

## 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).

	full time		%	part-time		%	casual		%	Total Employees		
	female	male	female	female	male	female	female	male	female	female	male	female
Board	1	6	14	-	-	-	-	-	-	1	6	14
Senior Executive	1	5	17	-	1	-	-	-	-	1	6	14
Senior Managers	45	118	28	1	-	100	1	-	100	47	118	28
General Staff	805	990	45	350	171	67	3,268	2,744	54	4,423	3,905	53
TOTAL	852	1,119	43	351	172	67	3,269	2,744	54	4,472	4,035	53

In accordance with advice received from a WGEA representative, the above numbers include employees at certain hotels that are managed by Amalgamated Holdings Limited or other wholly owned group entities ("AHL"). In general, employees at Managed Hotels are not employees of AHL but are direct employees of entities associated with the owner of the relevant Managed Hotel.

In the information provided above Managed Hotel employees have been categorized as follows:

	full time		%	part-time		%	casual		%	Total Employees		
	female	male	female	female	male	female	female	male	female	female	male	female
Senior Managers	3	19	14	1	-	100	-	-	-	4	19	17
General Staff	367	421	47	128	67	66	614	511	55	1,109	999	53
TOTAL	370	440	46	129	67	66	614	511	55	1,113	1,018	52

Comments on this report may be submitted to [genderequality@ahl.com.au](mailto:genderequality@ahl.com.au) or provided to the Workplace Gender Equality Agency.

## 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

