



**CLEAN ENERGY FINANCE CORPORATION**  
*Report to Responsible Ministers under the Equal Employment  
Opportunity (Commonwealth Authorities) Act 1987*

Clean Energy Finance Corporation ABN: 43 669 904 352

For further information or to provide feedback, visit our website at

[cleanenergyfinancecorp.com.au](http://cleanenergyfinancecorp.com.au).

Suite 1702, 1 Bligh Street, Sydney NSW 2000

Level 8, 140 Ann Street, Brisbane QLD 4000

T 1300 00 2332

[cleanenergyfinancecorp.com.au](http://cleanenergyfinancecorp.com.au)

**Follow us on Twitter** @CEFCAus

**Contact officer:** Mr SG Every, Head of Corporate & Government Affairs at Clean Energy

Finance Corporation: [info@cleanenergyfinancecorp.com.au](mailto:info@cleanenergyfinancecorp.com.au).

The Clean Energy Finance Corporation's annual EEO reports are available in PDF and HTML formats in the Reports area of the Corporation's website:

[cleanenergyfinancecorp.com.au/reports](http://cleanenergyfinancecorp.com.au/reports).

© Copyright Clean Energy Finance Corporation 2015

All rights reserved. No part of this publication may be reproduced, copied, stored in a retrieval system or transmitted in any form or by any means, electronic, photocopying, recording or otherwise, without the prior written permission of Clean Energy Finance Corporation.

The Hon. J.B. Hockey MP  
Treasurer

Sen. the Hon. Mathias Cormann  
Minister for Finance

Parliament House  
CANBERRA ACT 2600

16 June 2015

Dear Ministers,

***Equal Employment Opportunity (Commonwealth Authorities) Act 1987***

I am pleased to present the Clean Energy Finance Corporation's (CEFC) Annual Program Report to you as Responsible Ministers as required by section 9 of the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*.

This report has been prepared in accordance to requirements under the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987* and includes information on program development, implementation and statistical results to cover the 12 month period since the previous report.

The year ending 17 April 2015 reflects the second reporting period since 17 April 2013 (when the CEFC first exceeded 40 employees and became a 'relevant authority' for the purposes of this Act).

Yours sincerely



**Oliver Yates**  
Chief Executive Officer

**CLEAN ENERGY FINANCE CORPORATION**  
***Report to Responsible Ministers under the Employment Opportunity***  
***(Commonwealth Authorities) Act 1987***

**EEO PROGRAM DEVELOPMENT AND IMPLEMENTATION**

***Development of the Program***

The CEFC is committed to developing and supporting positive working relationships and a healthy and safe workplace where all individuals are equally enabled to contribute to the success of the Corporation and to develop their careers.

In its first year of operation, the CEFC developed an EEO Program to ensure that individuals are employed, trained and promoted fairly, on merit, without discrimination and harassment, and that our staff reflect the diverse nature of the Australian community.

This EEO Program addresses the potential disadvantage that may be present in the workplace by, for example, age, gender, race, religion, sexual orientation, disability, pregnancy, or marital status.

Its focus is to support equal participation and achievement of the program objectives through diversity initiatives that ensure employees are treated equally and their differences valued and respected in the workplace, while helping the CEFC to achieve broad business benefit.

The program was developed to include:

- clear EEO objectives and indicators against which the effectiveness of the program is to be assessed
- methodology on annual collection, recording and publication of employee statistics, broken down into the areas of employee gender and employees belonging to 'designated groups'
- assurances for annual, regular assessment of policies to identify discrimination against women or persons in designated groups
- assurances that employees are to be kept informed of the contents of the program and of the results of any monitoring and evaluation of success of the implementation of the program; and
- consultation with employees, particularly employees who are women or persons in the designated groups.

***Implementation of the Program***

The CEFC was formed with the commencement of section 8 of the *Clean Energy Finance Corporation Act 2012* by proclamation dated 3 August 2012.

The transfer of assets and employees from the former Commonwealth company Low Carbon Australia Limited triggered classification of the CEFC as a 'relevant authority' under section 3 of the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987* with effect 17 April 2013.

In its first year of operations, the CEFC established its policies and procedures, ensuring these were underpinned by EEO principles, and embedded them into operational practices. These policies, procedures and practices are communicated to existing and new employees, and are accessible at all times via employee intranet. Coverage of these matters includes:

- Internal Corporate Policies and Procedures including EEO principles, anti-discrimination, and workplace harassment;
- A Code of Conduct and Ethics;
- The *Public Interest Disclosure Act 2013*;
- Annual workplace training for employees on the legal requirements of the Corporation's operating context, including workplace health, safety and conduct, EEO principles, anti-discrimination, and workplace harassment;
- Induction training for all new employees that incorporates workplace conduct, EEO principles, anti-discrimination, and workplace harassment;
- Introduction of the CEFC Paid Parental Leave scheme which provides a more generous parental leave payment than the legislated scheme.

Since implementation, the Program has not identified policies or practices that discriminate against women or other EEO groups.

Analysis of CEFC statistics indicate that there have been no material changes since the previous reporting period of 17 April 2014. At that time, the organisation was a relatively new entity and had achieved gender equity in raw numbers (51% male to 49% female), with males remain overrepresented at senior levels of the organisation.

As at 17 April 2015, organisational statistics indicated 54% males and 46% females, with males continuing to be overrepresented at senior levels of the organisation. The proportion of employees born overseas has increased since the previous reporting period, from 32% to 48% of employees, reflecting a more ethnically diverse workforce.

No employees currently identify as indigenous or as a person with a disability, which is unchanged from the previous reporting period. As the CEFC employee headcount is 56 (see '*Summary – CEFC Employee Statistics*' below) this is neither statistically significant, nor demonstrative of discrimination.

### ***Monitoring and Evaluation of the Program***

A management review of the EEO program implementation in June 2014 identified implementation of the Program had been successful. However the review highlighted several areas for further work, and these have been improved during the reporting period as below.

<b>2014 EEO Program Review - Area for Improvement</b>	<b>Status</b>
EEO Program review to be embedded into the compliance calendar and Executive Risk committee	Completed
Inclusion of EEO principles and compliance as part of a refresher update for all employees	Completed
Capture of EEO data on entry into employment	Completed
Employees to be consulted in ongoing development of EEO program	Underway as review of policies

The current review of CEFC policies has identified that while Management has adopted a flexible approach to working hours and introduced a work-from-home policy to assist employees to balance work and personal needs, the Corporation has no formal Flexible Work Policy.

Despite the absence of a formal Flexible Work Policy, 4 employees (7% of the employee population) utilised formal flexible work arrangements as at 30 April 2015. Informal arrangements, including working from home, were utilised by 10 other employees during this period.

Development and implementation of a formal Flexible Work Policy is now underway, with employees, particularly those who have utilised flexible work arrangements, asked to provide input in the development of the policy.

During the reporting period, 2 employees utilised the CEFC's paid parental leave scheme, and 1 employee applied for future paid parental leave.

### ***Particulars of Directions by the Responsible Ministers under s12***

The CEFC has not received any directions made by Responsible Ministers under section 12 of the *Equal Employment Opportunity (Commonwealth Authorities) Act 1987*.

### ***Diversity Profile: CEFC Employee Statistics***

At 30 April 2015, the CEFC employed 56 employees (all statistics shown are headcount).

The Corporation is near gender equity, with 46% of employees being females and 54% males. This compares with 49% females and 51% males at 30 April 2014, however given the CEFC's small numbers this statistic represents a real headcount variation of 2 persons and is not deemed a material variation.

Females continue to be disproportionately represented at lower levels of the organisation, as shown below. The Executive team comprises 20% females (that is, one of five executives), which is unchanged from the previous reporting period.

The proportion of females at the levels of Executive Director, Director and Associate Director levels has decreased (from 45% to 35%), while the proportion of females at the Managerial and Analyst levels have increased. These changes reflect attrition and new hires (i.e. staff turnover) and given the small numbers involved are not indicative of any inherent bias or discrimination within the organisation. Supporting this analysis, of the 17 new hires since the previous reporting period, 9 have been female and 8 male, which is consistent with the current organisational demographic.

The proportion of employees born overseas has increased from 32% to 48% since the previous reporting period. During this period, the average age of the workforce decreased from 46 to 43.

No employees identified as being indigenous or having a disability, which is unchanged since the previous reporting period. This is not significantly significant given the headcount of 56 employees, nor demonstrative of discrimination.

**Table 1: CEFC Employees by EEO Target Groups (as at 30 April 2015)**

Level	Female		Born O'seas		English 2nd Language		Indigenous	Disability	Total
	No.	%	No.	%	No.	%	No.	No.	No.
Executive *	1	20%	4	60%	0	0%	-	-	5
Executive Director	2	25%	4	50%	1	13%	-	-	8
Director	3	38%	5	63%	1	13%	-	-	8
Associate Director	6	40%	5	33%	0	0%	-	-	15
Analyst	2	29%	6	86%	2	29%	-	-	7
Manager	5	83%	1	17%	0	0	-	-	6
Administration	7	100%	3	43%	1	14%	-	-	7
<b>GRAND TOTALS</b>	26	46%	28	50%	5	9%	-	-	56

\*Includes the CEO who is not 'staff' under the CEFC Act but rather a full time statutory officer.

**Table 2: CEFC Employees by EEO Target Groups – Comparison against previous reporting period**

EEO Category	2014		2015	
	No.	%	No.	%
Female	26	49%	26	46%
Born Overseas	17	32%	28	50%

English as a second language	5	9.50%	5	9%
Indigenous	0	0	0	0
Disability	0	0	0	0

***Errata: Clean Energy Finance Corporation 2014 Report to Responsible Ministers under the Equal Employment Opportunity (Commonwealth Authorities) Act 1987***

The *2014 Report to Responsible Ministers under the Equal Employment Opportunity (Commonwealth Authorities) Act 1987* contained the following errors in reference to applicable legislation:

- Cover: reference to the "*Employment Opportunity (Commonwealth Authorities) Act 1987*" should read "*Equal Employment Opportunity (Commonwealth Authorities) Act 1987*"
- Page 2: reference to the "*Clean Energy Finance Corporation Act 2013*" should read "*Clean Energy Finance Corporation Act 2012*".

The CEFC wishes to correct the public record in regards these errors and apologises for any inconvenience caused.