



Public report form 2013

Reports are due between 1 April and 31 May

Background

The *Equal Opportunity for Women in the Workplace Act 1999* (**EOWW Act**) has been renamed the *Workplace Gender Equality Act 2012* (**WGE Act**) to put a focus on promoting and improving gender equality and outcomes for both women and men in the workplace. The Equal Opportunity for Women in the Workplace Agency has been renamed the Workplace Gender Equality Agency (**WGEA**) to reflect this new focus.

All non-public sector employers with 100 or more employees (**relevant employers**) are required to report annually under the WGE Act. The WGE Act allows for relevant employers to transition to the new regime before it comes into full effect in the 2013–14 reporting period.

For reporting in 2013, refer to the following pages for details. From the 2013-14 reporting period, reporting requirements will change. Specifically, reporting will be available online and relevant employers will be required to report against a set of standardised gender equality indicators. For more information on the new requirements, refer to our website.

We recommend you use this public report form template for reporting in 2013.

Important information

Reporting 2013

For the 2012-13 reporting period, as part of the transition to the new WGE Act, reporting requirements have been reduced. Accordingly, in 2013 relevant employers are not required to complete the report form containing questions on the six steps of a workplace program as required under the previous EOWW Act.

This document provides a template covering the required information under the new WGE Act for 2013 that needs to be completed and emailed to WGEA.

In summary, it comprises:

- 1) a workplace profile (set out in the same format as under the EOWW Act, but with no salary data required)
- 2) confirmation by employers that they will comply with the new notification and access requirements (refer below).

As previously required, reports are to be submitted to the Workplace Gender Equality Agency between 1 April 2013 and 31 May 2013.

For further assistance, contact a WGEA client advisor on 02 9432 7000.

Other compliance provisions 2013 onwards

From the 2012-2013 reporting period:

- the Agency may review a relevant employer's compliance with the WGE Act by seeking further information from the employer. The Agency may do this on a random basis and may also take into account comments made to it by employees or employee organisations when determining if a review is to be conducted
- a relevant employer fails to comply with the WGE Act if it includes false or misleading information in a public report lodged with the Agency or if it gives false or misleading information to the Agency for the purpose of reviewing compliance

Submitting your report

- Please email your report in Word or RTF format to reportforms@wgea.gov.au
- Note that reports lodged via email will receive automatic electronic acknowledgement. If you do not receive this automatic reply, contact WGEA on 02 9432 7000
- For those employers without access to email, post your report to: Workplace Gender Equality Agency, PO Box 4917, Sydney NSW 2001

Please keep in mind the following:

- to ensure WGEA has correct information on your organisational structure, please complete ALL fields of the Organisational Details Cover Sheet below. This will not form part of your public report.
- in accordance with the Privacy Act 1988, individuals must not be named in your public report as it is a public document and will be published on WGEA's website.
- reports are accepted by WGEA as a true and accurate record and as having been approved by the CEO/Managing Director. The CEO's electronic signature is NOT required.

Requirement 1: Workplace profile

Enter data on the composition of your workforce as instructed below :

1. If needed, additional rows can be added to the workplace profile to reflect accurately the additional/different roles within your organisation.
2. Your workplace profile data should be from no earlier than October 2011 (ie six months prior to the beginning of the 2012-2013 reporting period)
3. Please insert your workplace profile below from:
 - i) our industry-relevant [Microsoft Excel spread sheet which you can obtain from our website](#), or
 - ii) from your own table or spreadsheet (refer table below as a guide).

Management Structure as at 31 March 2013:

WORKPLACE PROFILE							
	Women		Men		Total Staff	%	
	Full time	Part time	Full time	Part time		Women	Men
Senior Executives (A , B & C)	9	0	27	0	36	25%	75%
Senior Managers (D)	11	3	68	0	82	17%	83%
Managers (E & F)	319	85	948	5	1357	30%	70%
Non-Management	991	182	2748	23	3944	30%	70%
Non-Executive Directors	2	0	6	0	8	25%	75%
Total	1332	270	3797	28	5427	30%	70%

Breakdown by Function as at 31 March 2013:

Org Unit	Function	Female		Male		Female %	Male %	Grand Total
		Full-Time Employee	Part-Time Employee	Full-Time Employee	Part-Time Employee			
CCA Beverages (Aust)	Sales	495	93	1,386	8	30%	70%	1,982
	Supply Chain	213	41	1,183	13	18%	82%	1,450
	Customer Service	48	9	324	0	15%	85%	381
	Finance	185	50	150	2	61%	39%	387
	Information Systems	37	5	109	2	27%	73%	153
	Other (Inc. HR, Marketing, Admin)	125	40	106	2	60%	40%	273
CCA Beverages (Aust) Total		1,103	238	3,258	27	29%	71%	4,626
Corporate		44	5	59	1	45%	55%	109
Food & Services		21	1	117	0	16%	84%	139
SPCA		164	26	363	0	34%	66%	553
Grand Total		1,332	270	3,797	28	30%	70%	5,427

Requirement 2: Notification and access requirements

Notification and access requirements come into effect from the 2012-13 reporting period. A relevant employer must:

1. inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the report may be accessed

As soon as reasonably practicable after lodging a report, a relevant employer must inform employees and any members or shareholders that the report has been lodged with the Agency and how the report may be accessed.

This notification to employees could occur through the employer's normal means of communication with employees, including employee newsletters, workplace meetings and any other appropriate existing consultative means. The method used must ensure that the information concerning the relevant employer's report is transmitted widely to all employees.

In the case of shareholders of a public company, given there may be more limited opportunities to communicate with them, this notification could occur, for example, in the next available annual report and on an employer's website.

2. provide access to the report to employees and members or shareholders

As soon as reasonably practicable after lodging a report, a relevant employer must provide its employees and members or shareholders with access to the report (excluding personal information, details on remuneration and other information that may be specified by the Minister).

Employers could fulfil this requirement by ensuring employees are clearly provided with, for example, a link to a website or intranet where a copy of the report could be downloaded, or a hard copy of the report.

3. inform employee organisations with members in its workplace that the report has been lodged

Within seven days of lodging a report, a relevant employer must take all reasonable steps to inform each employee organisation, which has members who are employees of that employer, that its report has been lodged with the Agency.

This requirement does not mean an intensive effort is required by employers to identify all possible employee organisations. Rather, employers must notify employee organisations they could reasonably be expected to know about. This would include an employee organisation that was a party to an enterprise agreement or an employee organisation to which membership fees are paid by payroll deductions.

4. inform its employees and those employee organisations with members in its workplace of the opportunity to comment on the report to the employer or the Agency

When informing employees or employee organisations that have members in its workplace that a report has been lodged, a relevant employer must advise them that comments on the report may be given to the relevant employer or to the Agency.

There is no time restriction on when comments can be provided. However, comments provided to the relevant employer or the Agency, during the 28 days after a report has been submitted, will allow for those comments to be taken into account by the employer in providing additional information to the Agency, and by the Agency in requesting additional information to assist in assessing compliance with the WGE Act.

Please indicate that you will be meeting the above **notification and access requirements**, by placing an 'X' in the box to the right

X