



Australian Government



Workplace  
Gender Equality  
Agency

# 2021 - 22 Gender Equality Reporting

Submitted by:

**Royal Automobile Association Of South  
Australia Incorporated (ABN:90020001807)**

Date: 2022-06-08

# #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( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Retention	No( <i>Select all that apply</i> )
...No	Not a priority
...Performance management processes	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Promotions	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Talent identification/identification of high potentials	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Succession planning	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Training and development	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Key performance indicators for managers relating to gender equality	Yes( <i>Select all that apply</i> )
...Yes	Strategy

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

Yes(*Select all that apply*)

...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 leadership positions

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

## Governing bodies

*Royal Automobile Association Of South Australia Incorporated*

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?	RAA Board of Directors

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	5
...Male	4
...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> )
	Other (provide details)
	We are happy with the current balance
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	No
	Not aware of the need

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

# #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

Other (provide details)

...Other (provide details)

Salaries are set by awards/industrial or workplace agreements. Non award employees are paid at market rate.

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

31-Mar-2022

## 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)?

Yes(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

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(*Select all that apply*)

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

Implemented other changes (provide details):

.. Yes

...Implemented other changes (provide details):

Any variances identified were analysed and amended if applicable at salary review time

1.3: You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide)

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.

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*)

...No

Not aware of the need

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

Yes (*Select all that apply.*)

...Yes

Policy

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

3-Aug-2021

4: Does your organisation have shareholders?

No

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

Don't know

6: 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 (*Select all that apply*)

...Yes	Policy Strategy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	Yes
...Targets have been set for men's engagement in flexible work	No ( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Employees are encouraged to work flex
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	Yes
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	Yes
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	No ( <i>Select all that apply</i> )
...No	Not a priority
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	Yes

...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No( <i>Select all that apply</i> )
...No	Not aware of the need

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

...Flexible hours of work	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	Formal options are available Informal options are available
...Compressed working weeks	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	Formal options are available Informal options are available
...Time-in-lieu	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	Formal options are available Informal options are available
...Telecommuting (e.g. working from home)	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	Formal options are available Informal options are available
...Part-time work	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	Formal options are available Informal options are available
...Job sharing	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	Formal options are available
...Carer's 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	Formal options are available
...Purchased 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	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	Formal 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?

Yes, for both women and men

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?

Training for managers on how to work with flexible and remote/hybrid teams  
 Training for non-managers on how to work with flexible and remote/hybrid teams  
 Training for all employees on how to work with flexible and remote/hybrid teams  
 Employee performance is measured by performance and not presenteeism

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.

RAA are 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.



# #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?

Yes, we offer employer funded parental leave that is gender equal (without using the primary/secondary carer definition)

1.1: Please indicate whether your employer-funded paid parental leave is available to:	All, regardless of gender
1.2: Please indicate whether your employer-funded paid parental leave covers:	Birth Adoption Stillbirth
1.3: How do you pay employer funded paid parental leave?	Paying the employee's full salary
1.4: Do you pay superannuation contribution to your carers while they are on parental leave?	Yes, on employer funded parental leave Yes, on unpaid parental leave
1.5: How many weeks (minimum) of employer funded paid parental leave is provided?	12
1.6: What proportion of your total workforce has access to employer funded paid parental leave, including casuals?	71-80%
1.7: Do you require carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.7.1: How long is the qualifying period?	12
1.8: Do you require carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	No

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.

Superannuation Guarantee is also paid on unpaid parental leave up to 12 months.

## Support for carers

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

Yes(Select all that apply)

...Yes

Policy

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.)

...No

Not a priority

...On-site childcare

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

...No

Not a priority

...Breastfeeding facilities

Yes(Please indicate the availability of this support mechanism.)

...Yes

Available at SOME worksites

...Childcare referral services

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

...No

Not a priority

...Internal support networks for parents

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

...No

Insufficient resources/expertise

...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.)

...No

Not a priority

...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.)

...No

Not a priority

...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.)

...No

Insufficient resources/expertise

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

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

...No

Insufficient resources/expertise

...Support in securing school holiday care

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

...No

Not a priority

...Coaching for employees on returning to work from paid parental leave

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

...No

Not a priority

...Parenting workshops targeting mothers

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

...No

Not a priority

...Parenting workshops targeting fathers

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

...No	Not a priority
...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(Please indicate how often is this training provided (select all that apply):)
...Yes	At least annually
...Other (provide details)	
...All employees	Yes(Please indicate how often is this training provided (select all that apply):)
...Yes	At least annually

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

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

### 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	Yes
...A domestic violence clause is in an enterprise agreement or workplace agreement	No(Select all that apply)

...No	Other (provide details)
...Other (provide details)	Organisational policy covers all employees including those under Enterprise Agreements
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Organisational policy covers all employees including those under Enterprise Agreements
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes( <i>Is the leave period unlimited?</i> )
...Yes	No
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes( <i>Is the leave period unlimited?</i> )
...Yes	No
: How many days of paid domestic violence leave (not contained in an enterprise/workplace agreement) are provided?	5
...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	Yes
...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: 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	6	3	9	
			Non-managers	7	10	17	
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0	
			Managers	9	1	10	
			Non-managers	13	6	19	
	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	0
Managers				1	1	2	
Non-managers				27	18	45	
Fixed-Term Contract			CEO, KMPs, and HOBs	0	0	0	
			Managers	0	2	2	
			Non-managers	16	9	25	
Part-time		Permanent	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	4	0	4	
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0	
			Managers	1	0	1	
			Non-managers	4	0	4	
N/A		Casual	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	1	0	1	
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	2	0	2	
			Managers	12	10	22	
			Non-managers	113	119	232	
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0	
			Managers	5	9	14	
			Non-managers	69	53	122	
		Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
				Managers	0	1	1
				Non-managers	17	3	20
	Fixed-Term Contract		CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	14	9	23	
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	10	4	14	

\* Total employees includes Gender X

# 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	0	2	2
			Managers	4	12	16
			Non-managers	52	73	125
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	1	3	4
			Non-managers	5	6	11
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	0	2
			Non-managers	22	3	25
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	4	6
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	8	5	13
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	3	4
			Non-managers	15	11	27
		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	3	0	3
			Non-managers	17	1	18
		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 Gender X

# 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	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	1	0	1
		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: 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	80	99	0	0	180
	Full-time contract	4	4	0	1	9
	Part-time permanent	19	3	0	0	22
Professionals	Full-time permanent	87	117	0	0	204
	Full-time contract	20	14	1	4	40
	Part-time permanent	24	4	0	0	28
	Part-time contract	5	0	1	0	6
	Casual	2	1	0	0	3
Technicians And Trades Workers	Full-time permanent	0	99	0	0	100
	Full-time contract	1	0	0	0	1
	Part-time permanent	4	5	0	0	9
	Casual	1	0	0	0	1
Community And Personal Service Workers	Full-time permanent	2	1	0	0	3
	Part-time permanent	5	0	0	0	5
	Part-time contract	1	0	0	0	1
	Casual	11	7	0	0	18
Clerical And Administrative Workers	Full-time permanent	145	104	1	0	251
	Full-time contract	9	10	1	0	20
	Part-time permanent	55	9	0	0	64
	Part-time contract	20	12	0	0	32
	Casual	3	4	0	0	7
Sales Workers	Full-time permanent	86	57	2	1	148
	Full-time contract	0	3	0	0	3
	Part-time permanent	60	5	0	0	65
	Casual	7	2	0	0	9
Labourers	Full-time permanent	0	1	0	0	1
	Full-time contract	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 Gender X



# Workplace Profile Table

Industry: Repair and Maintenance

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
GM	-1	Full-time permanent	5	3	8
SM	-2	Full-time permanent	15	22	37
		Full-time contract	0	1	1
		Part-time permanent	2	0	2
OM	-3	Full-time permanent	39	45	84
		Full-time contract	2	3	5
		Part-time permanent	16	3	19
	-4	Full-time permanent	21	28	50
		Full-time contract	2	1	3
		Part-time permanent	1	0	1

\* Total employees includes Gender X