



Australian Government



Workplace
Gender Equality
Agency

2021 - 22 Gender Equality Reporting

Submitted by:

**The Electrical And Communications
Association Of Western Australia Inc.
(ABN:24450502757)**

Date: 2022-08-01

#Workplace overview

Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

| | |
|--|------------------------------------|
| ...Recruitment | No(<i>Select all that apply</i>) |
| ...Retention | No(<i>Select all that apply</i>) |
| ...Performance management processes | No(<i>Select all that apply</i>) |
| ...Promotions | No(<i>Select all that apply</i>) |
| ...Talent identification/identification of high potentials | No(<i>Select all that apply</i>) |
| ...Succession planning | No(<i>Select all that apply</i>) |
| ...Training and development | No(<i>Select all that apply</i>) |
| ...Key performance indicators for managers relating to gender equality | No(<i>Select all that apply</i>) |

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

| | |
|-------------------------------------|----------|
| Yes(<i>Select all that apply</i>) | |
| ...Yes | Strategy |

3: Does your organisation have any of the following targets to address gender equality in your workplace?

| |
|--|
| Increase the number of women in male-dominated roles |
|--|

4: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

Governing bodies

The Electrical And Communications Association Of Western Australia Inc.

| | |
|---|--|
| 1: Does this organisation have a governing body? | Yes(<i>Provide further details on the governing body(ies) and its composition</i>) |
| 1.1: What is the name of your governing body? | ECA WA Inc. Board |
| 1.2: What type of governing body does this organisation have? | Board of directors |
| 1.3: How many members are on the governing body and who holds the predominant Chair position? | |
| ...Chairs | |
| ...Female | 0 |
| ...Male | 1 |
| ...Non-binary | 0 |
| | |

| | |
|---|-------------------------------------|
| ...Members | |
| ...Female | 2 |
| ...Male | 6 |
| ...Non-binary | 0 |
| 1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members? | Yes(<i>Select all that apply</i>) |
| | Policy |
| 1.5: Has a target been set to increase the representation of women on this governing body? | No(<i>Select all that apply</i>) |
| 1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body? | No |

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

Nil.

#Action on gender equality

Gender pay gaps

1: Do you have a formal policy and/or formal strategy on remuneration generally?

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements
Non-award employees paid market rate

2: What was the snapshot date used for your Workplace Profile?

31-Jul-2021

Employer action on pay equity

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

No(*Select all that apply*)

...No

Salaries for SOME employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (for example because pay increases can occur with some discretion such as performance assessments)
Non-award employees paid market rate

3: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

No(*Select all that apply*)

2: Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

3: On what date did your organisation share your previous year's public reports with employees?

1-Jun-2022

4: Does your organisation have shareholders?

No

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

No

6: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

The Board receives snapshots of the report, but not specifically the Executive Summary or the Benchmark reports.

#Flexible work

Flexible working

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

No(*Select all that apply*)

...No

Other (provide details)

...Other (provide details)

We follow the provisions in the Fair Work Act

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Compressed working weeks

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Time-in-lieu

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Telecommuting (e.g. working from home)

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Informal options are available

...Part-time work

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Job sharing

No(*You may specify why the above option is not available to your employees.*)

...Carer's leave

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

...Purchased leave

Yes(*Select one option only*)

...Yes

SAME options for women and men(*Select all that apply*)

...SAME options for women and men

Formal options are available

| | |
|-----------------------------------|--|
| ...Unpaid leave | Yes(<i>Select one option only</i>) |
| ...Yes | SAME options for women and men(<i>Select all that apply</i>) |
| ...SAME options for women and men | Informal options are available |

3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes

4: Has your organisation implemented an 'all roles flex' approach to flexible work?

Yes

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Don't know / Not applicable

6: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on your workplace, please do so below.

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

No, we do not offer employer funded parental leave

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

Support for carers

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

No(*Select all that apply*)

...No

Included in award/industrial or workplace agreement
Other (provide details)

...Other (provide details)

We follow the provisions in the Fair Work Act.

2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

...Employer subsidised childcare

No(*You may specify why the above support mechanism is not available to your employees.*)

...On-site childcare

No(*You may specify why the above support mechanism is not available to your employees.*)

...Breastfeeding facilities

No(*You may specify why the above support mechanism is not available to your employees.*)

...Childcare referral services

No(*You may specify why the above support mechanism is not available to your employees.*)

...Internal support networks for parents

No(*You may specify why the above support mechanism is not available to your employees.*)

...Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No(*You may specify why the above support mechanism is not available to your employees.*)

...Information packs for new parents and/or those with elder care responsibilities

No(*You may specify why the above support mechanism is not available to your employees.*)

...Referral services to support employees with family and/or caring responsibilities

No(*You may specify why the above support mechanism is not available to your employees.*)

...Targeted communication mechanisms (e.g. intranet/forums)

No(*You may specify why the above support mechanism is not available to your employees.*)

...Support in securing school holiday care

No(*You may specify why the above support mechanism is not available to your employees.*)

| | |
|---|--|
| ...Coaching for employees on returning to work from paid parental leave | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...Parenting workshops targeting mothers | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...Parenting workshops targeting fathers | No(<i>You may specify why the above support mechanism is not available to your employees.</i>) |
| ...Other (provide details) | No |

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

Sex-based harassment and discrimination

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

Yes(*Select all that apply*)

| | |
|---|--------|
| ...Yes | Policy |
| 1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy? | Yes |

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

| | |
|------------------|--|
| ...All managers | Yes(<i>Please indicate how often is this training provided (select all that apply):</i>) |
| ...Yes | Every one-to-two years |
| ...All employees | Yes(<i>Please indicate how often is this training provided (select all that apply):</i>) |
| ...Yes | Every one-to-two years |

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

Family or domestic violence

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

Yes(*Select all that apply*)

| | |
|--------|--------|
| ...Yes | Policy |
|--------|--------|

2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

| | |
|---|------------------------------------|
| ...Employee assistance program (including access to psychologist, chaplain or counsellor) | Yes |
| ...Training of key personnel | No(<i>Select all that apply</i>) |
| ...A domestic violence clause is in an enterprise agreement or workplace agreement | No(<i>Select all that apply</i>) |

| | |
|--|--|
| ...Workplace safety planning | No(<i>Select all that apply</i>) |
| ...Access to paid domestic violence leave (contained in an enterprise/workplace agreement) | No(<i>Select all that apply</i>) |
| ...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) | No(<i>Select all that apply</i>) |
| ...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement) | No(<i>Select all that apply</i>) |
| ...Access to unpaid leave | Yes(<i>Is the leave period unlimited?</i>) |
| ...Yes | Yes |
| ...Confidentiality of matters disclosed | Yes |
| ...Referral of employees to appropriate domestic violence support services for expert advice | Yes |
| ...Protection from any adverse action or discrimination based on the disclosure of domestic violence | Yes |
| ...Flexible working arrangements | Yes |
| ...Provision of financial support (e.g. advance bonus payment or advanced pay) | No(<i>Select all that apply</i>) |
| ...Offer change of office location | No(<i>Select all that apply</i>) |
| ...Emergency accommodation assistance | No(<i>Select all that apply</i>) |
| ...Access to medical services (e.g. doctor or nurse) | No(<i>Select all that apply</i>) |
| ...Other (provide details) | No |

3: If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.

Workforce Management Statistics Table

Industry: Personal and Other Services

| Question | Contract Type | Employment Type | Manager Category | Female | Male | Total* | |
|---|---------------------|---------------------|---------------------|---------------------|------|--------|---|
| 1. How many employees were promoted? | Full-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 0 | 1 | 1 | |
| | | | Non-managers | 0 | 0 | 0 | |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 0 | 0 | 0 | |
| | | | Non-managers | 0 | 0 | 0 | |
| | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 0 | 0 | 0 | |
| | | | Non-managers | 0 | 0 | 0 | |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 0 | 0 | 0 | |
| | | | Non-managers | 0 | 0 | 0 | |
| | N/A | Casual | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 0 | 0 | 0 | |
| | | | Non-managers | 0 | 0 | 0 | |
| 2. How many employees (including partners with an employment contract) were internally appointed? | Full-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 0 | 0 | 0 | |
| | | | Non-managers | 1 | 0 | 1 | |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 1 | 0 | 1 | |
| | | | Non-managers | 0 | 0 | 0 | |
| | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 0 | 0 | 0 | |
| | | | Non-managers | 1 | 0 | 1 | |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 0 | 0 | 0 | |
| | | | Non-managers | 0 | 0 | 0 | |
| | N/A | Casual | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 0 | 0 | 0 | |
| | | | Non-managers | 0 | 0 | 0 | |
| 3. How many employees (including partners with an employment contract) were externally appointed? | Full-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 2 | 1 | 3 | |
| | | | Non-managers | 10 | 11 | 21 | |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 0 | 0 | 0 | |
| | | | Non-managers | 21 | 168 | 189 | |
| | | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | | Managers | 0 | 0 | 0 |
| | | | | Non-managers | 1 | 2 | 3 |
| | Fixed-Term Contract | | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 0 | 0 | 0 | |
| | | | Non-managers | 0 | 0 | 0 | |
| | N/A | Casual | CEO, KMPs, and HOBs | 0 | 0 | 0 | |
| | | | Managers | 0 | 0 | 0 | |
| | | | Non-managers | 2 | 4 | 6 | |

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Personal and Other Services

| Question | Contract Type | Employment Type | Manager Category | Female | Male | Total* |
|--|---------------|---------------------|---------------------|--------|------|--------|
| 4. How many employees (including partners with an employment contract) voluntarily resigned? | Full-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 2 | 2 |
| | | | Non-managers | 7 | 4 | 11 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 1 | 21 | 22 |
| | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 2 | 2 | 4 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | N/A | Casual | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| 5. How many employees have taken primary carer's parental leave (paid and/or unpaid)? | Full-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 1 | 0 | 1 |
| | | | Non-managers | 1 | 0 | 1 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | N/A | Casual | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| 6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)? | Full-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 3 | 3 |
| | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | N/A | Casual | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Personal and Other Services

| Question | Contract Type | Employment Type | Manager Category | Female | Male | Total* |
|---|---------------|---------------------|---------------------|--------|------|--------|
| 7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced? | Full-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | Part-time | Permanent | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |
| | | Fixed-Term Contract | CEO, KMPs, and HOBs | 0 | 0 | 0 |
| | | | Managers | 0 | 0 | 0 |
| | | | Non-managers | 0 | 0 | 0 |

* Total employees includes Gender X

Workplace Profile Table

Industry: Personal and Other Services

| Occupational category* | Employment status | No. of employees | | Number of apprentices and graduates (combined) | | Total employees** |
|-------------------------------------|---------------------|------------------|----|--|-----|-------------------|
| | | F | M | F | M | |
| Managers | Full-time permanent | 6 | 7 | 0 | 0 | 13 |
| | Full-time contract | 2 | 1 | 0 | 0 | 3 |
| | Part-time permanent | 2 | 0 | 0 | 0 | 2 |
| Professionals | Full-time permanent | 4 | 31 | 0 | 0 | 35 |
| | Part-time permanent | 0 | 5 | 0 | 0 | 5 |
| | Casual | 0 | 16 | 0 | 0 | 16 |
| Technicians And Trades Workers | Full-time permanent | 0 | 1 | 0 | 0 | 1 |
| | Full-time contract | 0 | 0 | 26 | 566 | 592 |
| | Part-time permanent | 0 | 1 | 0 | 0 | 1 |
| Clerical And Administrative Workers | Full-time permanent | 21 | 1 | 0 | 0 | 22 |
| | Full-time contract | 1 | 0 | 0 | 0 | 1 |
| | Part-time permanent | 8 | 0 | 0 | 0 | 8 |
| | Casual | 2 | 0 | 0 | 0 | 2 |
| Sales Workers | Full-time permanent | 2 | 0 | 0 | 0 | 2 |
| Other | Full-time permanent | 0 | 2 | 0 | 0 | 2 |

* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: Personal and Other Services

| Manager category | Level to CEO | Employment status | No. of employees | | |
|------------------|--------------|---------------------|------------------|---|--------|
| | | | F | M | Total* |
| CEO | 0 | Full-time contract | 0 | 1 | 1 |
| GM | -1 | Full-time permanent | 0 | 4 | 4 |
| SM | -1 | Full-time permanent | 1 | 1 | 2 |
| | | Full-time contract | 1 | 0 | 1 |
| | -2 | Full-time permanent | 3 | 1 | 4 |
| OM | -2 | Full-time permanent | 2 | 1 | 3 |
| | | Part-time permanent | 2 | 0 | 2 |
| | -3 | Full-time contract | 1 | 0 | 1 |

* Total employees includes Gender X