



# 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

<b>Reporting 2013</b>	<p>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.</p> <p>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.</p> <p>In summary, it comprises:</p> <ol style="list-style-type: none"><li>1) a workplace profile (set out in the same format as under the EOWW Act, but with no salary data required)</li><li>2) confirmation by employers that they will comply with the new notification and access requirements (refer below).</li></ol> <p>As previously required, reports are to be submitted to the Workplace Gender Equality Agency between 1 April 2013 and 31 May 2013.</p> <p>For further assistance, contact a WGEA client advisor on 02 9432 7000.</p>
<b>Other compliance provisions 2013 onwards</b>	<p>From the 2012-2013 reporting period:</p> <ul style="list-style-type: none"><li>• 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</li><li>• 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</li></ul>
<b>Submitting your report</b>	<ul style="list-style-type: none"><li>• Please email your report in Word or RTF format to <a href="mailto:reportforms@wgea.gov.au">reportforms@wgea.gov.au</a></li><li>• 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</li><li>• For those employers without access to email, post your report to: Workplace Gender Equality Agency, PO Box 4917, Sydney NSW 2001</li></ul> <p><b>Please keep in mind the following:</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• 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.</li></ul>

# Organisational Details Cover Sheet

To be completed and attached to EACH REPORT and APPLICATION

(This information is confidential and will be removed from any Public Report)

## 1. Organisation's details

Legal name of your organisation: <i>(if changed since last report, complete Section 2 below)</i>		The Australian Workers' Union				
Trading name <i>(if applicable)</i> :		NA				
Total no. of employees:		247	ABN:	28853022982		
ASX Codes for organisations listed on Australian Securities Exchange :		NA				
ANZSIC Code <b>AND</b> industry description: <i>(refer <a href="http://www.abs.gov.au">www.abs.gov.au</a>):</i>		Class 9552 Labour Association Services – Trade Union		Is your organisation a not-for-profit? Y/N	Y	
Postal address:	Level 10, 377-383 Sussex Street		State:	NSW	Postcode:	2000
	Switchboard No:	02 8005 3333	Facsimile No:	02 8005 3300		
Physical address:	Level 10, 377-383 Sussex Street		State:	NSW	Postcode:	2000

## 2. Confirm your organisation's hierarchy details by completing below

Name of the ultimate AUSTRALIAN Parent Company for your organisation/s?	The Australian Workers' Union				
List ALL organisations covered in this Report: <i>(if too many to list here, please attach a separate document):</i>	The Australian Workers' Union: Queensland Branch, Newcastle Branch, Greater, New South Wales Branch, Port Kembla Branch, Victorian Branch, Tasmanian Branch, South Australian Branch, West Australian Branch				
Have there been changes to ANY of your organisations since your last report? <i>(If yes, detail below):</i>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>	X

## 3. Contact information

	Union Secretary Details	Report Contact Details
Title	Mr	Ms
Family Name:	Howes	Validakis
First Name:	Paul	Crystal
Job Title:	National Secretary	Special Projects Officer
Telephone:	02 8005 3333	02 8005 3333
Facsimile:	02 8005 3300	02 8005 3300
E-mail Address :	debra.bushell@nat.awu.net.au	crystal.validakis@nat.awu.net.au
Postal Address (if different to above):	Same as above	Same as above

WGEA may send your company non-reporting related material from other organisations for the sole purpose of notifying you of relevant gender equality information such as lectures, events, programs or publications. If you DO NOT want WGEA to send your Report Contact or CEO this information please advise WGEA by email at [wgea@wgea.gov.au](mailto:wgea@wgea.gov.au) or by phone on (02) 9432 7000.

## Requirement 1: Workplace profile

Occupational Category	Full time		Part-time		Casual		Total Staff	Percentage %	
	Women	Men	Women	Men	Women	Men		Women	Men
Senior Executives#	1	22	0	0	0	3	26	4%	96%
Senior Officials*	1	15	0	0	0	1	17	6%	94%
Officials* ·	20	96	4	1	0	0	121	20%	80%
Professional	13	5	1	0	0	0	19	74%	26%
Membership	17	0	3	0	0	0	20	100%	0%
Admin Staff	23	2	8	1	2	0	36	92%	8%
Other Staff Maintenance, Cleaners	0	3	1	0	2	2	8	38%	62%
TOTAL	75	143	17	2	4	6	247	39%	61%

#All these positions are filled by election.

• Some of these positions are filled by appointment, some by election.

## 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