



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.

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).

Sum of Headcount	Column Labels						Grand Total	Total		
	FullTime		PartTime		Casual			Female	Male	%Female
Row Labels	Female	Male	Female	Male	Female	Male		Female	Male	%Female
1-Senior Staff	32	55	1	2			90	33	57	36.67%
2-Professor	66	170	4	15			255	70	185	27.45%
3-Associate Professor	74	95	3	6	1	1	180	78	102	43.33%
4-Senior Lecturer	144	201	26	13	1		385	171	214	44.42%
5-Lecturer	231	203	48	20	4	4	510	283	227	55.49%
6-Associate Lecturer	70	67	30	17	523	429	1136	623	513	54.84%
7-HEW Level 10	32	29	7	2	12	6	88	51	37	57.95%
8-HEW Level 9	40	47	6			1	94	46	48	48.94%
9-HEW Level 8	102	93	45	6	25	14	285	172	113	60.35%
10-HEW Level 7	144	116	76	13	23	10	382	243	139	63.61%
11-HEW Level 6	167	128	77	12	47	19	450	291	159	64.67%
12-HEW Level 5	283	117	129	17	179	110	835	591	244	70.78%
13-HEW Level 4	234	63	115	6	226	108	752	575	177	76.46%
14-HEW Level 3	80	41	44	7	93	39	304	217	87	71.38%
15-HEW Level 2	4	11	4	3	310	173	505	318	187	62.97%
16-HEW Level 1	6	3	9	2	101	80	201	116	85	57.71%
17-Below HEW Level 1	31	16	12	1	240	141	441	283	158	64.17%
Grand Total	1740	1455	636	142	1785	1135	6893	4161	2732	60.37%

Head count as at 31 March 2013

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

