



### 2013-14 public report form submitted by The Australian Psychological Society Limited to the Workplace Gender Equality Agency

### Organisation and contact details

Organisation registration	Legal name	The Australian Psychological Society Limited
_	ABN	23000543788
	ANZSIC	9551 Business and Professional Association Services
Organisation details	Trading name/s ASX code (if relevant)	
	Postal address	PO Box 38,
		FLINDERS LANE,
		VIC,8009,Australia
	Organisation	(03) 8662 3300
phone number		·
Reporting structure	Number of employees covered in this report	114
	submission	
	Other	Australian Psychology Accreditation
	organisations reported on in this report	Council Limited



Date submitted: Unique report number: nsgnamq54r Report User: Jenni Williams

## Workplace profile Manager

Manager occupational categories	Reporting level to CEO	Employment status	Z	No of employees	330
			FIN	Total employees	
CEO/Head of Business in Australia	0	Full-time permanent	0 0		0
		Full-time contract	1 0		¥
		Part-time permanent	0 0		0
		Part-time contract	0 0		೦
		Casual	0 0		0
Key management personnel	1-	Full-time permanent	0 1		32. •
		Full-time contract	0 0		o
		Part-time permanent	0 0		0
		Part-time contract	0 0		0
		Casual	0 0		ô
Other executives/General managers	-1	Full-time permanent	0 1		
		Full-time contract	2 1		က
		Part-time permanent	1 0		X
		Part-time contract	2 1		9
		Casual	0 0		0
Other managers	-2	Full-time permanent	2 0		N
		Full-time contract	0 0		o
		Part-time permanent	2 1		က
		Part-time contract	1 0		¥
		Casual	0 0		o
Grand total: all managers			11 5		16





Date submitted: Unique report number: nsgnamq54r Report User: Jenni Wiliiams



# Non-manager

	Nor-manager occupational categories	Employment status	No. of employees (ex	of employees (excluding graduates and apprentices)	No. of gr appli	of graduates (if applicable)	No. of app appli	No. of apprentices (if applicable)	Total employees	A201004740
Full-time contract  Euclide   Eucl					4	M	<u>u</u>			
Full-time contract   8	Professionals ·	Full-time permanent	9	2	0	0	0	0		œ
Part-time         9         6         0         0         0         0           Part-time         19         3         0         0         0         0         0           Part-time         1         0         0         0         0         0         0           Part-time         1         0         0         0         0         0         0           Part-time         0         0         0		Full-time contract	8	2	0	0	0	0		ő
Part-time         19         3         0		Part-time permanent	6	9	0	0	0	0		ю
Casual         1         0 <td></td> <td>Part-time contract</td> <td>19</td> <td>e</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>2</td> <td>N</td>		Part-time contract	19	e	0	0	0	0	2	N
Full-time contract   Full-time   Full-time contract   Full-time contract   Full-time contract   Full-time contract   Full-time contract   Full-time contract   Full-time   Full		Casual		0	0	0	0	0		ŀ
Full-time contract         0	Technicians and trade	Full-time permanent	<b>T</b>	0	0	0	0	0		l-
Part-time Part-time Permanent Definition of Casual and administrative Permanent Definition and permanent Definition and administrative Definition of Casual Casua		Full-time contract	0	0	0	0	0	0		o
Part-time contract         0		Part-time permanent	0	0	0	0	0	0		6
Casual         0 <td></td> <td>Part-time contract</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td>o</td>		Part-time contract	0	0	0	0	0	0		o
enunity and personal permanent permanent         Full-time         0		Casual	0	0	0	0	0	Q		o
Full-time contract         0	Community and personal service	Full-time permanent	0	0	0	0	0	0		o
Part-time contract         0		Full-time contract	0	0	0	0	0	0		ō
Part-time contract         0		Part-time permanent	0	0	0	0	0	0		o .
Casual         Casual         0 <th< td=""><td></td><td>Part-time contract</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td></td><td>0</td></th<>		Part-time contract	0	0	0	0	0	0		0
Pull-time permanent contract contract permanent perma		Casual	0	0	0	0	0	0		0
Full-time contract         14         0	Clerical and administrative	Full-time permanent	. 10	0	0	0	0	0		0
Part-time permanent permanent permanent permanent contract         2         1         0		Full-time contract	1	Ą	0	0	0	0		N
Part-time contract         2         1         0		Part-time permanent	14	O .	0	0	0	0		4
Casual permanent permanent Full-time contract         0 </td <td></td> <td>Part-time contract</td> <td>2</td> <td></td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td>ന</td>		Part-time contract	2		0	0	0	0		ന
Full-time permanent         0		Casual	0	0	0	0	0	0		Õ
	Sales	Full-time permanent	0	0	0	0	0	0		o .
		Full-time contract	0	0	0	0	0	0	(8) (8) (8) (8) (8)	ō
		Part-time permanent	0	0	0	0	0	0		6.9

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Non-manager occupational	Employment	No. of employees (ex	No. of employees (excluding graduates and	No. of gr	No. of graduates (if	No. of app	No. of apprentices (if	Total
categories	Status	8698	apprentices)	appl	applicable)	appli	applicable)	employees
			N STATE OF THE STA	10 de	М	đ	M	
	Part-time contract	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	
Machinery operators and drivers	Full-fime	0	0	0	0	0	0	
	Permanent Full-time contract	0	0	0	0	0	0	
	Part-time	0	0	0	0	0	0	
	Darf-time							
	rait-iiiie contract	O		0	<b>)</b>	<b>&gt;</b>	0	
	Casual	0	0	0	0	0	0	
Labourers	Full-time permanent	0	0	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	
	Part-time permanent	0	0	0	0	0	0	
	Part-time contract	0	0 '	0	0	0	0	100 61900 81900
	Casual	0	0	0	0	0	0	
Others	Full-time permanent	4	0	0	0	0	0 ,	
	Full-time contract	~	0	0	0	0	0	
	Part-time	3	0	0	0	0	O	
	permanent							
	Part-time	0	0	0	0	0	0	
	Caeral	V				C		
	Casual	4	0	0	Ο	О	n	
Grand total: all non-managers		83		0		0	0	ō









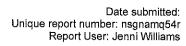
### Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

		-4
1 SUP	PC	Do you have formal policies or formal strategies in place that SPECIFICALLY ORT GENDER EQUALITY in relation to:
1.1   Y	/on	Recruitment?
	lo	<ul> <li>Standalone policy</li> <li>Policy is contained within another policy</li> <li>Standalone strategy</li> <li>Strategy is contained within another strategy</li> </ul>
	10, 10, 10,	currently under development insufficient human resources staff don't have expertise not a priority
1.2 🛛 Y	/oc	Retention?
_		<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☑ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
	lo, lo,	currently under development insufficient human resources staff don't have expertise not a priority
1.3    Y	/00	Performance management processes?
	Vo.	☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
	10, 10, 10,	currently under development insufficient human resources staff don't have expertise not a priority
1.4 🔯 Y	<b>/</b> 05	Promotions?
	CS	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☑ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
	lo, lo,	currently under development insufficient human resources staff don't have expertise not a priority

Talent identification/identification of high potentials?

1.5







Yes	,
	☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy
□No	Strategy is contained within another strategy
☐ No, ☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.6 Yes	Succession planning?
□No	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
☐ No, ☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.7 ⊠ Yes	Training and development?
□No	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☒ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
No, No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.8 Yes	Resignations?
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
⊠ No, □ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.9 □ Yes	Key performance indicators for managers relating to gender equality?
□ No	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
No, No, No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.10	Gender equality overall?





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	es  Standalone policy Policy is contained within Standalone strategy Strategy is contained with o c, currently under development o, insufficient human resources o, don't have expertise o, not a priority	nin anot	, ,	egy	,		
1.11 supp	You may provide details of o ort gender equality that may be			cies or	formal s	strategies	that specifically
Gen	der equality indicator 2: Gender	compos	sition of	govern	ing bod	ies	
appĺ ⊠ Y	Does your organisation, or a /board? (If you answered no, yo cable) es						
com NOT com parti leave	Please complete the table be erning bodies/boards you are repposition of that governing body/b position target has been set and E: where an organisation name position numbers of that governicular governing body/board, please the 'Year to be reached' column and a future damn.	oorting. board; a the yea has bee ng body ase ente n blank	For each and where ar the tai en enter y/board. er the nu . Otherw	n organge in pla get is the din the lf no taumber ( vise, pla	nisation, ace, included in the table in the table in the interesting in the ease en	also indicude what ached. IM, you mus seen se '% Target ter a num	cate the gender gender PORTANT tenter the gender tfor that column and ber from 0-100 in
	Groganisation name	Chair	nersens samens	2000 AND STORY AND STORY OF	ard ibers	76 Target	Year to be
		Ē	M		M		
1	The Australian Psychological Society		1	5	4	0	
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2.2 For any governing bodies/boards where gender composition targets have not bee set, you may specify why below:  Governing body has gender balance (e.g 40% women/40% men/20% either)  Currently under development  Insufficient human resources staff  Don't have expertise  Don't have control over board appointments (provide details why):
<ul><li>Not a priority</li><li>✓ Other (provide details):</li><li>Board members elected by membership</li></ul>
2.3 Do you have a formal selection policy or formal selection strategy for governing body/board members for ALL organisations covered in this report?  Yes  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  No No, in place for some governing bodies No, currently under development No, insufficient human resources staff No, do not have control over board appointments (provide details why): board members elected by membership No, don't have expertise No, not a priority No, other (provide details):





2.4 If your organisation, or any organisation you are reporting on, is a partnership please enter the total number of male and female EQUITY PARTNERS in the following table (if your managing partner is also an equity partner enter those details separately in the relevant row below). If you have a separate governing body/board of directors, please enter its composition in 2.1

	F	ear M
Managing partner		
Other equity partners		

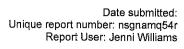
Gender equality indicator 3: Equal remuneration between women and men
<ul><li>3 Do you have a formal policy or strategy on remuneration generally?</li><li>☒ Yes</li></ul>
<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☒ Standalone strategy</li> </ul>
Strategy is contained within another strategy  No
No, currently under development No, insufficient human resources staff
No, included in workplace agreement     No, don't have expertise     No solarios set by experts in industrial agreements.
<ul> <li>No, salaries set by awards or industrial agreements</li> <li>No non-award employees paid market rate</li> <li>No, not a priority</li> </ul>
No, other (provide details):
3.1 Are specific gender pay equity objectives included in your formal policy or formal strategy?  Yes
□ No □ No, currently under development
No, insufficient human resources staff  No, don't have expertise
<ul> <li>No, salaries set by awards or industrial agreements</li> <li>No, non-award employees paid market rate</li> </ul>
<ul><li>No, not a priority</li><li>No, other (provide details):</li></ul>
Has a gender remuneration gap analysis been undertaken?  Yes - please indicate when this analysis was most recently undetaken  Within last 12 months
<ul><li>☐ Within last 1-2 years</li><li>☐ More than 2 years ago but less than 4 years ago</li><li>☐ Other (provide details):</li></ul>
□No
<ul> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> </ul>
<ul><li>No, don't have expertise</li><li>No, salaries set by awards or industrial agreements</li></ul>
No, non-award employees paid market rate □ No, not a priority
No. other (provide details):





Gender equality indicator 4: Availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities.

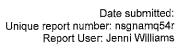
5 Do you provide addition to any governmy Yes No No, currently being No, insufficient hum No, government sch No, don't know how No, not a priority No, other (provide of limited resources	ment funded parent considered an resources staff neme is sufficient to implement	al leave scher	eave for PRIMARY ( me for primary carers	CARERS, in
6 Do you provide addition to any governry Yes, one week or gimes Yes, less than one with No.  No.  No, currently being No, insufficient humes No, government school No, don't know how No, not a priority No, other (provide of limited resources -	ment funded parent reater week considered an resources staff neme is sufficient to implement	al leave scher	for SECONDARY C	
7 How many femutilised parental leave			nale and male non-male reporting period?	anagers, have
	4 Shimary cars Sheimale	's leave Male	Secondary car Female	Male
Managers	0	0	0	0
Non-managers	4	0	0	0
leave?		oforce has acc	ess to employer fund	
% Plima	v carer's leave 0		Secondary carer's 0	leave
	ě			
9 Do you have a ⊠ Yes ⊠ Standalone	, -	rmal strategy o	on flexible working ar	rangements?
☐ Policy is co ☐ Standalone ☐ Strategy is	ntained within anot		,	·
No     No, currently under     No, insufficient hum     No, included in worl     No, don't have expe	an resources staff kplace agreement			







<ul> <li>No, don't offer flexible arrangements</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
10 Do you have a formal policy or formal strategy to support employees with family and caring responsibilities?  ☑ Yes
<ul> <li>☐ Standalone policy</li> <li>☑ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
Do you have any non-leave based measures to support employees with family and caring responsibilities?  ☐ Yes ☐ No
No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
11.1 To understand where these measures are available, do you have other worksites in addition to your head office?  ☐ Yes ☐ No
Please indicate what measures are in place and in which worksites they are available (if you do not have multiple worksites, you would select 'Head office only'):  Employer subsidised childcare  Head office only  Other worksites only  Head office and some other worksites
☐ All worksites including head office ☐ On-site childcare ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
☐ All worksites including head office ☐ Breastfeeding facilities ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
☐ Childcare referral services ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
☐ Internal support network for parents







Head office only	
Other worksites only	
Head office and some other worksites	
All worksites including head office	
☐ Return to work bonus	
☐ Head office only	
Other worksites only	
☐ Head office and some other worksites	
All worksites including head office	
Information packs to support new parents and/or those with elder care responsibilities	
Head office only	
Other worksites only	
Head office and some other worksites	
All worksites including head office	
Referral services to support employees with family and/or caring responsibilities	
Head office only	
Other worksites only	
Head office and some other worksites	
All worksites including head office	
☐ Targeted communication mechanisms, for example intranet/forums	
☐ Head office only	
☐ Other worksites only	
☐ Head office and some other worksites	
All worksites including head office	
None of the above, please complete question 11.3 below	
hand 1. The second seco	
Do you have a formal policy or formal strategy to support employees who are	
experiencing family or domestic violence?	
Yes	
Standalone policy	
Policy is contained within another policy	
Standalone strategy	
Strategy is contained within another strategy	
<u>⊠</u> No	
No, currently under development	
No, insufficient human resources staff	
No, included in workplace agreement	
☐ No, not aware of the need	
No, don't have expertise	
☐ No, not a priority	
No, other (provide details):	
110, date: (provide details).	
12 Other than a policy or atrategy do you have any magazines to support employees w	ho
Other than a policy or strategy, do you have any measures to support employees w	110
are experiencing family or domestic violence?	
Yes - please indicate the type of measures in place:	
Access to leave	
☐ Training of human resources (or other) staff	
☐ Other (provide details):	
□ No	
No, currently under development	
No, insufficient human resources staff	
No, not aware of the need	
No, don't have expertise	
No, not a priority	
No. other (provide details):	
TO THE COURT WILLIAM SECTION .	





Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

		nale	A PORT OF THE PROPERTY OF THE	ale .		riale -		
Flexible hours	Formal 🗵	-Informal	Formal 🗵					
of work  Compressed								<del> </del>
working weeks Time-in-lieu		X		$\boxtimes$	$\boxtimes$		$\boxtimes$	t
Telecommuting								T
Part-time work		×		X		X		T
Job sharing		$\boxtimes$						T
Carer's leave	$\boxtimes$				$\boxtimes$		$\boxtimes$	T
Purchased leave								T
Unpaid leave		$\boxtimes$		$\boxtimes$		$\boxtimes$		T
14.2 Where end employees for an Currently under Insufficient hur Don't have ex Not a priority Other (provide	y of the ca er develop man resou pertise	itegories lis ment	ditions or pated above,	oractices ar you may s	e not avail	able to you below?	r	
Gender equality i equality in the wo	ndicator 5: rkplace	Consultation	on with em	ployees on	issues co	ncerning ge	nder	
15 Have you workplace? ☐ Yes ☐ No ☐ No, not neede				sues conce	erning gen	der equality	in your	
No, insufficien  No, don't have  No, not a prior  No, other (pro	e expertise rity		aff					

Gender equality indicator 6: Sex-based harassment and discrimination

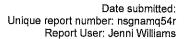




19

discrimination prevention?  ☐ Yes
<ul> <li>         ⊠ Standalone policy         □ Policy is contained within another policy         □ Standalone strategy         □ Strategy is contained within another strategy     </li> </ul>
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy?  ☑ Yes ☐ No ☐ No, currently under development
<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?  ☑ Yes - please indicate how often this training is provided:  ☐ At induction ☐ At least annually ☑ Every one-to-two years ☐ Every three years ☐ Varies across business units ☐ Other (provide details):
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
Other
Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (Please note that any information you provide here will appear in your public report)

You may provide additional details on any information provided in the report below.







#### **Notification and access**

List of employee organisations

CEO sign off confirmation

Lyn Littlefield

Confirmation CEO has signed the report

Yes