



Date Created: 16-05-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 16-05-2023

# 2022 - 23 Gender Equality Reporting

## Submitted By:

Royal Automobile Association Of South Australia Incorporated 90020001807

# #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:** Yes

Policy; Strategy

**Retention:** No

Not a priority

**Performance management processes:** Yes

Policy

**Promotions:** Yes.

Policy

**Talent identification/identification of high potentials:** YesStrategy

**Succession planning:** Yes

Strategy

**Training and development:** Yes

Policy

**Key performance indicators for managers relating to gender equality:** YesStrategy

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

YesStrategy

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

## Governing Bodies

**Organisation:** Royal Automobile Association Of South Australia Incorporated

**1.Name of the governing body:** RAA Board of Directors

**2.Type of the governing body:** Board of Directors

**Number of governing body chair and member by gender:**

<b>Chair</b>	<b>Female (F)</b> 0	<b>Male (M)</b> 1	<b>Non-Binary</b> 0
<b>Member</b>	<b>Female (F)</b> 4	<b>Male (M)</b> 4	<b>Non-Binary</b> 0

**4.Formal section policy and/or strategy:** Yes

**Selected value:** Policy

**6. Target set to increase the representation of women:** No

**Selected value:** Governing body has gender balance (i.e. 40% women / 40%men / 20% any gender)

**7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?**

No

**Selected value:** Not aware of the need

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

# #Action on gender equality

## Gender Pay Gaps

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

Yes

Strategy

**1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?**

Yes

To ensure managers are held accountable for pay equity outcomes

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

2023-03-31

**4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.**

<p>RAA complete a gender pay gap analysis as part of our salary reviews each year where applicable.</p>

## Employer action on pay equality

Date Created: 16-05-2023

- 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)?**

Yes

- 1.1 When was the most recent gender remuneration gap analysis undertaken?**

Within the last 12 months

- 1.2 Did you take any actions as a result of your gender remuneration gap analysis?**

Yes

Reported pay equity metrics (including gender pay gaps) to the executive

- 1.3 What type of gender remuneration gap analysis has been undertaken?**

<p>For salary non-award employees we undertake gap analysis for like for like roles and make recommendations to General Managers for consideration. This is conducted annually.</p>

- 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?**

NoNot aware of the need

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

Yes

Policy

- 3. On what date did your organisation share your last year's public reports with employees and shareholders?**

Employees:

Shareholder:

- 4. Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?**

No

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

# #Flexible Work

## Flexible Working

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

Yes

Policy; Strategy

- 1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

**A business case for flexibility has been established and endorsed at the leadership level**

Yes

**The organisation's approach to flexibility is integrated into client conversations**

No

Not a priority

**Employees are surveyed on whether they have sufficient flexibility**

Yes

**Employee training is provided throughout the organisation**

Yes

**The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)**

Yes

**Flexible working is promoted throughout the organisation**

Yes

**Targets have been set for engagement in flexible work**

Yes

**Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body**

No

Not aware of the need

**Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel**

Yes

**Leaders are held accountable for improving workplace flexibility**

Yes

**Leaders are visible role models of flexible working**

Yes

**Manager training on flexible working is provided throughout the organisation**

Yes

**Targets have been set for men's engagement in flexible work**

No

Other

**Other:** Employees are encouraged to work flex.

**Team-based training is provided throughout the organisation**

Yes

**Other:** No

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

**Carer's leave:** Yes

SAME options for women and men Formal options are available

**Compressed working weeks:** Yes

SAME options for women and men Formal options are available; Informal options are available

Date Created: 16-05-2023

**Flexible hours of work:** Yes

SAME options for women and men Formal options are available; Informal options are available

**Job sharing:** Yes

SAME options for women and men

Formal options are available

**Part-time work:** Yes

SAME options for women and men Formal options are available

**Purchased leave:** Yes

SAME options for women and men Formal options are available

**Remote working/working from home:** Yes

SAME options for women and men

**Time-in-lieu:** Yes

SAME options for women and men

Formal options are available; Informal options are available

**Unpaid leave:** Yes

SAME options for women and men Formal options are available

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

Yes

**5. Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**

Yes, women and men

**7. If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.**

RAA remains a flex ready organisation which applies to any gender. We are committed to providing a flexible and supportive environment that offers policies, arrangements and wellbeing initiatives that encourage a healthy work life balance. This is reviewed annually for effectiveness and where possible enhancements are made to the program.

RAAs working flex approach incorporates flex time, flex place and flex leave and encourages employees to examine and work at a team level to choose the options that work for them to maximise flexibility and improve work life balance. Information on flexible work options and tools and tips around flexible working and effectively working from home are located on our internal SharePoint site.

Flexible work is embedded in our Leading at RAA program which is a training program for managers, As part of our Leading at RAA program we incorporate managing a dispersed workforce and also have a working flex workshop that is run on an as needs basis.



# #Employee Support

## Paid Parental leave

1. **Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

Yes, we offer employer funded parental leave to all genders without using the primary/secondary carer definition

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

<p>Superannuation Guarantee is also paid on unpaid parental leave up to 12 months.</p>

## Support for carers

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

Yes

Policy

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

- 2.1. **Employer subsidised childcare**

No

Not a priority

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

No

Not a priority

- 2.3. **Breastfeeding facilities**

Yes

Available at SOME worksites

- 2.4. **Childcare referral services**

No

Not a priority

- 2.5. **Coaching for employees on returning to work from parental leave**

No

Not a priority

- 2.6. **Targeted communication mechanisms (e.g. intranet/forums)**

No  
Insufficient resources/expertise

**2.7. Internal support networks for parents**

No  
Insufficient resources/expertise

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

No  
Not a priority

**2.9. Parenting workshops targeting fathers**

No  
Not a priority

**2.10. Parenting workshops targeting mothers**

No  
Not a priority

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

No  
Insufficient resources/expertise

**2.12. Support in securing school holiday care**

No  
Not a priority

**2.13. On-site childcare**

No  
Not a priority

**2.14. Other details:** No

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

## Sexual harassment, harassment on the grounds of sex or discrimination

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?

Yes  
Policy

**1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?**

**2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?**

**All Non-Managers**

Yes

**Voluntary question: All Non-Managers**

**9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.**

<p>Discrimination, harassment and bullying is included in the Mandatory e-learning Code of Conduct module for new staff. Refresher training occurs every 12 months.</p>

## 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

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?**

**A domestic violence clause is in an enterprise agreement or workplace agreement**

No

Other

**Provide Details:** Organisational policy covers all employees including those under Enterprise Agreements.

**Confidentiality of matters disclosed**

Yes

**Protection from any adverse action or discrimination based on the disclosure of domestic violence**

Yes

**Employee assistance program (including access to psychologist, chaplain or counsellor)**

Yes

**Emergency accommodation assistance**

No

Not a priority

**Provision of financial support (e.g. advance bonus payment or advanced pay)**

No

Not a priority

**Flexible working arrangements**

Yes

**Offer change of office location**

Yes

**Access to medical services (e.g. doctor or nurse)**

No

Not a priority

**Training of key personnel**

Yes

**Referral of employees to appropriate domestic violence support services for expert advice**

Yes

**Workplace safety planning**

Yes

**Access to paid domestic violence leave (contained in an enterprise/workplace agreement)**

No

Date Created: 16-05-2023

Other

**Provide Details:** Organisational policy covers all employees including those under Enterprise Agreements.

**Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)**

Yes

**Is the leave period unlimited?**

No

**Number of days:**

10

**Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)**

No

Other

**Provide Details:** Organisational policy covers all employees including those under Enterprise Agreements.

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

Yes

**Provide Details:** No

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

# Workplace Profile Table

Industry: Repair and Maintenance

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	100	100	0	1	201
	Full-time contract	4	6	0	0	10
	Part-time permanent	10	3	0	0	13
Professionals	Full-time permanent	128	119	3	3	255
	Full-time contract	16	15	1	1	34
	Part-time permanent	18	8	0	0	26
	Part-time contract	4	5	0	0	9
	Casual	1	5	0	0	6
Technicians And Trades Workers	Full-time permanent	41	78	2	5	126
	Full-time contract	1	0	0	0	1
	Part-time permanent	0	7	0	0	7
	Casual	0	1	0	0	1
Community And Personal Service Workers	Full-time permanent	2	3	0	0	5
	Part-time permanent	5	3	0	0	8
	Casual	5	2	0	0	7
Clerical And Administrative Workers	Full-time permanent	146	143	0	0	290
	Full-time contract	6	6	0	0	12
	Part-time permanent	49	29	0	0	78
	Part-time contract	0	1	0	0	1
	Casual	2	4	0	0	6
Sales Workers	Full-time permanent	82	70	2	1	156
	Full-time contract	8	1	0	1	10
	Part-time permanent	56	27	1	0	84
	Part-time contract	2	0	0	1	3
	Casual	6	4	0	0	10
Labourers	Full-time contract	1	0	0	0	1
	Casual	0	1	0	0	1

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

\*\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Repair and Maintenance

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	0	1	1
GM	Full-time permanent	4	6	10
SM	Full-time permanent	24	21	45
	Full-time contract	2	1	3
	Part-time permanent	0	1	1
OM	Full-time permanent	72	73	145
	Full-time contract	2	5	7
	Part-time permanent	10	2	12

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Repair and Maintenance

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	1	4	5
			Non-managers	10	14	24
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	1	1	2
			Non-managers	7	8	15
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			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
Managers				4	2	6
Non-managers				28	26	54
Fixed-Term Contract			CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	24	22	46
Part-time		Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	0	2
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	1	4
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	3	3
			Managers	10	11	21
			Non-managers	134	143	277
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	1	2	3
			Non-managers	38	37	75
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	14	3	17
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	5	1	6
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	5	5	10

\* Total employees includes Non-binary



# Workforce Management Statistics Table

Industry: Repair and Maintenance

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	1	2	3
			Managers	9	13	22
			Non-managers	63	60	123
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	2	1	4
			Non-managers	9	12	21
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	3	0	3
			Non-managers	27	5	32
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	1	3
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	6	1	7
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	3	3	6
			Non-managers	23	9	33
		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	11	1	12
		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	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

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Repair and Maintenance

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	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

\* Total employees includes Non-binary