



## 2013-14 public report form submitted by Meat & Livestock Australia Limited to the Workplace Gender Equality Agency

#### Organisation and contact details

Organisation registration	Legal name ABN ANZSIC	Meat & Livestock Australia Limited 39081678364 6910 Scientific Research Services
Organisation details	Trading name/s ASX code (if relevant)	0310 Scientific Research Services
	Postal address	Locked Bag 991, NORTH SYDNEY, NSW,2060,AUSTRALIA
	Organisation phone number	(02) 9463 9333
Reporting structure	Number of employees covered in this report submission	233
	Other organisations reported on in this report	National Livestock Identification System Limited



# Workplace profile Manager

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees			
			F	М	Total employees	
CEO/Head of Business in Australia	0	Full-time permanent	1	0	1	
		Full-time contract	0	0	0	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Other executives/General managers	-1	Full-time permanent	3	4	7	
		Full-time contract	0	0	0	
		Part-time permanent	1	0	1	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Senior Managers	-2	Full-time permanent	4	17	21	
		Full-time contract	0	0	0	
		Part-time permanent	4	0	4	
		Part-time contract	0	0	0	
		Casual	0	0	0	
	-3	Full-time permanent	3	4	7	
		Full-time contract	0	1	1	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Other managers	-2	Full-time permanent	2	3	5	
		Full-time contract	0	0	0	
		Part-time permanent	0	1	1	
		Part-time contract	0	0	0	
		Casual	0	0	0	
	-3	Full-time permanent	15	25	40	
		Full-time contract	1	2	3	
		Part-time permanent	4	1	5	
		Part-time contract	0	0	C	
		Casual	0	0	0	
	-4	Full-time permanent	1	5	6	
		Full-time contract	1	1	2	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	C	





Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		. of employees
			F	M	Total employees
	-5	Full-time permanent	0	1	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
otal: all managers			40	65	105



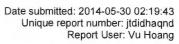
#### Non-manager

Non-manager occupational categories	Employment status	No. of employees (excludi apprentice		No. of grad applica	luates (if	No. of appre	No. of apprentices (if applicable)	
		F	М	F	М	F	М	employees
Professionals	Full-time permanent	37	27	0	0	0	0	64
	Full-time contract	8	1	0	0	0	0	9
	Part-time permanent	6	8	0	0	0	0	14
	Part-time contract	0	0	0	0	0	0	0
	Casual	2	5	0	0	0	0	7
Technicians and trade	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Community and personal service	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	24	3	0	0	0	0	27
	Full-time contract	1	0	0	0	0	0	1
	Part-time permanent	5	0	0	0	0	0	5
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	0	0	0	0	0	1
Sales	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0





Non-manager occupational categories	Employment status	No. of employees (excluding apprentices			No. of graduates (if applicable)		No. of apprentices (if applicable)	
		F	М	F	М	F	М	
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Labourers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Others	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		84	44	0	0	0	0	128







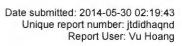
1.5

## Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:
1.1 Recruitment? ⊠ 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>
□ 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> </ul>
1.2 Retention? ⊠ Yes
☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
<ul><li>No</li><li>No, currently under development</li></ul>
<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> </ul>
No, not a priority
1.3 Performance management processes?  ☐ Yes
<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, currently under development  No, insufficient human resources staff
No, don't have expertise No, not a priority
1.4 Promotions?
<ul> <li>✓ Yes</li> <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
<ul> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> </ul>
☐ No, not a priority

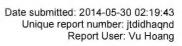
Talent identification/identification of high potentials?







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







<ul> <li>Yes</li> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☑ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> <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> </ul>
1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:  MLA is committed to providing an environment which respects and promotes diversity. The Diversity Policy was developed to support this commitment and was endorsed by the Board in March 2011.
Since then a number of initiatives at both the Board and management levels have been developed. These relate predominantly to gender equality. The majority of these objectives have been achieved in the last reporting period with the exception of the percentage of females in senior leader and leader roles.
Board objectives
In 2011, the Board set the following objectives with the outcomes as follows:
Objective: The MLA Selection Committee should be advised of the Board's commitment to diversity Outcome: Achieved 2011, 2012, 2013, 2014
Objective: The Board requests that at least one suitable female candidate should be included on the Selection Committee interview shortlist Outcome:Achieved 2011, 2012, 2013, 2014
Objective: At least one female should be on the Selection and Board Remuneration Committees by 2012 Outcome: Achieved 2012, Not achieved 2013, achieved 2014
Objective: 20% female MLA board directors by December 2012 Outcome: Achieved
Objective: 30% female MLA board directors by December 2014 Outcome: Achieved in 2012
Management objectives
In February 2012, management set the following objectives with the outcomes as follows:
Objective: Pay equity gap ratio to remain within the Professional, Scientific and Technical Services industry in average and overall individual categories. In 2013 the gender pay equity gap was 30.1%.  Outcome 2014: Achieved MLA gender pay gap is 15.7%.
Objective: MLA's gender ratio to be 50% male and 50% female Outcome 2014: Achieved Female 53%:Male 47%
Objective: Aspirational target that MLA will have no less than a 40:60 female to male ratio for each category (i.e. executive, senior leaders, professional) Outcome 2014:

Executive (CEO/ General Managers) : Achieved





Senior Leaders (Senior Managers): 25% below target Leaders (Other managers): 7.7% below target

Professional: Achieved

Objective: Meeting the Employer of choice for Women criteria and awarded the citation.

Initiatives for 2014/15

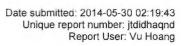
Strategies will be developed to achieve our objective of 40/60 ratio of females/males in senior leadership and leadership roles as well as focus on other areas of diversity such as age, ethnicity and disability.

Gender equality indicator 2: Gender composition of governing bodies

2	Does your organisation, or any organisation you are reporting on, have a governing
body/k	pard? (If you answered no, you will only be required to answer question 2.4, if
applic	ble)
X Ye	
☐ No	

2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, also indicate the gender composition of that governing body/board; and where in place, include what gender composition target has been set and the year the target is to be reached. IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition numbers of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a future date in the format of YYYY in the 'Year to be reached' column.

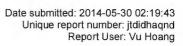
Organisation name Chairperson Board Year to be members **Target** reached Meat & Livestock Australia (MLA) 2 6 20 2012 2 National Livestock Identification 3 0 System (NLIS) 3 4 5 6 7 8 9







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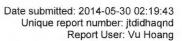






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49				1	
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2.2 For any governing bodies/boards where gender composition targets have not been set, you may specify why below:  Governing body has gender balance (e.g 40% women/40% men/20% either)  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>NLIS - Subsidiary company with current terms of directors concluding on 31 December 2014.</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
<ul> <li>☒ No, in place for some governing bodies</li> <li>☐ No, currently under development</li> <li>☐ No, insufficient human resources staff</li> <li>☐ No, do not have control over board appointments (provide details why):</li> </ul>
<ul><li>No, don't have expertise</li><li>No, not a priority</li><li>No, other (provide details):</li></ul>



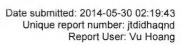




2.4 If your organisation, or any organisation you are reporting on, is a partnership please enter the total number of male and female EQUITY PARTNERS in the following table (if your managing partner is also an equity partner enter those details separately in the relevant row below). If you have a separate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

	FILE	M
Managing partner		
Other equity partners		

Gender equality indicator 3: Equal remuneration between women and men
Do you have a formal policy or strategy on remuneration generally?  ☐ Yes
<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
<ul><li>No, insufficient human resources staff</li><li>No, included in workplace agreement</li></ul>
<ul> <li>No, don't have expertise</li> <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>
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
<ul> <li>No, don't have expertise</li> <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>
<ul> <li>Has a gender remuneration gap analysis been undertaken?</li> <li>✓ Yes - please indicate when this analysis was most recently undetaken</li> <li>✓ Within last 12 months</li> <li>✓ Within last 1-2 years</li> </ul>
☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details):
<ul><li>□ No</li><li>□ No, currently under development</li></ul>
<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> </ul>
<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):





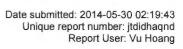


4.1 Were any actions taken as a result of your gender remuneration gap analysis?  ☐ Yes - please indicate what actions were taken: ☐ Identified cause/s of the gaps ☐ Created an action plan to address causes ☐ Reviewed remuneration decision-making processes ☐ Reviewed individual remuneration outcomes ☐ Conducted a gender-based job evaluation process ☐ Implemented other changes (provide details):
<ul> <li>No</li> <li>No gaps identified</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, salaries set by awards or industrial agreements</li> <li>No, non-award employees paid market rate</li> <li>No, unable to address cause/s of gaps (provide details why):</li> </ul>
<ul><li>No, not a priority</li><li>No, other (provide details):</li></ul>
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 employer funded paid parental leave for PRIMARY CARERS, in
addition to any government funded parental leave scheme for primary carers?  Yes  No  No, currently being considered  No, insufficient human resources staff  No, government scheme is sufficient  No, don't know how to implement  No, not a priority  No, other (provide details):
<ul><li>5.1 Please indicate the number of weeks of employer funded paid parental leave that are provided for primary carers.</li><li>12</li></ul>
5.2 How is employer funded paid parental leave provided to the primary carer?  By paying the gap between the employee's salary and the government's paid parental leave scheme  By paying the employee's full salary (in addition to the government's paid scheme) (regardless of the period of time over which it is paid for example, full pay for 12 weeks or half pay for 24 weeks)  As a lump sum payment (paid pre- or post- parental leave, or a combination)
Do you provide employer funded parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?  ☐ Yes, one week or greater ☐ Yes, less than one week ☐ No ☐ No, currently being considered





No, No, No,						
6.1 provide 2	Please indicate ed for secondary		eks of employ	ver funded parental	leave that are	
7 utilised		paid and/or unpaid	) during the la	male and male non- ast reporting period	?	
		Primary carer Female	's leave Male	Secondary control	arer's leave Male	
N	lanagers	3	0		2	
Nor	n-managers	15	0		3	
8 leave?			force has acc	cess to employer fu		
%	Primar	y carer's leave		Secondary carer	s leave	
9 Do you have a formal policy or formal strategy on flexible working arrangements?    Yes						
<ul><li>☐ Yes</li><li>☐ No,</li><li>☐ No,</li><li>☐ No,</li><li>☐ No,</li><li>☐ No,</li><li>☐ No,</li></ul>	esponsibilities?  Standalone Policy is con Standalone Strategy is con currently under	policy ntained within anoth strategy contained within an development an resources staff splace agreement rtise	ner policy	to support employed	es with family and	







The standard of the standard
☐ 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
11.2 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
<ul> <li>☑ Breastfeeding facilities</li> <li>☐ Head office only</li> <li>☐ Other worksites only</li> <li>☐ Head office and some other worksites</li> <li>☑ All worksites including head office</li> </ul>
☐ 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





Head	rksites inc	some othe	office		,			
12 Do you h experiencing fam ☐ Yes		nal policy or estic violend		ategy to su	pport emp	loyees who	are	
☐ Policy ☐ Stand	alone stra	ned within a						
No No, currently in No, insufficier No, included in No, not aware No, don't have No, not a prio No, other (pro	under devent thuman rent workplace of the need expertise rity	elopment esources st ce agreeme ed	aff					
are experiencing  Yes - please i Emplo Acces Traini	family or on ndicate the eyee assis as to leave	e type of me tance progr an resource	easures in am	place:	asures to	support em	ployees w	ho
No     No, currently to No, insufficiento No, not aware No, don't have No, not a prior No, other (pro	t human re of the need expertise rity	esources st ed	aff					
14 Please tic conditions or prac- indicates that a p	ctices are	ckboxes in t available to mployment	your empl	oyees (plea	ase note th	at not tickir		
			agers	Property.	DEED BE		anagers	
	Formal	male Informal	Formal	ale Informal		male Informal		ale
Flexible hours of work	Formal	Inioinial	⊠ ⊠		Formal 🖂		Formal	Informa
Compressed								
working weeks Time-in-lieu	$\boxtimes$		$\square$		×	П	M	

 $\boxtimes$ 

 $\boxtimes$ 

X

 $\boxtimes$ 

 $\boxtimes$ 

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X

X

 $\boxtimes$ 

 $\boxtimes$ 

Telecommuting

Part-time work

Job sharing

Carer's leave

$\boxtimes$	$\boxtimes$	
X	$\boxtimes$	

 $\boxtimes$ 





Purchased leave

Date submitted: 2014-05-30 02:19:43 Unique report number: jtdidhaqnd Report User: Vu Hoang

Unpaid leave	$\boxtimes$		$\bowtie$		$\boxtimes$		$\bowtie$
14.1 If there at your employees,				conditions below:	or practice	es that are a	available to
14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below?  Currently under development  Insufficient human resources staff  Don't have expertise  Not a priority  Other (provide details):  MLA and NLIS provides the bulk of these practices to our people							
Gender equality is equality in the wo		Consultation	on with em	iployees on	issues co	ncerning ge	ender
15 Have you workplace?  ☑ Yes ☐ No ☐ No, not neede				ssues conce	erning gen	der equality	in your
No, insufficient No, don't have No, not a prior No, other (prov	expertise ity		aff				
15.1 How did y workplace?  ☐ Survey ☐ Consultative co ☐ Focus groups ☐ Exit interviews ☐ Performance co ☐ Other (provide	ommittee o	or group	oyees on i	ssues conc	erning ger	nder equalit	y in your
15.2 What cate All staff Women only Men only Human resour Management Employee repr Diversity comm	ces manaç resentative nittee or e	group(s)	did you co	onsult?			

Gender equality indicator 6: Sex-based harassment and discrimination





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Date submitted: 2014-05-30 02:19:43 Unique report number: jtdidhaqnd Report User: Vu Hoang

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





#### **Notification and access**

List of employee organisations

### **CEO** sign off confirmation

Name of CEO or equivalent

Confirmation CEO has signed the report

Christine Gilbertson

Yes