

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>		Australian Municipal, Administrative, Clerical and Services Union			
Trading name <i>(if applicable)</i> :		Australian Services Union			
Total no. of employees:		462	ABN:	28519971998	
ASX Codes for organisations listed on Australian Securities Exchange :					
ANZSIC Code <u>AND</u> industry description: <i>(refer www.abs.gov.au):</i>					
Postal address:	Ground Floor, 116 Queensberry Street, Carlton South		State:	VIC	Postcode: 3053
	Switchboard No:	03 9342 1400	Facsimile No:	03 9342 1499	
Physical address:	As above		State:		Postcode:
2. Confirm your organisation's hierarchy details by completing below					
Name of the ultimate AUSTRALIAN Parent Company for your organisation/s?		David Smith, National Secretary			
List ALL organisations covered in this Report: <i>(if too many to list here, please attach a separate document):</i>		<ul style="list-style-type: none"> • National Office • Taxation Officers' Branch • Central & Southern Queensland Clerical & Administrative Branch • NSW & ACT (Services) Branch • NSW United Services Branch • Queensland (Services and Northern Administrative) Branch • South Australian & Northern Territory Branch • Victorian and Tasmanian Authorities and Services Branch • Victorian Private Sector Branch • Western Australian Branch 			
Have there been changes to ANY of your organisations since your last report? <i>(If yes, detail below)</i> :				YES	NO
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					
	National Secretary Details		Report Contact Details		
Title (eg Ms, Mr, Dr etc):	Mr		Ms		
Family Name:	David		Joanne		
First Name:	Smith		Knight		
Job Title:	National Secretary		National Research / Industrial Officer		
Telephone:	03 9342 1400		0419 593 396		
Facsimile:	03 9342 1499		02 9283 9270		
E-mail Address (or PA for CEO):	dsmith@asu.asn.au		jknight@syd.asu.asn.au		
Postal Address (if different to above):	As above		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 or by phone on (02) 9432 7000.

Requirement 1: Workplace profile

Please find data on the composition of ASU workforce as instructed below and using the Agency's guide-tables, from our own spreadsheet:

workplace profile	Australian Municipal, Administrative, Clerical and Services Union, trading as the Australian Services Union (ASU)											
	full time		%	part-time		%	casual		%	total employees		
	female	male	female	female	male	female	female	male	female	female	male	female
Elected Officers	10	11	48	0	1	0	0	0	0	10	12	45
Management	18	15	55	1	0	100	0	0	0	19	15	56
Project Officers	93	133	41	25	11	69	1	2	33	119	146	45
Administration Staff	54	24	69	26	1	96	23	13	64	103	38	73
TOTAL	175	183	49	52	13	80	24	15	62	251	211	54

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

