



# 2013-14 public report form submitted by AMA Group Limited to the Workplace Gender Equality Agency

## Organisation and contact details

Organisation registration	Legal name ABN ANZSIC	AMA Group Limited 50113883560 2319 Other Motor Vehicle Parts Manufacturing
Organisation details	Trading name/s ASX code (if relevant)	AMA
	Postal address	PO Box 122, MARGATE, QLD,4019,AUSTRALIA
	Organisation phone number	(07) 3897 5743
Reporting structure	Number of employees covered in this report submission	267
	Other organisations reported on in this report	Custom Alloy Pty Ltd Alanco Australia Pty Ltd ECB Pty Ltd Fluiddrive Holdings Pty Ltd KT Cable Accessories Pty Ltd Mr Gloss Holdings Pty Ltd Perth Brake Parts Pty Ltd



# 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	0	2	2	
		Full-time contract	0	0	0	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Key management personnel	-1	Full-time permanent	0	0	0	
		Full-time contract	0	0	0	
		Part-time permanent	0	2	2	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Other executives/General managers	-2	Full-time permanent	0	7	7	
		Full-time contract	0	0	0	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Senior Managers	-2	Full-time permanent	1	3	4	
		Full-time contract	0	0	0	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
	-3	Full-time permanent	1	4	5	
		Full-time contract	0	0	0	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Other managers	-3	Full-time permanent	2	12	14	
-		Full-time contract	0	0	0	
		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers	•	•	4	30	34	





### Non-manager

Non-manager occupational categories	Employment status	No. of employees (eapp	excluding graduates and rentices)	No. of g app	raduates (if licable)	No. of application	Total employees	
, and the second		F	M	F	M	F	M	, ,
Professionals	Full-time	0	0	0	0	0	0	0
	permanent							
	Full-time contract	0	0	0	0	0	0	0
	Part-time	1	1	0	0	0	0	2
	permanent							
	Part-time	0	0	0	0	0	0	0
	contract							
	Casual	0	0	0	0	0	0	0
Technicians and trade	Full-time permanent	0	40	0	34	0	7	81
	Full-time contract	0	0	0	0	0	0	0
	Part-time	0	1	0	0	0	0	1
	permanent							
	Part-time	0	0	0	0	0	0	0
	contract							
	Casual	0	1	0	0	0	0	1
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	12	4	0	0	0	0	16
	permanent Full-time contract	0	0	0	0	0	0	0
			0	0	0	0	0	3
	Part-time permanent	3	U	U	U	U	U	3
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	1	0	0	0	1
Sales	Full-time permanent	4	16	0	0	0	0	20
	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 (eapp	excluding graduates and rentices)		raduates (if licable)	No. of application	Total employees	
		F	М	F	M	F	M	
	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	1	8	0	0	0	0	9
	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	1	62	0	0	0	0	63
	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	3	28	0	0	0	0	31
Others	Full-time permanent	0	4	0	0	0	0	4
	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	1	0	0	0	0	1
Grand total: all non-managers	·	25	166	1	34	0	7	233





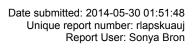
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# Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 Do you have formal policies or formal strategies in place that SPECIFICALL SUPPORT GENDER EQUALITY in relation to:	Υ
1.1 Recruitment?  ☐ 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	
1.2 Retention?  ☐ 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	
1.3 Performance management processes?  ☐ 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	
1.4 Promotions?  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	

Talent identification/identification of high potentials?







× 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 insufficient human resources staff don't have expertise not a priority
1.6 ⊠ Yes	Succession planning?
	☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☑ Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.7 ⊠ Yes	Training and development?
	☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.8 ⊠ Yes	Resignations?
Z 103	☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☑ Strategy is contained within another strategy
☐ 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?
	<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
1.10	Gender equality overall?





⊠ 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, 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:
Gender equality indicator 2: Gender composition of governing bodies
Does your organisation, or any organisation you are reporting on, have a governing body/board? (If you answered no, you will only be required to answer question 2.4, if applicable)  ☐ Yes ☐ No
2.1 Please complete the table below. List the names of organisations on whose

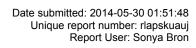
governing bodies/boards you are reporting. For each organisation, also indicate the gender composition of that governing body/board; and where in place, include what gender composition target has been set and the year the target is to be reached. IMPORTANT NOTE: where an organisation name has been entered 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	Chair	person		Board members		Year to be reached	
		F	М	F	М			
1	AMA Group Limited		1	0	3	0		
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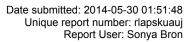


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50							
2.2 For any governing bodies/boards where gender composition targets have not been set, you may specify why below:  Governing body has gender balance (e.g 40% women/40% men/20% either)  Currently under development Insufficient human resources 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>Executive and board positions are filled by the best candidates available without discrimination. The company is committed to increasing gender diversity within these positions when appropriate appointments become available. It is also committed to identifying suitable persons within the organisation and where appropriate opportunities exist, advance diversity and to support promotion of talented employees into management positions. The Company has not set any gender specific diversity objectives as it believes that all categories of diversity are equally as important within its organisation.</li> </ul>							
2.3	2.3 Do you have a formal selection policy or formal selection strategy for governing						

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>Executive and board positions are filled by the best candidates available without discrimination. The company is committed to increasing gender diversity within these positions when appropriate appointments become available. It is also committed to identifying suitable persons within the organisation and where appropriate opportunities exist, advance diversity and to support promotion of talented employees into management positions. The Company has not set any gender specific diversity objective as it believes that all categories of diversity are equally as important within its organisation.</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
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):



<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 enter the total number of male and female EQUITY PARTNERS ir managing partner is also an equity partner enter those details sep below). If you have a separate governing body/board of directors, in 2.1	n the followin arately in the please enter	ng table (if your e relevant row r its composition
	F	M
Managing partner		
Other equity partners		
Gender equality indicator 3: Equal remuneration between women	and men	
3 Do you have a formal policy or strategy on remuneration of 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, included in workplace agreement No, don't have expertise No, salaries set by awards or industrial agreements No non-award employees paid market rate No, not a priority No, other (provide details):	generally?	
3.1 Are specific gender pay equity objectives included in your strategy?  Yes  No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, not a priority No, other (provide details):  AMA aims to structure its remuneration packages to incentivis performance and results. In general, AMA often pays above m calibre employees are rewarded and retained.  Has a gender remuneration gap analysis been undertaker yes - please indicate when this analysis was most recently und Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago	e committme narket rates t	ent,
Within last 1-2 years		







<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, salaries set by awards or industrial agreements</li> <li>No, non-award employees paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> <li>AMA is an Equal Opportunities Employer and aims to ensure its remuneration structure is based on contribution, responsibility, performance and results. Our workforce is employed based on the right person for the right job regardless of their gender, age, nationality, race, religious beliefs, cultural background, sexuality or physical ability</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
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):
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, insufficient human resources staff  No, government scheme is sufficient  No, don't know how to implement  No, not a priority  No, other (provide details)

How many female and male managers, and female and male non-managers, have

utilised parental leave (paid and/or unpaid) during the last reporting period?

	Primary care	r's leave	Secondary carer's leave		
	Female Male		Female	Male	
Managers	0	0	0	2	
Non-managers	Non-managers 2		0	3	

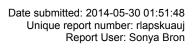
8 What proportion of your total workforce has access to employer funded paid parental leave?

	Primary carer's leave	Secondary carer's leave
%	0	0





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, 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
☐ 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, included in workplace agreement No, don't have expertise No, not a priority No, other (provide details):
Do you have any non-leave based measures to support employees with family and caring responsibilities?
<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>
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







☐ Breastfeeding facilities
Head office only
Other worksites only
Head office and some other worksites
☐ All worksites including head office
Childcare referral services
<ul><li>☐ Head office only</li><li>☐ Other worksites only</li></ul>
☐ 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
<ul><li>☐ Other worksites only</li><li>☐ Head office and some other worksites</li></ul>
☐ All worksites including head office
None of the above, please complete question 11.3 below
Trong of the above, please complete question in the below
11.3 Please provide details of any other non-leave based measures that are in place and
at which worksites they are available:
Flexible Working Arrangements if required - All Sites
Supportive staff coverage capabilities - All Sites
Do you have a formal policy or formal strategy to support employees who are
experiencing family or domestic violence?
Yes Standalana naliay
<ul><li>☐ Standalone policy</li><li>☐ Policy is contained within another policy</li></ul>
☐ Standalone strategy
☐ Strategy is contained within another strategy
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):





Other than a policy or strategy, do you have any measures to support employees who are experiencing family or domestic violence?  Yes - please indicate the type of measures in place:  Employee assistance program  Access to leave  Training of human resources (or other) staff  Other (provide details):  Any suspected incidents would be raised to management and discrete discussions would be had to support in whatever way possible  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):  14 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 p	articular ci	Mana		antion or pra	clice is no		anagers	
		male		lale	Fei	male		lale
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work								
Compressed working weeks								
Time-in-lieu		$\boxtimes$		$\boxtimes$				
Telecommuting								
Part-time work			$\boxtimes$				$\boxtimes$	
Job sharing								
Carer's leave			$\boxtimes$		$\boxtimes$			
Purchased leave								
Unpaid leave			$\boxtimes$		$\boxtimes$			
14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:  Training & Development Funding  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): There has not been a requirement for Purchased Leave within the Group.								





Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

workplace?  Yes  No No, not needed (provide details why):
<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>
15.1 How did you consult with employees on issues concerning gender equality in your workplace?  ☐ Survey ☐ Consultative committee or group ☐ Focus groups ☐ Exit interviews ☐ Performance discussions ☐ Other (provide details):     Management Meetings
15.2 What categories of employees did you consult?  ☐ All staff ☐ Women only ☐ Men only ☐ Human resources managers ☐ Management ☐ Employee representative group(s) ☐ Diversity committee or equivalent ☐ Other (provide details): ☐ Staff relevant to exit interviews and performance discussions
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention?  ☐ 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
<ul> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> </ul>
<ul><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

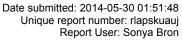




No, currently under development
No, insufficient human resources staff
No, don't have expertise
No, not a priority
No, other (provide details):
Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?  Yes - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years  Varies across business units  Other (provide details):
No
No, currently under development
No, insufficient human resources staff
No, don't have expertise
No, not a priority
No, other (provide details):

#### 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)
- 19 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	Ray Malone
Confirmation CEO has signed the report	Yes