



# CLEAN ENERGY FINANCE CORPORATION

## EQUAL EMPLOYMENT OPPORTUNITY REPORT 2015-16

### REPORTING PERIOD

The CEFC first attracted obligations under the Equal Employment Opportunity (Cth Authorities) Act 1987 (EEO Act) from 17 April 2013, when it was created, and has since reported its EEO obligations annually. Accordingly, the previous EEO report covered 17 April 2014 to 16 April 2015 inclusive.

For the future, we will align our EEO reporting period with that of the Annual Report (i.e. 1 July to 30 June inclusive). In preparation for this alignment, this EEO report covers 17 April 2015 to 30 June 2016. All future EEO reports will align with full financial year reporting.

### EEO POLICY AND PROGRAM

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

In its first year of operation, the CEFC developed an EEO policy and 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. The policy and program addresses the potential disadvantage that may be present in the workplace by, for example, age, gender, race, religion, sexual orientation, disability, pregnancy and/or marital status.

The CEFC EEO focus is to support equal participation through education and diversity initiatives that ensure employees are treated equally and their differences valued and respected in the workplace, while helping the CEFC to achieve its broad business benefit.

The EEO program was developed to include:

- clear EEO objectives and indicators against which the effectiveness of the program is to be assessed
- a methodology for the annual collection, recording and publication of employee statistics, broken down into the areas of employee gender and employees belonging to “designated groups”<sup>1</sup> as defined in the EEO Act and regulations
- assurances for annual, regular assessment of policies to identify discrimination against women or persons in designated groups
- assurances that employees are informed about the contents of the program and the results of any monitoring and evaluation procedures
- consultation with employees, particularly employees who are women or persons within the designated groups.

## IMPLEMENTATION OF THE EEO POLICY AND PROGRAM

The CEFC became subject to EEO reporting when 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 operation, 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 the 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 Corporation has not identified any policies or practices that discriminate against, or any patterns of lack of equality of opportunity in respect of women or designated groups under the EEO Act. Analysis of CEFC statistics indicate that there have been no material changes to this position since the previous reporting period ending 17 April 2015.

## MONITORING AND EVALUATION OF THE EEO POLICY AND PROGRAM

The effectiveness of the EEO Policy and Program is reviewed on a regular basis, and the following improvements were made in the reporting period.

### **Flexible work arrangements**

As flexible work options are embedded

within the National Employment Standards, the Corporation’s emphasis has been to ensure the Corporation’s work practices and resources actively support employee flexibility, including working from home or from any of the Corporation’s three office locations.

Of the Corporation’s 69 employees, 11 (16%) use approved flexible working arrangements, including part-time hours and/or working from home. This is an increase from five employees (7%) who used approved flexible working arrangements in the previous reporting period. Employees who do not have approved regular arrangements are encouraged to use flexible work arrangements on an ad-hoc basis to help them more effectively balance their personal and work commitments.

During 2015-16, the Corporation actively focused on recruiting for business-critical functions to ensure appropriate support for every role within the CEFC. This has reduced key-person dependency and supported increased flexibility for employees.

## Paid parental leave

The Corporation identified that its paid parental leave scheme, whilst more generous than the Australian Government scheme, was not competitive against comparable private or public sector organisations.

The scheme was reviewed against comparable organisations and the CEFC Board approved an updated approach. At the time of implementing the new scheme, the Corporation ensured that no existing employees would be worse off under the new scheme and that most employees would in fact be in a better financial position. See table below.

During the reporting period, three employees used the CEFC's paid parental leave scheme, one employee applied for future paid parental leave and two employees applied for future paid dad and partner parental leave.

### *Paid parental leave scheme comparison*

|                                | Previous paid parental leave scheme                      | New paid parental leave scheme (From June 2016)                             |
|--------------------------------|--|---|
| <b>Payment</b>                 | 18 weeks salary capped at a maximum of \$1,143 per week  | 12 weeks at full salary, or 24 weeks at half salary (no \$ cap)             |
| <b>Superannuation</b>          | Yes  | Yes   |
| <b>Dad and partner payment</b> | Two weeks salary capped at a maximum of \$1,143 per week | Two weeks, paid at employee's usual payment rate, or four weeks at half pay |

## Employee training

During the reporting period, the Corporation introduced a new online learning management system to administer employee induction training and annual compliance training.

The Corporation requires all employees to complete mandatory induction and annual training in EEO and anti-discrimination, together with training on the Corporation's Code of Conduct and Ethics, the Public Interest Disclosure Act 2013, workplace conduct (anti-bullying and harassment) and workplace health and safety.

## Particulars of Directions by the responsible Ministers under section 12

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 June 2016, the CEFC had 69 employees, including 66 full-time equivalents (all statistics shown are headcount). This includes the CEO who is not “staff” under the CEFC Act, but rather a full-time statutory officer.

The Corporation remains at near gender equity, with 46 per cent female employees and 54 per cent male employees. This is identical to the previous reporting period.

Females continue to be under-represented at higher levels in the CEFC and disproportionately represented at lower levels. The Executive team includes one female (representing 14 per cent of the Executive team). This is an identical headcount to the previous reporting period, however the proportion has reduced from 20 per cent (one of five Executives) to 14 per cent (one of seven executives) due to the expanded Executive.

The proportion of females at the levels of Executive Director, Director and Associate Director levels decreased slightly (from 35 per cent to 34 per cent), while the proportion of females at the Manager and Analyst levels increased to 88 per cent and 50 per cent respectively. These changes reflect attrition and new hires (i.e. staff turnover). Given the small numbers involved this is not indicative of any inherent bias or discrimination within the organisation. Supporting this analysis, of the 20 new hires since the previous reporting period, 11 have been female and nine male, which is not inconsistent with the current organisational demographic.

The proportion of employees born overseas has increased marginally from 48 per cent to 49 per cent since the previous reporting period. During this period, the average age of the workforce decreased from 43 to 42. No employees identified as being indigenous or having a disability, which is unchanged since the previous reporting period. This is not significant given the headcount of 69 employees, nor demonstrative of discrimination.

<sup>1</sup> According to the EEO Act, section 3, the following are considered designated groups:

- (a) members of the Aboriginal race of Australia or persons who are descendants of indigenous inhabitants of the Torres Strait Islands;
- (b) persons who have migrated to Australia and whose first language is not English, and the children of such persons;
- (c) persons with a physical or mental disability;
- (d) any other class of persons prescribed by the regulations for the purposes of this definition.