



Date Created: 16-06-2023



Australian Government



**Workplace
Gender Equality
Agency**



2022 - 23 Gender Equality Reporting

Submitted By:

RACWA Holdings Pty Ltd 60008985877

RAC Tourism Assets Pty Ltd 23168253085

RAC Insurance Pty Limited 59094685882

RAC Travel Services Pty. Limited 17009164176

RAC Finance Limited 77009066862

RAC Security Services (Wa) Pty Ltd 44096235200

RAC Distribution Pty Ltd 71092581470

RAC Motoring Pty Ltd 33009292228

RAC Automotive Services Pty Ltd 93095467226

#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

Policy

Retention: No

Currently under development

Estimated Completion Date: 2024-05-31

Performance management processes: No

Currently under development

Estimated Completion Date: 2024-05-31

Promotions: Yes.

Policy

Talent identification/identification of high potentials: YesPolicy

Succession planning: Yes

Policy

Training and development: Yes

Policy

Key performance indicators for managers relating to gender equality: YesStrategy

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

YesStrategy

Date Created: 16-06-2023

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

In April 2022, our Executive team endorsed our Gender Equity Strategy and targets and these were then presented to the Board for noting. The focus of this strategy and these targets is to support the improvements and changes required to drive improvement in our Gender Pay Gap and gender composition across all levels of RAC.

Throughout FY23, RAC have delivered several actions and initiatives as it relates to Gender Equity to support policy and strategy work.

RAC have extended our pilot General Manager sponsorship program targeted to support females at RAC. (Motoring and Homes Services as well as Sales and Member Services)

RAC have extended our Keeping Connected Program across key business areas – this is a program specifically designed to support parents on parental leave and returning to work.

KPI's for Gender Equity have existed in more mature businesses at RAC where Senior Leaders have had Gender Pay Gap Targets. A formal and consistent approach was applied in July 2022 to apply across all business and Senior Leaders at RAC.

RAC continues to track and monitor our talent data in context of our females in leadership roles.

RAC have continued our strategic partnerships with Coalition of Change Champions and CEO's for Gender Equity

RAC have delivered quarterly Gender Pay Gap reviews. The results of these are communicated to the Executive team with identified key actions for focus and shared with General Managers for resolution.

RAC have designed and delivered a number of e-learning modules to create awareness and educate our people and leaders to better understand what the Gender Pay Gap is.

RAC have revamped and rolled out a targeted education program for our People during International Women's Day with targeted key themes and messages under our Gender Equity Strategy. With RAC supporting International Women's day since 2014. (9 years).

RAC ran its third Gender Equity Listening Tour in FY23, focus on listening to our people and to gather feedback on key topics that impact Gender Equity at RAC. Themes informed our Gender Equity Strategy and broader People Strategy. Key improvements have been delivered and the feedback continues to inform our execution approach.

RAC continue to deliver bespoke Talent Sessions highlighting our female talent pipeline at all levels, supported by our long term Empower (female specific development program) as well as our Executive Sponsorship program.

Improved parenting / feeding facilities are now available for employees as part of our building refit in West Perth and are also available in our office space at Collier Pass, Joondalup.

Governing Bodies

Organisation: RACWA Holdings Pty Ltd

1.Name of the governing body: RACWA Holdings Pty Ltd

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) 3	Male (M) 4	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value: Not a priority

Other value:

Details why there is no control over governing body/appointments:

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:

Not a priority

Other 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?

No

Selected value: Not a priority

Other value:

Organisation: RAC Tourism Assets Pty Ltd

Date Created: 16-06-2023

1.Name of the governing body: RAC Tourism Services Pty Ltd

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) 0	Non-Binary 0
Member	Female (F) 0	Male (M) 3	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value: Not a priority

Other value:

Details why there is no control over governing body/appointments:

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:

Not a priority

Other 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?

No

Selected value: Not a priority

Other value:

Organisation: RAC Insurance Pty Limited

1.Name of the governing body: RAC Insurance Pty Ltd

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) 4	Non-Binary 0

4. Formal section policy and/or strategy: No

Selected value: Not a priority

Other value:

Details why there is no control over governing body/appointments:

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:

Not a priority

Other 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?

No

Selected value: Not a priority

Other value:

Organisation: RAC Security Services (Wa) Pty Ltd

1. Name of the governing body: RAC Security Services (WA) Pty Ltd

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
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	0	0	0
Member			
	Female (F)	Male (M)	Non-Binary
	0	2	0

4. Formal section policy and/or strategy: No

Selected value: Not a priority

Other value:

Details why there is no control over governing body/appointments:

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:

Not a priority

Other 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?

No

Selected value: Not a priority

Other value:

Organisation: RAC Travel Services Pty. Limited

1. Name of the governing body: RAC Travel Services Pty Ltd

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	0	0
Member			
	Female (F)	Male (M)	Non-Binary
	0	2	0

4. Formal section policy and/or strategy: No

Selected value: Not a priority

Other value:

Details why there is no control over governing body/appointments:

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:

Not a priority

Other 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?

No

Selected value: Not a priority

Other value:

Organisation: RAC Automotive Services Pty Ltd

1. Name of the governing body: RAC Automotive Services Pty Ltd

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) 0	Non-Binary 0
Member	Female (F) 0	Male (M) 2	Non-Binary 0

4. Formal section policy and/or strategy: No

Selected value: Not a priority

Other value:

Details why there is no control over governing body/appointments:

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:

Not a priority

Other 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?

No

Selected value: Not a priority

Other value:

Organisation: RAC Distribution Pty Ltd

1.Name of the governing body: RAC Distribution Pty Ltd

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) 0	Non-Binary 0
Member	Female (F) 0	Male (M) 2	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value: Not a priority

Other value:

Details why there is no control over governing body/appointments:

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:

Not a priority

Other 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?

No

Selected value: Not a priority

Other value:

Organisation: RAC Motoring Pty Ltd

1.Name of the governing body: RAC Motoring Pty Ltd

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) 0	Non-Binary 0
Member	Female (F) 0	Male (M) 2	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value: Not a priority

Other value:

Details why there is no control over governing body/appointments:

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:

Not a priority

Other 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?

No

Selected value: Not a priority

Other value:

Organisation: RAC Finance Limited

1.Name of the governing body: RAC Finance 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) 3	Male (M) 4	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value: Not a priority

Other value:

Details why there is no control over governing body/appointments:

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:

Not a priority

Other 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?

No

Selected value: Not a priority

Other value:

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

#Action on gender equality

Gender Pay Gaps

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

Yes

Policy

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

Yes

Other (provide details)

Other:In June 2022, RAC developed our Inclusive Pay Principles.

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

31/03/2023

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

In 2022, RAC made a commitment to move to quarterly reporting of our Gender Pay Gap data to our Executive team. RAC have also delivered two e-learning modules to support a better understanding of what the Gender Pay Gap is and how we can improve it. The e-learning modules are available for our leaders and employees.

In July 2022, RAC set a target that all Executive team need to complete this training, which they have now completed.

In March 2023, RAC set a target that all Senior Leaders / General Managers including any leader responsible for the remuneration process also need to complete this training. Work is currently underway to support leaders in completing these modules.

Date Created: 16-06-2023

Our Gender Equity Strategy sets out a clear plan for how we will reduce the gender pay gaps in our organisation. We review gender pay gaps bi-annually and report to the Executive team on the current percentage gap against our target and progress on actions to reduce the pay gap.

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

Created a pay equity strategy or action plan; Reviewed remuneration decision-making processes; Analysed commencement salaries by gender to ensure there are no pay gaps; Set targets to reduce any organisation-wide gap; Reported pay equity metrics (including gender pay gaps) to the executive; Reported pay equity metrics (including gender pay gaps) to all employees; Trained people-managers in addressing gender bias (including unconscious bias); Corrected like-for-like gaps

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

A like-for-like gap analysis; A by-level gap analysis; An overall organisation-wide gender pay gap

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

RAC has a formal Gender Equity Working Group (GEWG), with a Group Executive being the primary sponsor and a General Manager leading the group. The GEWG is focused on enhancing gender equity at RAC. Detailed data analysis has been conducted to determine where these gaps currently exist in like for like roles, as well as at the various employment levels at RAC. We have established a Gender Equity Action plan in May 2022 which was endorsed by our Executive Team and Board.

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?**

Consultative committee or group; Focus groups; Survey

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?

Yes

Policy

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

Employees:

Yes

Date:06/10/2022

Shareholder:

No

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

No

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

RAC post news articles on our intranet (Yello) regarding WGEA and RAC's Gender Equity Working Group, for organisational wide visibility.

RAC initiated a series of "Listening Tours" in 2019 which have continued year on year for our General Managers and Executives to gain feedback directly from employees regarding Gender Equity in the workplace. The results from these tours are then reviewed and key themes identified. An overview is shared with the Gender Equity Working Group and our Inclusion Council prior to sharing the detailed report with the Executive team.

#Flexible Work

Flexible Working

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

Yes

Policy

Date Created: 16-06-2023

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

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

Not a priority

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

No

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

No

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

Yes

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

No

Not a priority

Team-based training is provided throughout the organisation

No

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; Informal options are available

Compressed working weeks: Yes

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

Part-time work: Yes

SAME options for women and men

Purchased leave: Yes

SAME options for women and men Formal options are available

Remote working/working from home: Yes

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

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.**

FLEX@RAC was launched at RAC in Jan 2023. This was a renewed approach to our current flexibility offerings. Flex@RAC has been informed by conversations with our people and builds on our commitment to evolve the way we work at RAC. We strive to continue to improve the experiences of our people and understand the importance of coming together to work, connect, learn and collaborate.

Flex@RAC provides our approach to

- **Place Flex** – This recognises member-facing roles will continue with arrangements guided by their leaders. All other eligible roles are required to work at an RAC location three days a week. This may change in the future and as always, we welcome all employees to work and connect at an RAC location at any time. It is expected that for leaders of our organisation and of teams that onsite attendance would be more than three days per week to ensure coverage for our people.
- **Leave Flex** – purchase up to four weeks additional leave.
- **Hours Flex** – consideration for alternative working times to suit the needs of members, RAC and individuals.
- **Explore Flex** – opportunity to take extended leave of up to 12 months.
- **Learn Flex** – support to learn and continuously develop.
- **Change Maker Flex** – community volunteering to support our Vision 2030.

#Employee Support

Paid Parental leave

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

Date Created: 16-06-2023

Yes, we offer employer funded parental leave using the primary/secondary carer definition

1.1. Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?

Yes

1.1.a. Please indicate whether your employer-funded paid parental leave for primary carers is available to:

All, regardless of gender

1.1.b. Please indicate whether your employer-funded paid parental leave for primary carers covers:

Birth; Adoption; Surrogacy; Stillbirth

1.1.c. How do you pay employer funded paid parental leave to primary carers?

Paying the employee's full salary

1.1.d. Do you pay superannuation contribution to your primary carers while they are on parental leave?

Yes, on employer funded parental leave

1.1.e. How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?

16

1.1.f. What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?

61-70%

1.1.g. Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?

Yes

How long is the qualifying period (in months)?

1.1.h. Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?

Yes

Within 12 months

1.2. Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?

Yes

1.2.a. Please indicate whether your employer-funded paid parental leave for secondary carers is available to:

All, regardless of gender

1.2.b. Please indicate whether your employer-funded paid parental leave for secondary carers covers:

Birth; Adoption; Surrogacy; Stillbirth

Date Created: 16-06-2023

- 1.2.c. How do you pay employer funded paid parental leave to Secondary carers?**
Paying the employee's full salary
- 1.2.d. Do you pay superannuation contribution to your secondary carers while they are on parental leave?**
Yes, on employer funded parental leave
- 1.2.e. How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?**
4
- 1.2.f. What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?**
61-70%
- 1.2.g. Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**
Yes
How long is the qualifying period (in months)?
12
- 1.2.h. Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?**
Yes
Within 12 months

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

In June 2022, the Parental Leave policy was updated to include the birth of a child through a surrogacy arrangement.

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

Date Created: 16-06-2023

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

No

Not a priority

2.3. Breastfeeding facilities

Yes

Available at SOME worksites

2.4. Childcare referral services

No

Not a priority

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

No

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

No

2.7. Internal support networks for parents

No

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

Yes

Available at ALL worksites

2.9. Parenting workshops targeting fathers

No

2.10. Parenting workshops targeting mothers

No

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

Yes

Available at ALL worksites

2.12. Support in securing school holiday care

No

2.13. On-site childcare

No

2.14. Other details: No

Date Created: 16-06-2023

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

W&A;RAC have extended our Keeping Connected Program across key business areas – this is a program specifically designed to support parents on parental leave and returning to workW&A;

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

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 Managers:

Yes

At induction

Other

Provide Details: upskill every 3 years

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.

Research from the parliamentary inquiry into workplace sexual harassment has provided recommendations that employers consider a shift to a proactive approach (AHRC 2020). Sexual harassment has also been the subject of further spotlight in WA with the recent parliamentary inquiry into sexual harassment in the FIFO industry

against women.

In 2022, RAC completed a bow tie for sexual harassment which is a risk assessment tool for understanding preventative and control mechanisms to better understand proactive and reactive risk management. Outputs of this analysis include recommended controls and actions, for detailed review and implementation which RAC has been focused on over the last 12 months. All of the identified controls are aligned to the Respect@Work framework.

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?**

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

Yes

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)

No
Other

Provide Details: We can provide cash in advance to employees for exceptional circumstances

Flexible working arrangements

Yes

Offer change of office location

Yes

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

No

Training of key personnel

Yes

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

How many days are provided?

10

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

Yes

Is the leave period unlimited?

No

How may days are provided? 10

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

No

Other

Provide Details: incorporate offering in Flex@RAC

Access to unpaid leave

Yes

Is the leave period unlimited?

No

How may days are provided?

10

Other: No

Provide Details:

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

RAC note that we have a policy where we can extend support to vulnerable members.