



Date Created: 26-05-2023



Australian Government



**Workplace
Gender Equality
Agency**



2022 - 23 Gender Equality Reporting

Submitted By:

Ama Group Limited 50113883560

Ama Group Solutions Pty Ltd 25124094739

Smash Repair Canberra Pty Ltd 41617039773

Capital S.M.A.R.T. Repairs Australia Pty Ltd 47143462748

Acm Parts Pty Ltd 78165321979

#Workplace Overview

Policies and Strategies

1. Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

Recruitment: Yes

Strategy

Retention: Yes

Strategy

Performance management processes: Yes

Policy

Promotions: Yes.

Strategy

Talent identification/identification of high potentials: YesStrategy

Succession planning: Yes

Strategy

Training and development: No

Insufficient resources/expertise

Key performance indicators for managers relating to gender equality:

NoInsufficient resources/expertise

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

YesStrategy

4. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

A key focus of the AMA Group Gender Equality Strategy has been to set targets for participation of women at all levels of the company, in particular for non-traditional roles such as Panel Beaters and Spray Painters, in particular in the hiring of apprent

Governing Bodies

Organisation: Ama Group Limited

1.Name of the governing body: AMA Group Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 5	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Strategy

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

Yes

Selected value: Strategy

Organisation: Ama Group Limited

1.Name of the governing body: AMA Group Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F)	Male (M)	Non-Binary

1	5	0
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4. Formal section policy and/or strategy: Yes

Selected value: Strategy

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

Yes

Selected value: Strategy

Organisation: Ama Group Solutions Pty Ltd

1. Name of the governing body: AMA Group Limited

2. Type of the governing body: Board of Directors

3. Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	1	5	0

4. Formal section policy and/or strategy: Yes

Selected value: Strategy

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

Yes

Selected value: Strategy

Organisation: Smash Repair Canberra Pty Ltd

1.Name of the governing body: AMA Group Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 1	Male (M) 5	Non-Binary 0

4.Formal section policy and/or strategy: Yes

Selected value: Strategy

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

Yes

Selected value: Strategy

Organisation: Capital S.M.A.R.T. Repairs Australia Pty Ltd

1.Name of the governing body: AMA Group Limited

2.Type of the governing body: Board of Directors

3.Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	1	5	0

4.Formal section policy and/or strategy: Yes

Selected value: Strategy

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

Yes

Selected value: Strategy

Organisation: Acm Parts Pty Ltd

1.Name of the governing body: AMA Group Limited

2.Type of the governing body: Board of Directors

3. Specified governing body type:

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	1	5	0

4. Formal section policy and/or strategy: Yes

Selected value: Strategy

6. Target set to increase the representation of women: No

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value:

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

Yes

Selected value: Strategy

2. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

The AMA Group Board is responsible for the recruitment and selection of Board members and will follow appropriate guidelines as set out in the company's Board and Executive Charter, Corporate Governance Statement and ASX Principles and Recommendations.

#Action on gender equality

Gender Pay Gaps

Date Created: 26-05-2023

1. Do you have a formal policy and/or formal strategy on remuneration generally?

Yes

Strategy

1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?

No Non-award employees paid market rate

2. What was the snapshot date used for your Workplace Profile?

2023-03-31

4. If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Employer action on pay equality

1. Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

Yes

1.1 When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

1.2 Did you take any actions as a result of your gender remuneration gap analysis?

Yes

Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Analysed commencement salaries by gender to ensure there are no pay gaps

1.3 What type of gender remuneration gap analysis has been undertaken?

3. If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee Consultation

1. Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

Yes

1.1 How did you consult employees?

Exit interviews; Survey; Performance discussions

1.2 Who did you consult?

ALL staff

2. Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

No

Insufficient resources/expertise

3. On what date did your organisation share your last year's public reports with employees and shareholders?

Employees:

Shareholder:

4. Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?

Yes

5. If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

#Flexible Work

Flexible Working

1. Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes

Strategy

- 1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

A business case for flexibility has been established and endorsed at the leadership level

Yes

The organisation's approach to flexibility is integrated into client conversations

No

Not aware of the need

Employees are surveyed on whether they have sufficient flexibility

Yes

Employee training is provided throughout the organisation

No

Insufficient resources/expertise

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)

Yes

Flexible working is promoted throughout the organisation

Yes

Targets have been set for engagement in flexible work

No

Insufficient resources/expertise

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

No

Insufficient resources/expertise

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

No

Insufficient resources/expertise

Leaders are held accountable for improving workplace flexibility

Yes

Leaders are visible role models of flexible working

Yes

Manager training on flexible working is provided throughout the organisation

No

Insufficient resources/expertise

Targets have been set for men's engagement in flexible work

No

Insufficient resources/expertise

Team-based training is provided throughout the organisation

No

Insufficient resources/expertise

Other: No

2. Do you offer any of the following flexible working options to MANAGERS in your workplace?

Carer's leave: Yes

SAME options for women and men Formal options are available

Compressed working weeks: Yes

SAME options for women and men Formal options are available

Flexible hours of work: Yes

SAME options for women and men Formal options are available; Informal options are available

Job sharing: Yes

SAME options for women and men

Formal options are available

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: No

Insufficient resources/expertise

Remote working/working from home: Yes

SAME options for women and men

Time-in-lieu: Yes

SAME options for women and men

Formal options are available; Informal options are available

Unpaid leave: Yes

SAME options for women and men Formal options are available

3. Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes

5. Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?

Yes, women and men

7. If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

AMA Group has introduced flexible working options for Production staff who previously have not been afforded options for flexibility due to the perceived nature of the role i.e Panel Beaters and Spray Painters. Includes flexible hours and compressed weeks

#Employee Support

Paid Parental leave

1. Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?

No

Insufficient resources/expertise

1. If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

Support for carers

1. Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

Yes

Policy

2. Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

2.1. Employer subsidised childcare

No

Insufficient resources/expertise

2.2. Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No

Insufficient resources/expertise

2.3. Breastfeeding facilities

No

Insufficient resources/expertise

2.4. Childcare referral services

No

Insufficient resources/expertise

2.5. Coaching for employees on returning to work from parental leave

No

Insufficient resources/expertise

2.6. Targeted communication mechanisms (e.g. intranet/forums)

No

Insufficient resources/expertise

2.7. Internal support networks for parents

No

Insufficient resources/expertise

2.8. Information packs for new parents and/or those with elder care responsibilities

No

Insufficient resources/expertise

2.9. Parenting workshops targeting fathers

No

Insufficient resources/expertise

2.10. Parenting workshops targeting mothers

No

Insufficient resources/expertise

2.11. Referral services to support employees with family and/or caring responsibilities

No

Insufficient resources/expertise

2.12. Support in securing school holiday care

No

Insufficient resources/expertise

2.13. On-site childcare

No

Insufficient resources/expertise

2.14. Other details: Yes

Available at ALL worksites

Provide Details:

3. If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

All employees have access to AMA Group's Employee Assistant Program (EAP) during and after business hours.

Sexual harassment, harassment on the grounds of sex or discrimination

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?

Yes

Policy; Strategy

- 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

Yes

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

All Non-Managers

Yes

Voluntary question: All Non-Managers

9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.

AMA Group introduced a stand-alone Respect@Work Policy and Procedure in February 2023. Training will be provided to all employees as part of the introduction of the new Respect@Work legislation. This strengthens existing policies and programs including our Code of Conduct and associated training.

Family or domestic violence

1. Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes

Policy

2. Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

Date Created: 26-05-2023

A domestic violence clause is in an enterprise agreement or workplace agreement

No

Not aware of the need

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

Yes

Provision of financial support (e.g. advance bonus payment or advanced pay)

Yes

Flexible working arrangements

Yes

Offer change of office location

Yes

Access to medical services (e.g. doctor or nurse)

Yes

Training of key personnel

No

Insufficient resources/expertise

Date Created: 26-05-2023

Referral of employees to appropriate domestic violence support services for expert advice

Yes

Workplace safety planning

Yes

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

Number of Days:

10

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?

No

Number of days:

10

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

No

Other

Provide Details:No workplace agreement

Access to unpaid leave

Yes

Is the leave period unlimited?

Yes

Date Created: 26-05-2023

Provide Details: No

2. If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below

AMA Group's Family and Domestic Violence Policy and Procedure were introduced in December 2022.