



# 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

<b>Reporting 2013</b>	<p>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.</p> <p>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.</p> <p>In summary, it comprises:</p> <ol style="list-style-type: none"><li>1) a workplace profile (set out in the same format as under the EOWW Act, but with no salary data required)</li><li>2) confirmation by employers that they will comply with the new notification and access requirements (refer below).</li></ol> <p>As previously required, reports are to be submitted to the Workplace Gender Equality Agency between 1 April 2013 and 31 May 2013.</p> <p>For further assistance, contact a WGEA client advisor on 02 9432 7000.</p>
<b>Other compliance provisions 2013 onwards</b>	<p>From the 2012-2013 reporting period:</p> <ul style="list-style-type: none"><li>• 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</li><li>• 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</li></ul>
<b>Submitting your report</b>	<ul style="list-style-type: none"><li>• Please email your report in Word or RTF format to <a href="mailto:reportforms@wgea.gov.au">reportforms@wgea.gov.au</a></li><li>• 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</li><li>• For those employers without access to email, post your report to: Workplace Gender Equality Agency, PO Box 4917, Sydney NSW 2001</li></ul> <p><b>Please keep in mind the following:</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• 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.</li></ul>

# 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

<b>Legal name of your organisation:</b> <i>(if changed since last report, complete Section 2 below)</i>		Servcorp Limited			
<b>Trading name</b> <i>(if applicable):</i>					
<b>Total no. of employees:</b>		226	<b>ABN:</b>	97 089 222 506	
<b>ASX Codes for organisations listed on Australian Securities Exchange :</b>		SRV			
<b>ANZSIC Code AND industry description:</b> <i>(refer www.abs.gov.au):</i>		7291 - Executive Serviced and Virtual Offices		<b>Is your organisation a not-for-profit? Y/N</b>	N
<b>Postal address:</b>	Level 12 MLC Centre, 19-29 Martin Place Sydney		<b>State:</b>	NSW	<b>Postcode:</b> 2000
	<b>Switchboard No:</b>	02 9231 7616	<b>Facsimile No:</b>	02 9231 7665	
<b>Physical address:</b>	Level 12 MLC Centre, 19-29 Martin Place Sydney		<b>State:</b>	NSW	<b>Postcode:</b> 2000

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

<b>Name of the ultimate AUSTRALIAN Parent Company for your organisation/s?</b>		Servcorp Limited			
<b>List ALL organisations covered in this Report:</b> <i>(if too many to list here, please attach a separate document):</i>		See attached			
<b>Have there been changes to ANY of your organisations since your last report? (If yes, detail below):</b>		<b>YES</b>	<input checked="" type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>Reason For Change</b>	<b>Previous Org Name</b>	<b>New (Current) Org Name</b>			
a) Change of Name:	Servcorp Bridge Street Pty Ltd	Servcorp Brisbane George Street Pty Ltd			
	Servcorp Chifley 25 Pty Ltd	Servcorp Gateway Pty Ltd			
	Servcorp Gold Coast Pty Ltd	Servcorp City Square Pty Ltd			
b) Sold:	<b>Org Name</b>	<b>Name &amp; Contact Details of New Owner</b>			
c) Ceased Trading:	<b>Org Name</b>				

## 3. Contact information

	CEO Details	Report Contact Details
<b>Title (eg Ms, Mr, Dr etc):</b>	Mr	Mr
<b>Family Name:</b>	Moufarrige	Pearce
<b>First Name:</b>	Alfred	Greg
<b>Job Title:</b>	CEO	Company Secretary
<b>Telephone:</b>	02 9238 2262	02 9231 7616
<b>Facsimile:</b>	02 9238 2367	02 9231 7665
<b>E-mail Address (or PA for CEO):</b>	liorfino@servcorp.com.au	gpearce@servcorp.com.au
<b>Postal Address (if different to above):</b>		

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](mailto: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
Board	0	0	0	4	0	0	4	0%	100%
Senior Executives	2	0	8	0	0	0	10	20%	80%
Senior Managers	7	0	0	0	0	0	7	100%	0%
Managers	19	1	0	0	0	0	20	100%	0%
Trainee Managers	15	0	0	0	0	0	15	100%	0%
Admin Staff	27	1	14	0	0	0	42	67%	33%
IT Staff	7	0	29	0	0	0	36	19%	81%
Marketing Staff	7	0	3	0	0	0	10	70%	30%
Senior Service Staff	45	7	0	0	1	0	53	100%	0%
Junior Service Staff	29	0	0	0	0	0	29	100%	0%
<b>Total</b>	<b>158</b>	<b>9</b>	<b>54</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>226</b>	<b>74%</b>	<b>26%</b>

## 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

# SERVCORP ENTITIES

## AUSTRALIA

Company Name	Date of Registration	ACN	ABN
Servcorp Limited	24-Aug-99	089 222 506	97 089 222 506
Servcorp Australian Holdings Pty Ltd	19-Aug-99	089 158 350	54 089 158 350
Servcorp Offshore Holdings Pty Ltd	19-Aug-99	089 158 314	46 089 158 314
Servcorp Exchange Square Pty Ltd	11-Feb-00	091 558 762	43 091 558 762
Servcorp (Miller Street) Pty Limited	14-Mar-00	091 984 655	90 091 984 655
Servcorp (North Ryde) Pty Ltd	03-May-00	092 669 022	87 092 669 022
Servcorp Smart Office Pty Ltd	30-Jun-00	093 563 118	55 093 563 118
Servcorp Smart Homes Pty Limited	02-Mar-01	096 081 579	80 096 081 579
Servcorp Business Service (Beijing) Pty Ltd	01-May-01	096 662 707	73 096 662 707
Servcorp Virtual Pty Ltd	07-Sep-01	098 097 413	30 098 097 413
Servcorp Holdings Pty Ltd	25-Oct-02	102 620 413	50 102 620 413
Servcorp Administration Pty Ltd	28-Oct-02	102 643 667	65 102 643 667
Servcorp Adelaide Pty Ltd	28-Oct-02	102 643 747	84 102 643 747
Servcorp Brisbane George Street Pty Ltd	28-Oct-02	102 643 694	71 102 643 694
Servcorp Brisbane Pty Ltd	28-Oct-02	102 643 612	67 102 643 612
Servcorp Castlereagh Street Pty Ltd	28-Oct-02	102 643 621	69 102 643 621
Servcorp Gateway Pty Ltd	28-Oct-02	102 643 701	88 102 643 701
Servcorp Chifley 29 Pty Ltd	28-Oct-02	102 643 765	88 102 643 765
Servcorp Communications Pty Ltd	28-Oct-02	102 643 685	69 102 643 685
Servcorp IT Pty Ltd	28-Oct-02	102 643 676	67 102 643 676
Servcorp Melbourne Virtual Pty Ltd	28-Oct-02	102 643 658	63 102 643 658
Servcorp MLC Centre Pty Ltd	28-Oct-02	102 643 756	86 102 643 756
Servcorp Melbourne 27 Pty Ltd	28-Oct-02	102 643 738	82 102 643 738
Servcorp Sydney Virtual Pty Ltd	28-Oct-02	102 643 649	61 102 643 649
Servcorp William Street Pty Ltd	28-Oct-02	102 643 729	80 102 643 729
Servcorp Melbourne 18 Pty Ltd	30-Jan-03	103 547 968	40 103 547 968
Servcorp Perth Pty Ltd	16-Sep-03	106 341 815	94 106 341 815
Servcorp Brisbane Riverside Pty Ltd	21-Sep-04	111 049 962	93 111 049 962
Servcorp Market Street Pty Ltd	14-Mar-06	118 781 409	85 118 781 409
Office Squared Pty Ltd	04-Apr-06	119 106 759	25 119 106 759
Servcorp WA Pty Ltd	09-May-06	119 599 503	80 119 599 503
Servcorp Parramatta Pty Ltd	31-Jan-07	123 707 273	61 123 707 273
Servcorp Sydney 56 Pty Ltd	03-Aug-07	126 881 534	25 126 881 534
Servcorp Norwest Pty Ltd	27-Aug-07	127 239 785	67 127 239 785
Servcorp Level 12 Pty Ltd	07-Nov-07	128 350 514	47 128 350 514
Servcorp Western Australia Pty Ltd	23-Nov-07	128 615 716	20 128 615 716
Office Squared (Nexus) Pty Ltd	06-Dec-07	128 793 046	92 128 793 046
Servcorp SA 30 Pty Ltd	10-Apr-08	130 565 178	64 130 565 178
Servcorp City Square Pty Ltd	14-Apr-08	130 609 826	87 130 609 826
Servcorp North Sydney 32 Pty Ltd	09-Jul-08	132 123 927	51 132 123 927
Servcorp Docklands Pty Ltd	13-Jan-10	141 457 267	67 141 457 267
Servcorp Sydney 22 Pty Ltd	14-Jan-10	141 477 134	79 141 477 134
Servcorp Hobart Pty Ltd	21-Apr-10	143 254 577	48 143 254 577
Servcorp Brisbane 400 Pty Ltd	07-Jul-10	145 072 055	25 145 072 055
Servcorp Southbank Pty Ltd	23-Jul-10	145 378 632	99 145 378 632
Office Squared (Atlas) Pty Ltd	06-Dec-10	147 719 391	64 147 719 391
Gnee Pty Ltd	28-Nov-11	154 484 349	28 154 484 349