Australian Government
Workplace Gender Equality Agency

GPO Box 4917
Sydney NSW 2001
www.wgea.gov.au
ABN 47 641 643 874

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: *(if changed since last report, complete Section 2 below)*	Twin Towns Services Club Ltd.				
Trading name *(if applicable)*:					
Total no. of employees:	332	ABN:	61 001 042 833		
ASX Codes for organisations listed on Australian Securities Exchange :					
ANZSIC Code AND industry description: (refer www.abs.gov.au):		Is your organisation a not-for-profit? Y/N	Y		
Postal address:	P.O. Box 369, Tweed Heads	State:	NSW	Postcode:	2485
	Switchboard No: 07-55362277	Facsimile No:	07-55366185		
Physical address:	Wharf Street, Tweed Heads	State:	NSW	Postcode:	2485

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

Name of the ultimate AUSTRALIAN Parent Company for your organisation/s?	Twin Towns Services Club Ltd
List ALL organisations covered in this Report: *(if too many to list here, please attach a separate document):*	Twin Towns Services Club Ltd
	Club Banora
	Twin Towns Juniors
	Twin Towns Resort

Have there been changes to ANY of your organisations since your last report? *(If yes, detail below)*:	YES		NO	X

Reason For Change	Previous Org Name	New (Current) Org Name
a) Change of Name:		
	Org Name	Name & Contact Details of New Owner
b) Sold:		
	Org Name	
c) Ceased Trading:		

3. Contact information

	CEO Details	Report Contact Details
Title (eg Ms, Mr, Dr etc):	Mr	Mrs
Family Name:	Smith	Wilson
First Name:	Robert	Robyn
Job Title:	CEO	Operations/HR Manager
Telephone:	07-55990267	07-55990238
Facsimile:	07-55369115	07-55366185
E-mail Address (or PA for CEO):	a.thornhill@twintowns.com.au	r.wilson@twintowns.com.au
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			%	
	Full time	**Part time**	**Full time**	**Part time**	**Women**	**Men**	**Total Staff**	**Women**	**Men**
Board						15	15	0	100
Senior Executives	1		3				4	25	75
Senior Managers			3				3	0	100
Managers	4		11				15	26.66	73.34
Admin Staff	13	13	3				29	89.65	10.35
Sales Staff	11	33	26	18	84	33	205	62.44	37.56
Service Staff	4	4	30	12		11	61	13.11	86.89
Total	33	50	76	30	84	59	332	50.31	49.69

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