

Public Report Form for St Agnes Catholic Church Port Macquarie

Organisation ID: 53406

01 April 2012 to 31 March 2013 reporting period.

Submitted in accordance with the Workplace Gender Equality Act 2012 (WGE Act).

Submitted by: St Agnes Catholic Church Port Macquarie

Industry

- **Centacare, St Agnes Parish, Port Macquarie**
- **St Josephs Family Services, St Agnes Parish, Port Macquarie**
- **Catholic Care of the Aged, St Agnes Parish, Port Macquarie**
- **St Agnes Property Services, St Agnes Parish, Port Macquarie**
- **Vocol, St Agnes Parish, Port Macquarie**

State: NSW

Parent company: Trustees of the Roman Catholic Church, Diocese of Lismore

1. Organisation's details

Legal name of your organisation: <i>(if changed since last report, complete Section 2 below)</i>		Catholic Parish of St Agnes Port Macquarie				
Trading name <i>(if applicable)</i> :		St Agnes Parish				
Total no. of employees:		ABN:		20409792609, 80051670020, 77667443492, 8403512632		
ASX Codes for organisations listed on Australian Securities Exchange :						
ANZSIC Code <u>AND</u> industry description: <i>(refer www.abs.gov.au):</i>		8790 – Other social assistance 9710 – Childcare 8601 – Aged Care residential services 8609 – Other residential Care Services		Is your organisation a not-for-profit? Y/N Y		
Postal address:	PO Box 1736 PORT MACQUARIE		State:	NSW	Postcode:	2444
	Switchboard No:	02 65 88 7444	Facsimile No:	02 65 88 7443		
Physical address:	49 Hay Street PORT MACQUARIE		State:	NSW	Postcode:	2444

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

Name of the ultimate AUSTRALIAN Parent Company for your organisation/s?	Trustees of the Roman Catholic Church, Diocese of Lismore					
List ALL organisations covered in this Report: <i>(if too many to list here, please attach a separate document):</i>	Centacare, St Agnes Parish, Port Macquarie					
	St Josephs Family Services, St Agnes Parish, Port Macquarie					
	Catholic Care of the Aged, St Agnes Parish, Port Macquarie					
	St Agnes Property Services, St Agnes Parish, Port Macquarie					
	Vocol, St Agnes Parish, Port Macquarie					
Have there been changes to ANY of your organisations since your last report? <i>(if yes, detail below)</i> :				YES	NO	X
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

	CEO Details	Report Contact Details
Title (eg Ms, Mr, Dr etc):	Mr	Mrs
Family Name:	Spencer	Tracey
First Name:	Adam	Preston
Job Title:	Deputy Chief Executive Officer	Human Resources Officer
Telephone:	0265 88 7444	02 65 88 7444
Facsimile:	0265 88 7442	02 6588 7443
E-mail Address (or PA for CEO):	ASpencer@pac.stagnesparish.org.au	TPreston@pac.stagnesparish.org.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

	Women		Men		Casual		Total Staff	%	
	Full time	Part time	Full time	Part time	Women	Men		Women	Men
CEO			1				1	0	100%
Deputy CEO			1				1	0	100%
Directors	2		3				5	40%	60%
Senior Managers/Team Leaders	12		2				14	86%	14%
Managers/Team Leaders	12		3				15	80%	20%
Senior Executive Support	6	6					12	100%	0
Finance Support,	3	3	2				8	75%	25%
Admin Staff	9	3					12	100%	0
Sales Staff (Village)	1						1	100%	0
Care Staff (Children)	18	17	1		9		45	60%	40%
Care Staff (Day Care)	2	3					5	100%	0
Care Staff (Child support programs e.g. MNC Inclusion Support, etce)	1	6					7	100%	0
Early Childhood teachers (Children)	4	6					10	100%	0

Care Staff (Aged Care – Care Service Employees)	8	147	1	24	58	14	252	85%	15%
Care Staff (Aged Care – Nurses – EN, EEN, RN)	2	18			15	1	36	97%	3%
Care Staff (Aged Care – Home Care)	3	23			3		29	100%	0
Care Staff (Welfare)		27		18	10	7	62	60%	40%
Maintenance			5				5	0	100%
Total	83	259	19	42	95	22	520	84%	16%

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

