



## EOWA Application for Waiver from Reporting 2010

ORGANISATIONAL DETAILS COVER SHEET					
(To be completed and attached to each EOWA Report & Application)					
Legal name of your organisation:					
Previous name <i>(if changed since last Report)</i> :					
Trading name <i>(if applicable)</i> :					
Total No. of employees:		ABN:			
ANZSIC Code <u>AND</u> Industry Description (refer <a href="http://www.abs.gov.au">www.abs.gov.au</a> ):					
ASX Codes for Organisations listed on the Australian Stock Exchange:					
Physical address:		State:		Postcode:	
		Switchboard No:		Facsimile No:	
Postal address:		State:		Postcode:	
CONFIRM YOUR ORGANISATION'S HIERARCHY DETAILS BY COMPLETING BELOW					
Who is the ultimate responsible Australian Parent Company for your organisation?					
<b>WHAT ORGANISATIONS ARE COVERED BY THIS REPORT</b> <i>(INCLUDE ALL SUBSIDIARIES)?</i>					
Has there been a change to any of your organisations since your last report? <i>(If yes, provide details below)</i> :				YES	NO
Reason For Change		Name		New Name	
a) Change of Name:					
b) Sold:		Name		New Owner	
c) Ceased Trading:		Name			
CONTACT INFORMATION					
		CEO Details		Report Contact Details	
Title:					
First Name:					
Family Name:					
Job Title:					
E-mail Address (or PA for CEO):					
Telephone:					
Facsimile:					
Address (if different to above):					

EOWA may send your company non-reporting related material from other organisations for the sole purpose of notifying you of relevant equal opportunity information such as lectures, events, programs or publications. If you DO NOT want EOWA to send your Report Contact or CEO this information please advise EOWA by email at [eowa@eowa.gov.au](mailto:eowa@eowa.gov.au) or by phone on (02) 9448 8500.

## EOWA Application for Waiver from Reporting 2010

Please insert background details of organisation and current issues impacting on its performance

Please tick the box to confirm that the CEO of this organisation has read and endorsed the contents of this Application for Waiver from Reporting and that a signed copy is held on file at the organisation.

**PLEASE NOTE:** If you are also interested in applying for the 'EOWA Employer of Choice for Women' citation or an **EOWA Business Achievement Award**, please refer to EOWA's website or click on the links to the right.

See [EOWA Employer of Choice for Women](#), OR [EOWA Business Achievement Awards](#) on our website

**WORKPLACE PROFILE**

- Enter data on the composition of your workforce.
- Your workplace profile data should be no earlier than six months prior to when you submit this application
- Please insert your Workplace Profile below from:
  1. our industry-relevant [Microsoft Excel Spreadsheets which you can obtain from our website](#), or
  2. from your own table or spreadsheet (refer table below as a guide). Please change classifications\* on the profile below to suit your organisation.
- Please note: if this application does not lead to a waiver from the Act and therefore becomes a public Compliance Report, confidential salary information will be removed from the public document.

**WORKPLACE PROFILE**

	Women		Men		Casual & Contract		Total Staff	%		Average Salary		% gap
	Full time	Part time	Full time	Part time	Women	Men		Women	Men	Women	Men	
CEO												
Senior Executives*												
Senior Managers*												
Managers*												
Supervisors and Team Leaders*												
Professional /Technical Staff*												
Admin* Staff												
Sales* Staff												
Total												



**EMPLOYMENT MATTER 1 - RECRUITMENT AND SELECTION**

(please utilise as much space as needed)

- How many men and how many women (in numbers) were recruited into your organisation (include management, graduates) during the reporting year? .....
- How many women were recruited into non-traditional roles? .....
- What information do you provide to your external recruitment agencies regarding your EO policy on recruitment? .....
- What actions did you put in place to encourage female applicants? .....

- Please provide information gained from your consultation on recruitment and selection? What issues did staff raise? What was their level of satisfaction?

- What other analysis did you undertake on recruitment and selection? Please provide details and statistics. What did your analysis find?

- How did you action the issues identified above? (If action was not taken, include clear reasons and business constraints to explain why it was not reasonably practicable to action the issue)

- What has been the outcome of each action in addressing the issue?

**EMPLOYMENT MATTER 2 - PROMOTION, TRANSFER AND TERMINATION OF EMPLOYMENT**

(please utilise as much space as needed)

- How many men and how many women (in numbers) have been promoted, including into management?  
.....
- How many men and how many women (in numbers) have been transferred into different roles, including non-traditional roles?  
.....
- How many men and how many women (in numbers) left the organisation and under what circumstances e.g. retrenched, voluntary exit, etc?  
.....

- Please provide information gained from your consultation on promotion, transfer and termination? What issues did staff raise? How satisfied are women with their opportunities for promotion?

- What other analysis did you undertake on this employment matter? Please provide details and statistics. What did your analysis find?

- How did you action the issues identified above? (If action was not taken, include clear reasons and business constraints to explain why it was not reasonably practicable to action the issue)

- What has been the outcome of each action in addressing the issue?

**EMPLOYMENT MATTER 3- TRAINING AND DEVELOPMENT**

(please utilise as much space as needed)

- Was the dollar amount spent on training and the type of training offered the same for men and women?  
.....
- How many men and how many women accessed career development planning?.....men ..... women
- How many men and how many women attended management training?.....men ..... women
- How many men and how many women attended leadership training? .....men .....women
- How many men and how many women were identified as 'high potential'? .....men ..... women
- How many men and how many women are listed on the organisation's succession plan? .....men ..... women
- How many women have access to training and/or job rotations in male dominated areas? .....men ..... women
- How many women and how many men participated in mentoring, multi-skilling, and/or networking opportunities? .....men .....women

- Please provide information gained from your consultation on training and development? What issues did staff raise? What was their level of satisfaction?

- What other analysis did you undertake on training and development? Please provide details and statistics. What did your analysis find?

- How did you action the issues identified above? (If action was not taken, include clear reasons and business constraints to explain why it was not reasonably practicable to action the issue)

- What has been the outcome of each action in addressing the issue?

**EMPLOYMENT MATTER 4- WORK ORGANISATION**

(please utilise as much space as needed)

- List the flexible work arrangements that are in place.  
.....
- How many men and how many women (in numbers) access flexible work arrangements at all levels of the organisation?  
.....
- What impact has the implementation of flexible working arrangements had on your organisation (e.g. on retention rates, recruitment, absenteeism rates, return from maternity leave, productivity, morale)?  
.....

- Please provide information gained from your consultation on flexible working arrangements? What issues did staff raise? What is their level of satisfaction?

- What other analysis did you undertake on flexible working arrangements? Please provide details and statistics. What did your analysis find?

- How did you action the issues identified above? (If action was not taken, include clear reasons and business constraints to explain why it was not reasonably practicable to action the issue)

- What has been the outcome of each action in addressing the issue?

**EMPLOYMENT MATTER 5- CONDITIONS OF SERVICE**

(please utilise as much space as needed)

- What benefits are offered to staff in addition to salary?  
.....
- Please provide details of gaps between male average salaries and female average salaries at any level. Please provide an analysis of the reasons for these gaps AND details on the organisation's strategy to reduce the gender pay differences.  
.....
- Does the organisation regularly monitor male and female salaries on commencement, promotion and as part of the salary review process? How is this done? Please provide details.  
.....

- Please provide information gained from your consultation on remuneration and benefits? What issues did staff raise? What is their level of satisfaction?

- What other analysis did you undertake on remuneration and benefits? Please provide details and statistics. What did your analysis find?

- How did you action the issues identified above? (If action was not taken, include clear reasons and business constraints to explain why it was not reasonably practicable to action the issue)

- What has been the outcome of each action in addressing the issue?

**EMPLOYMENT MATTER 6- SEX BASED HARASSMENT**

(please utilise as much space as needed)

- Does your organisation have a sex based harassment policy, including email and Internet/Intranet policy and grievance handling procedures?  
.....
- Where can staff access the policy?  
.....
- Is sex based harassment education provided for new staff?  
.....
- Have all staff and managers received refresher education / updated information in relation to their rights and responsibilities regarding sex-based harassment in the last 2/3 years?  
.....
- How many sex-based harassment complaints were reported formally (number) and informally (number) during the last year?  
.....
- Were all complaints handled successfully internally?  
.....
- Were any matters referred to external anti-discrimination tribunals / courts? If yes, please provide details.  
.....
- Were any rulings made against the organisation by external anti-discrimination tribunals / courts? If yes, please provide details.  
.....

• Please provide information gained from your consultation on sex-based harassment? What issues did staff raise? What is the level of staff knowledge? What is the level of complaints?

• What other analysis did you undertake on sex-based harassment? Please provide details and statistics. What did your analysis find?

<ul style="list-style-type: none"><li>How did you action the issues identified above? (If action was not taken, include clear reasons and business constraints to explain why it was not reasonably practicable to action the issue)</li></ul>	<ul style="list-style-type: none"><li>What has been the outcome of each action in addressing the issue?</li></ul>
<p><i>Please note: Regardless of business constraints, all staff and managers MUST have received both induction and refresher training (every 2- 3 years) in sex-based harassment</i></p>	

**EMPLOYMENT MATTER 7- PREGNANCY, POTENTIAL PREGNANCY AND BREASTFEEDING**

(please utilise as much space as needed)

- Does your organisation have a policy on parental leave?  
.....
- Does your organisation offer paid leave for the primary carer?      If so how many weeks?  
.....
- Does your organisation offer paid leave for the secondary carer?      If so, how many weeks?  
.....
- How does your organisation keep in touch with staff on parental leave?  
.....
- Can staff apply for positions while on parental leave?      How many did apply?      How many were successful?  
.....
- How many women took parental leave during the reporting year?  
.....
- How many women returned full-time from parental leave?  
.....
- How many women returned part-time from parental leave?  
.....
- How many women resigned during or at the end of parental leave?  
.....
- Does your organisation have a breast-feeding policy?  
.....

- Please provide information gained from your consultation on pregnancy, potential pregnancy and breast-feeding? What issues did staff raise? What was their level of satisfaction?

- What other analysis did you undertake on pregnancy, potential pregnancy and breast-feeding? Please provide details and statistics. What did

your analysis find?	
<ul style="list-style-type: none"><li>How did you action the issues identified above? (If action was not taken, include clear reasons and business constraints to explain why it was not reasonably practicable to action the issue)</li></ul>	<ul style="list-style-type: none"><li>What has been the outcome of each action in addressing the issue?</li></ul>