce an annual scorecard that benchmarks across all industries with the exception of government agencies. Unfortunately, Council cannot participate in the WGEA's data collection as it is not available to government agencies and the current (2016) NSW Local Government HR Metrics Benchmarking Report only considers and reports on one of the WGEA indices, being Workforce by Gender.

Council could collect data and report on its performance against the WGEA performance indices for non-government agencies, using parts of the WGEA toolkit and reports that are publicly available on the WGEA's website.

To produce this report and provide meaningful data, Council would need to:

- 1 Code each position within the Aurion Payroll system using the Australian and New Zealand Standard Classification Code (ANZCO); and
- 2 Adopt a job family model, such as the model used by the Australian Public Service Commission, to code each position with the appropriate job family code in Council’s Human Resource Information System (HRIS) Aurion. This will allow the meaningful classification of positions into appropriate position and job family categories for reporting purposes.

By using the ANZCO coding and a suitable job family model, Council could produce a similar report to the Gender Equality Scorecard which was released in November 2016 (Attachment 1).

The parameters, indices and benchmarks used would duplicate those relevant to our workplace as used in the Gender Equality Scorecard. This would include reporting on workforce by employment status, workforce by gender, gender pay gap, women in management and youth employment program by gender.

It is recommended that Council report on the following indices as used by WGEA to provide benchmarking comparisons:

<i>Indices</i>	<i>Formula</i>
1 Workforce by employment status	Number of Men and Women employed as full time, part time and casual
2 Workforce by Gender	Number of Men and Women employed by Division
3 Gender Pay Gap	The difference between the average male full-time earnings and the average female full-time earnings expressed as a percentage of male earnings
4 Women in Management	Proportion of women by management category
5 Youth Employment Program by Gender	Number of Graduates, Cadets, Trainees and Apprentices by gender employed in these categories

It is envisaged that this project would take three to four months to complete based on the 1,500 positions within the Aurion Payroll system, and anticipated the project would be completed by the end of the 2017 financial year if an appropriate resource was funded, recruited and commenced by March 2017.

### PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We have an innovative and sustainable economy”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
2.1.3 Initiatives to retain local talent are developed and implemented	2.1.3.2 Establish Wollongong City Council as an employer of choice	Promote Wollongong City Council as an employer of choice for women in Local Government

### FINANCIAL IMPLICATIONS

The coding requires an analysis of each individual position and therefore is resource intensive and would require an additional resource to complete the project within the timeframe. The initial estimate of preparing the Aurion system to deliver the requested reporting would be in the vicinity of \$30,000 outside of the current budget. This would include analysing and matching positions, consultation, data input and testing of reports.

## CONCLUSION

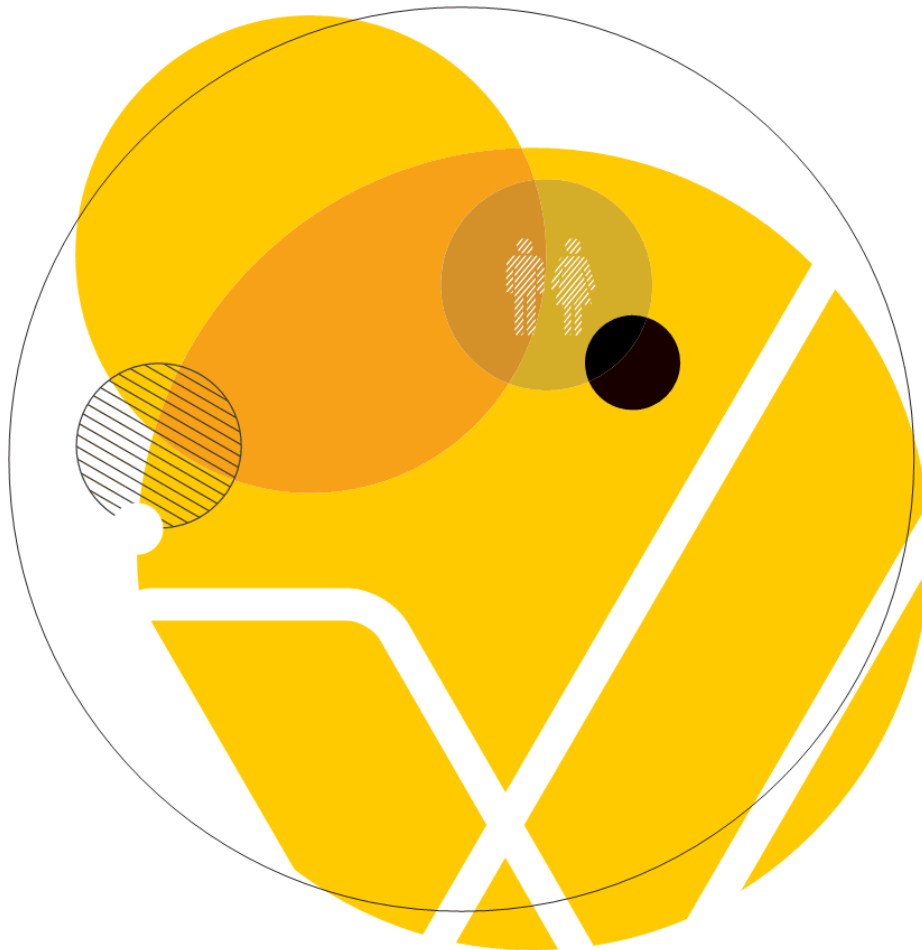
- 1 The parameters, indices and benchmarks used in the Gender Equality Scorecard by the Workplace Gender Equality Agency (WGEA) relevant to our workplace, be adopted.
- 2 The indices to be reported on to include: workforce by employment status, workforce by gender, gender pay gap, women in management and youth employment program by gender.



## Australia's gender equality scorecard

Key findings from the Workplace Gender Equality Agency's 2015-16 reporting data

November 2016



# About

## About the Workplace Gender Equality Agency and its data

The Workplace Gender Equality Agency is an Australian Government statutory agency charged with promoting and improving gender equality in Australian workplaces in accordance with the *Workplace Gender Equality Act 2012 (the Act)*. The Agency's vision is for women and men to be equally represented, valued and rewarded in the workplace.

Under the Act, non-public sector employers with 100 or more employees must submit a report annually to the Agency against six gender equality indicators:

GEI 1: gender composition of the workforce

GEI 2: gender composition of governing bodies of relevant employers

GEI 3: equal remuneration between women and men

GEI 4: availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities

GEI 5: consultation with employees on issues concerning gender equality in the workplace

GEI 6: sex-based harassment and discrimination

The Agency's dataset is based on 4,697 reports submitted on behalf of 12,433 employers in accordance with the Act for the reporting period 1 April 2015 to 31 March 2016. Around four million employees across Australia are covered – accounting for 40% of employees in Australia. Findings from the full dataset were released on 16 November 2016.

### Note

\*Percentages may not add to 100% due to rounding, or may exceed 100% where multiple responses were allowable.

## Learn more

Visit [data.wgea.gov.au](http://data.wgea.gov.au) to explore the data contained in this summary report in more detail.

On the Agency's website [www.wgea.gov.au](http://www.wgea.gov.au) you can also view the public reports of reporting organisations.

Reporting organisations can access their confidential Competitor Analysis Benchmark Reports via [www.wgea.gov.au](http://www.wgea.gov.au) by logging into the online portal using their AUSkey, where they can choose up to 12 comparison groups with which to compare their organisation's performance. An Insights Guide and a Technical User Manual are available on the site to help organisations interpret their results.

# Introduction

The Workplace Gender Equality Agency's dataset is a world-leading resource, mapping the landscape of workplace gender equality in Australia to assist in illuminating a path forward.

Our 2015-16 dataset shows some encouraging signs – a continued downward trajectory of the gender pay gap and increased women's representation in leadership. But progress is modest at best.

Employers tell us that reporting to the Agency has prompted them to take a close look at their data and face up to their own gender equality 'hot spots' – whether it is rates of return to work after parental leave, representation of women in leadership or technical roles, or access to flexible work arrangements.

Ultimately, we will only see a significant shift in gender equality indicators across our dataset when employers take responsibility for improving outcomes in their own workplaces, encouraged and questioned by employees and by boards demanding evidence-based reporting and improvements.

## WGEA dataset

4 million+  
employees

4,697  
reports

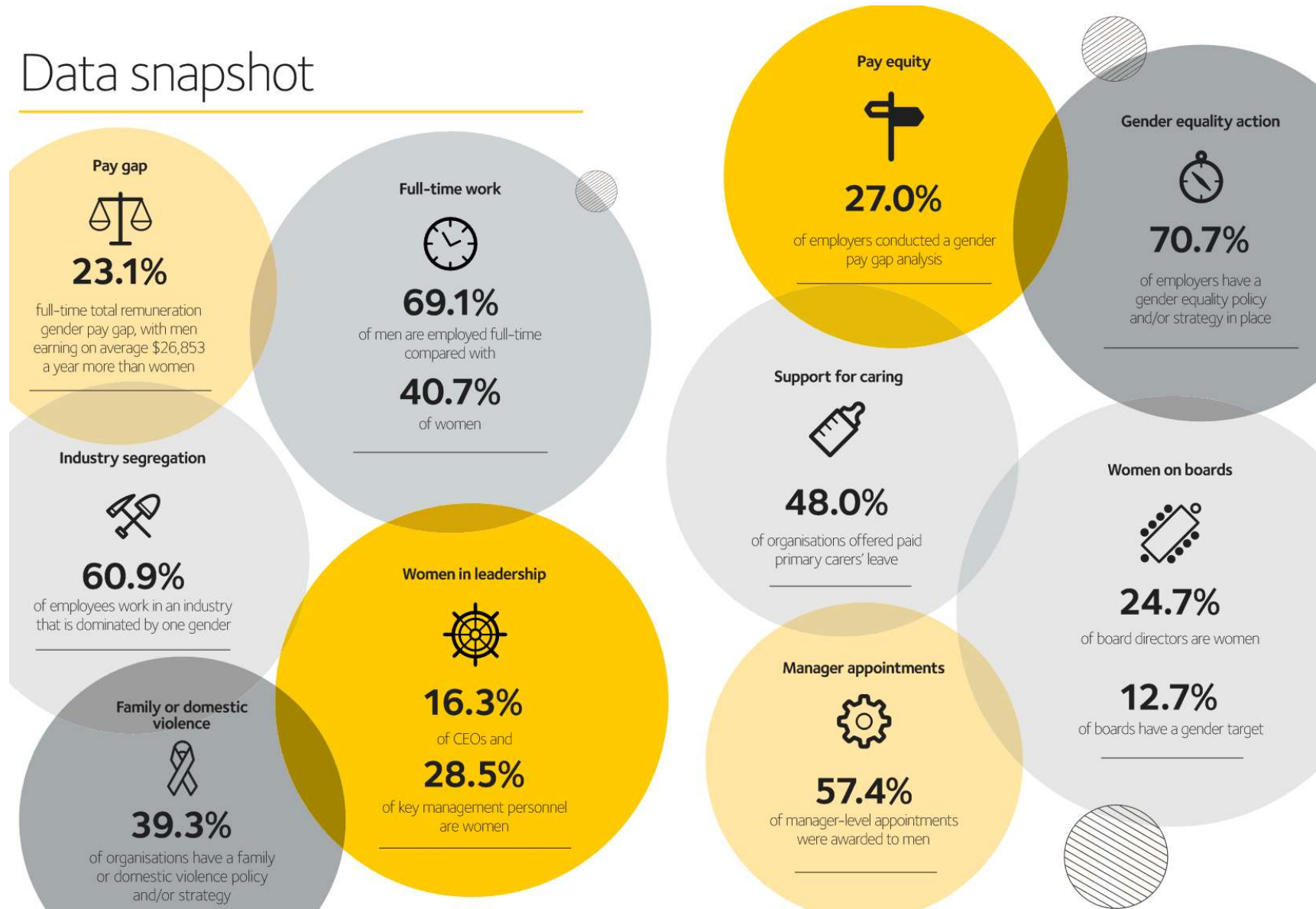
12,000+  
employers

## Composition by employment status

The Agency's dataset covers 40% of employees in Australia and comprises:



## Data snapshot



Progress

Percentage point (pp) changes in the Agency's dataset from 2013-14.

- 

**-2.2pp**  
Base salary gender pay gap 17.7%
- 

**-1.6pp**  
Total remuneration gender pay gap 23.1%
- 

**+2.4pp**  
Key management personnel who are women 28.5%
- 

**+4.5pp**  
Organisations with a gender equality policy and/or strategy 70.7%
- 

**+7.1pp**  
Employers who have a domestic violence policy and/or strategy 39.3%
- 

**+3.0pp**  
Employers who have conducted a gender pay gap analysis 27.0%

# Key findings

Gender pay gaps

## Overall gender pay gap

The overall gender pay gap (GPG) reflects a range of complex, inter-related factors including the concentration of women in low paying roles and industries and the concentration of men in the highest paying roles and industries.

We calculate gender pay gaps across the dataset by industry and by management and non-management categories, including CEO salaries. The Agency's gender pay gap data does not reflect comparisons of women and men in the same roles. Our data shows a gender pay gap in favour of men in every industry.

### Base salary gender pay gap

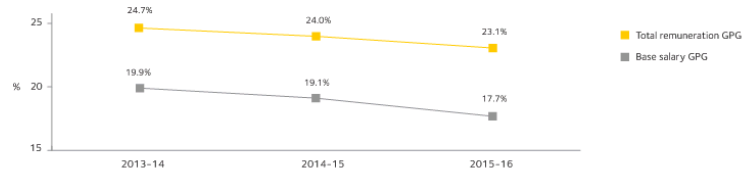


Gender pay gap the difference between the average male full-time earnings and average female full-time earnings expressed as a percentage of male earnings.

### Total remuneration gender pay gap



Chart 1: Change in base salary and total remuneration gender pay gaps



➔ Base salary and total remuneration gender pay gaps have reduced since 2013-14.

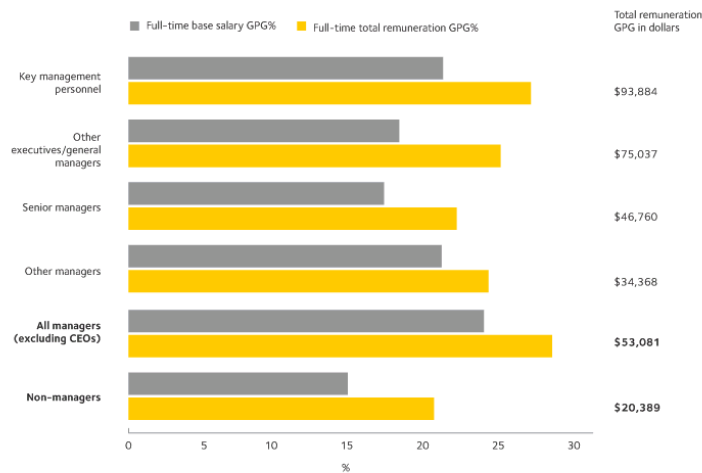
### Gender pay gaps by manager category

#### Pay gaps increase with seniority

Gender pay gaps increase at higher levels of management. The high gap in total remuneration for key management personnel in part reflects the role of non-salary benefits, such as bonuses, in exacerbating the pay gap in favour of men in this management category.

Gender pay gaps are traditionally lower in non-manager categories due to less discretionary pay and greater reliance on awards and collective agreements.

Chart 2: Gender pay gap by management category



Gender pay gaps are calculated on full-time employees only, excluding CEOs and managers who report to someone overseas who is more senior than the CEO.

### Gender pay gaps by industry

#### All industries have a pay gap in favour of men

- ➔ Financial and Insurance Services remains the industry with the highest total remuneration gender pay gap, although it has decreased since 2013-14.
- ➔ The gender pay gap decreased most sizeably in Administrative and Support Services.
- ➔ Construction and Rental, Hiring and Real Estate Services saw consecutive increases in gender pay gaps over the past two years.

Table 1: Total remuneration gender pay gap by industry

	2013-14 (%)	2014-15(%)	2015-16(%) *
Financial and Insurance Services	36.1	35.0	33.5 ↓
Rental, Hiring and Real Estate Services	25.6	28.4	29.3 ↑
Construction	25.4	26.3	28.0 ↑
Professional, Scientific and Technical Services	27.9	27.3	27.5 -
Information Media and Telecommunications	25.4	23.3	23.5 ↓
Transport, Postal and Warehousing	22.6	21.4	21.9 -
Agriculture, Forestry and Fishing	21.6	20.9	21.8 -
Arts and Recreation Services	22.8	21.0	21.1 ↓
Electricity, Gas, Water and Waste Services	19.3	21.5	20.0 -
Retail Trade	17.6	15.5	16.2 ↓
Mining	17.2	17.6	15.8 ↓
Administrative and Support Services	23.0	20.7	14.8 ↓
Other Services	17.3	18.3	14.8 ↓
Health Care and Social Assistance	16.4	18.1	14.7 ↓
Manufacturing	14.9	14.1	14.2 -
Accommodation and Food Services	11.7	10.9	11.4 -
Public Administration and Safety	9.1	8.7	10.5 ↑
Wholesale Trade	11.6	10.5	10.0 ↓
Education and Training	9.6	9.3	9.4 -
<b>All industries</b>	<b>24.7</b>	<b>24.0</b>	<b>23.1</b>

Gender pay gaps are calculated on full-time employees only, excluding CEOs and managers who report to someone overseas who is more senior than the CEO.  
\* Changes of at least + or - 1pp since 2013-14.



## Workforce composition

### Women in management

The most senior roles are heavily male-dominated

The representation of women declines steadily with seniority. However, the representation of women across all management categories has grown since 2013-14.

Chart 3: Proportion of women by management category



Female managers overall 37.4%

6.1% of all managers are employed on a part-time basis ↓

\* Indicates change since 2013-14.

### Women's representation on governing bodies



There has been a slight increase in the representation of women on governing bodies, but a decline in female chairs.

- The proportion of female directors was 24.7%, up from 23.6% in 2014-15.
- The proportion of boards that had a target for gender composition was 12.7%.
- The proportion of female chairs was 12.9%, down from 14.2% in 2014-15.

### Appointments and promotions

A higher proportion of men are appointed and promoted to manager positions than women. However, as women currently represent 37.4% of managers; they are being appointed and promoted at a proportionately higher rate than their current representation.

Table 2: Proportion of women and men appointed or promoted by management status

	Manager (%)		Non-Manager (%)		Total (%)	
	Female	Male	Female	Male	Female	Male
Appointments	42.6	57.4	51.0	49.0	50.5	49.5
Promotions	44.1	55.9	49.0	51.0	47.8	52.2

### Women's representation in non-management occupations

Women make up 51.0% of all non-manager roles and are concentrated in traditionally female occupations including community and personal service and clerical and administrative.

Table 3: Percentage of women in non-management occupations

Non-management occupations	% women
Clerical and administrative	75.1
Community and personal service	71.5
Sales	59.6
Professionals	53.4
Other	40.8
Labourers	31.3
Machinery operators and drivers	11.9
Technicians and trade	11.6

### Women in management by industry

Most industries show little movement in the representation of women in management since 2013-14. Administrative and Support Services showed the largest decline in the representation of women in management, while Wholesale Trade showed the largest increase.

Women represent the majority of managers in only one industry, Health Care and Social Assistance.

Table 4: Percentage of women in management by industry

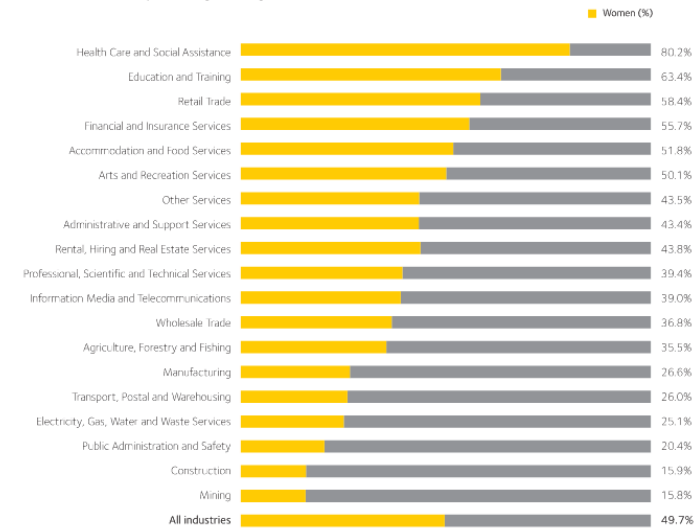
Industry	2013-14 (%)	2014-15 (%)	2015-16 (%)	*
Health Care and Social Assistance	69.3	70.3	70.2	—
Education and Training	48.4	49.2	49.7	↑
Retail Trade	46.3	47.0	47.9	↑
Accommodation and Food Services	47.7	44.4	44.3	↓
Administrative and Support Services	49.8	49.2	43.1	↓
Other Services	39.5	38.8	38.4	↓
Financial and Insurance Services	37.3	37.9	37.8	—
Arts and Recreation Services	32.2	33.5	33.8	↑
Rental, Hiring and Real Estate Services	32.5	32.6	32.9	—
Professional, Scientific and Technical Services	30.9	31.6	32.5	↑
Information Media and Telecommunications	31.0	32.0	32.4	↑
Wholesale Trade	22.3	23.8	27.0	↑
Transport, Postal and Warehousing	23.7	23.7	24.6	—
Manufacturing	21.2	21.4	22.5	↑
Electricity, Gas, Water and Waste Services	19.8	21.5	22.2	↑
Agriculture, Forestry and Fishing	16.7	17.0	17.7	↑
Public Administration and Safety	16.9	16.8	16.7	—
Mining	14.0	14.6	15.3	↑
Construction	10.8	10.9	10.9	—

\*Changes of at least + or - 1pp since 2013-14.

### Industry segregation

Across the workforce, many industries are dominated by employees of one gender.

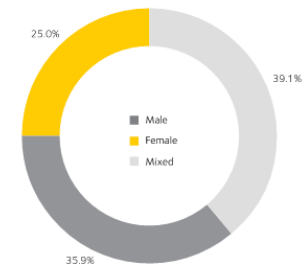
Chart 4: Gender composition by industry



### Workforce composition by gender dominance

Around six in 10 employees work in industries that are dominated by one gender.

Chart 5: Proportion of workforce working in male, female and mixed-industries



## Graduate and apprentice composition

The composition of graduates by industry suggests little change to current industry gender composition patterns - it closely matches the industry composition for 16 of the 19 industry categories.

- There are 35,855 apprentices and 19,612 graduates in the 2015-16 dataset. Apprenticeships represented in the dataset are heavily male-dominated, with only 4,801 females (13.4%).
- The 9,276 female graduates represent nearly half (47.3%) of all graduates.
- Apprenticeship gender composition was heavily male-dominated in all industries except Health Care and Social Assistance.

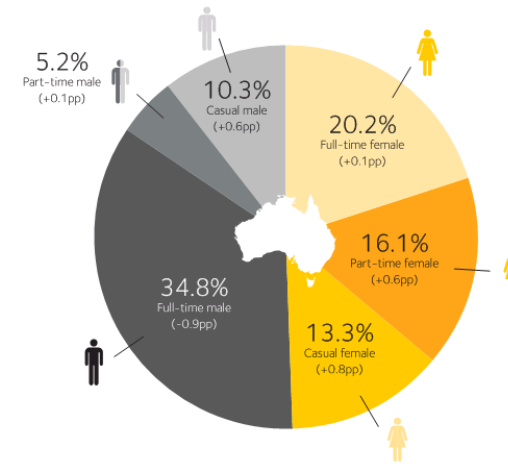
Table 5: New female graduates and apprentices entering industries

Industry	Industry gender dominance	Female graduates (%)	Female apprentices (%)
Health Care and Social Assistance	Female Dominated	87.7	72.1
Education and Training	Female Dominated	69.3	21.0
Administrative and Support Services	Mixed	65.3	5.5
Retail Trade	Mixed	48.0	7.7
Accommodation and Food Services	Mixed	45.2	38.5
Financial and Insurance Services	Mixed	43.3	34.8
Rental, Hiring and Real Estate Services	Mixed	41.8	14.7
Arts and Recreation Services	Mixed	41.2	31.0
Other Services	Mixed	38.1	10.6
Professional, Scientific and Technical Services	Male Dominated	43.1	11.3
Information Media and Telecommunications	Male Dominated	39.0	3.3
Mining	Male Dominated	33.9	10.1
Agriculture, Forestry and Fishing	Male Dominated	33.6	14.9
Manufacturing	Male Dominated	32.9	4.1
Wholesale Trade	Male Dominated	31.4	2.9
Electricity, Gas, Water and Waste Services	Male Dominated	29.0	6.1
Transport, Postal and Warehousing	Male Dominated	21.8	9.5
Construction	Male Dominated	20.7	2.1
Public Administration and Safety	Male Dominated	19.6	1.9
<b>All industries</b>	<b>Mixed</b>	<b>47.3</b>	<b>13.4</b>

## Workforce by employment status

Chart 6: Workforce composition by gender and employment status

pp represents percentage point changes from 2014-15 to 2015-16



The Agency's 2015-16 dataset covers an additional 50,482 employees compared to 2014-15. This increase has been recorded in female-dominated (Health Care and Social Assistance) and mixed industries (Retail Trade and Administrative Support Services), with a reduction in employee numbers in male-dominated industries (Mining, Construction, Manufacturing). Our dataset shows a decline in full-time permanent employment and growth in casual employment.

Chart 7: Female employees by employment status

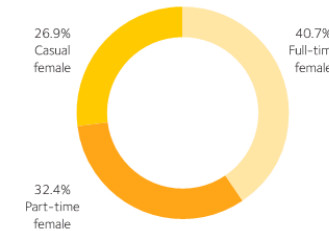
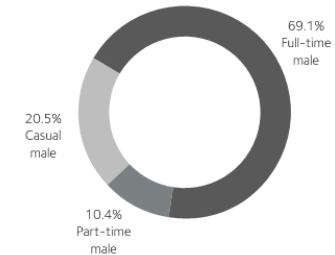


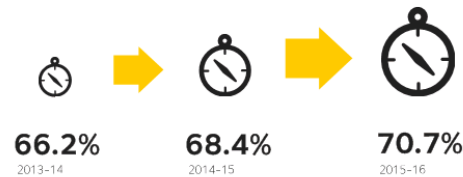
Chart 8: Male employees by employment status



## Employer action on gender equality

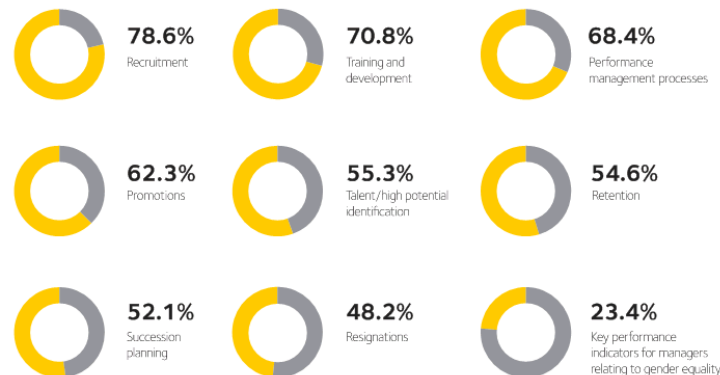
### The data suggests improvements in employer action on workplace gender equality in a number of areas

Encouragingly, there has been an increase in the proportion of organisations with an overall gender equality policy and/or strategy from 66.2% in 2013-14 to 70.7% in 2015-16.



Organisations also report having targeted policies and/or strategies in place to support gender equality through their human resources functions. Fewer than one in four organisations link key performance indicators for managers to gender equality.

Chart 9: Percentage of policies and/or strategies supporting specific human resource functions



### Action on pay equity

- 27.0% of organisations reported a remuneration gap analysis had been conducted, compared with 26.3% in 2014-15.
- An increasing number of organisations are taking action as a result of their remuneration gap analysis (56.0%, up from 50.7%).
- More organisations are reporting pay equity metrics to the governing body (14.4%, up from 9.7%) and to the executive (25.4%, up from 19.4%).



### Flexible working

- 62.9% of organisations have either a policy and/or strategy for flexible working arrangements, up from 60.2% in 2014-15.
- Organisations were more likely to offer formal arrangements around part-time, job-sharing and leave; but informal arrangements for flexible hours, time-in-leu, compressed working weeks and telecommuting.



### Support for employees with caring responsibilities

- 53.5% of employers offered non-leave based measures to support employees with caring responsibilities (down from 56.4%).
- The most common non-leave based measure was breastfeeding facilities (28.7%).
- Provision of employer-funded childcare was low, with 5.1% of employers offering on-site childcare and 3.1% offering employer-subsidised childcare.
- 4.0% of employers offered a return to work bonus, while 8.3% offered coaching for employees returning to work from parental leave.



### Parental leave

- The proportion of organisations offering paid leave for primary and secondary carers has remained stable since 2013-14, with a decline in the average length of primary carers' leave offered.
- 48.0% of organisations offer paid primary carers' leave while 36.2% offer paid secondary carers' leave.
- Primary carers' leave: average of 9.7 weeks paid primary carers' leave offered as a minimum, which is down from 11 weeks in 2014-15.
- Secondary carers' leave: average of 1.5 weeks paid secondary carers' leave offered as a minimum, which is the same as 2014-15.
- 7.6% of all employees on parental leave ceased employment while on parental leave.



### **Family or domestic violence**

- 39.3% of organisations have a domestic violence policy and/or strategy, up from 34.9% in 2014-15.
- 74.8% of organisations offer support to employees experiencing family or domestic violence through a range of measures. The most common measures were employee assistance programs, access to paid and/or unpaid leave (52.6%), flexible working arrangements (48.6%) and referral services (26.9%).
- 11.0% of organisations train key staff to handle cases where employees experience domestic violence.



### **Sex-based harassment**

- There has been an increase in the number of employers conducting management training on sex-based harassment prevention, from 81.5% in 2014-15 to 83.8% in 2015-16.
- 97.7% of employers have a policy and/or strategy on prevention of sex-based harassment.

### **Research and resources**

The Agency has a range of research and resources on our website to help employers promote and improve gender equality.

Visit [www.wgea.gov.au](http://www.wgea.gov.au) to learn about employer best practice and download practical tools to increase gender equality in your workplace.

You can find helpful toolkits and research on the following topics:

- Setting gender targets
- Creating a gender equality strategy
- Analysing and addressing pay gaps
- Pay equity for small businesses
- Flexibility strategies and implementation
- Gender equality statistics
- Industry and occupational gender segregation
- Business case for gender equality



Drill down into our data at [data.wgea.gov.au](http://data.wgea.gov.au) to compare how industries are performing on gender equality.



## WGEA Data Explorer

### Explore the data for yourself at [data.wgea.gov.au](http://data.wgea.gov.au)

WGEA data for 2015-16 covers more than four million employees in Australia.

You can explore the data across detailed industry classifications and compare gender pay gaps, workforce composition and employer action on gender equality.

# Advice and assistance

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### For further advice and assistance, please contact:

Workplace Gender Equality Agency  
Level 7, 309 Kent Street  
Sydney NSW 2000

t: 02 9432 7000 or 1800 730 233

e: [wgea@wgea.gov.au](mailto:wgea@wgea.gov.au)  
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