



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.

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>		Emeco International Pty Limited				
Trading name <i>(if applicable)</i> :		Emeco				
Total no. of employees:		379	ABN:	51 078 624 281		
ASX Codes for organisations listed on Australian Securities Exchange :		EHL				
ANZSIC Code <u>AND</u> industry description: <i>(refer www.abs.gov.au):</i>		EHL – Capital goods		Is your organisation a not-for-profit? Y/N	N	
Postal address:	PO Box 1341 Osborne Park DC		State:	WA	Postcode:	6916
	Switchboard No:	08 9420 0222	Facsimile No:	08 9420 0205		
Physical address:	Level 3, 71 Walters Drive Osborne Park		State:	WA	Postcode:	6017

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

Name of the ultimate AUSTRALIAN Parent Company for your organisation/s?	Emeco Holdings Limited							
List ALL organisations covered in this Report: <i>(if too many to list here, please attach a separate document):</i>	Emeco Pty Limited							
	Emeco International Pty Ltd							
	Emeco Sales Pty Ltd							
	Emeco Parts Pty Ltd							
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 type="checkbox"/>	X
Reason For Change	Previous Org Name		New (Current) Org Name					
a) Change of Name:								
b) Sold:	Org Name		Name & Contact Details of New Owner					
c) Ceased Trading:	Org Name							

3. Contact information

	CEO Details	Report Contact Details
Title (eg Ms, Mr, Dr etc):	Mr	Mrs
Family Name:	Gordon	Tadema
First Name:	Keith	Ellie
Job Title:	Managing Director	National HR Manager
Telephone:	08 9420 0222	08 9420 0214
Facsimile:	08 9420 0205	08 9420 0205
E-mail Address (or PA for CEO):	Karen.wiltshire@emecogroup.com	Ellie.Tadema@emecogroup.com
Postal Address (if different to 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 or by phone on (02) 9432 7000.

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).

WORKPLACE PROFILE									
	Women		Men		Casual		Total Staff	%	
	Full time	Part time	Full time	Part time	Women	Men		Women	Men
Non Executive Directors					1	5	6	17%	83%
Senior Executives			5				5	0%	100%
Senior Managers	6		19				25	24%	76%
Managers	7		32	1			40	18%	82%
Business Development & Sales			15				15	0%	100%
Business Support	11	1	27				39	31%	69%
Administration Support	24	3	3		1		31	90%	10%
Trade & Non-Trade			184				184	0%	100%
Total	48	4	285	1	2	5	345	16%	84%