



## 2013-14 public report form submitted by Myer Pty Ltd to the Workplace Gender Equality Agency

### Organisation and contact details

Organisation	Legal name	Myer Pty Ltd
registration	ABN	83004143239
	ANZSIC	4260 Department Stores
Organisation	Trading name/s	Myer
details	ASX code (if relevant)	MYR
	Postal address	800 Collins Street,
		DOCKLANDS,
		VIC,3008,AUSTRALIA
	Organisation	(03) 8667 7000
	phone number	
Reporting structure	Number of employees covered	13261
	in this report submission	
	Other	Sass & Bide Pty Ltd
	organisations reported on in this	Warehouse Solutions Pty Ltd
	report	





# Workplace profile Manager

Manager occupational categories	Reporting level to CEO	Employment status		No. of employees			
			F	М	Total employees		
CEO/Head of Business in Australia	0	Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Key management personnel	-1	Full-time permanent	0	4	4		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Other executives/General managers	-1	Full-time permanent	4	4	8		
· ·		Full-time contract	1	0	1		
		Part-time permanent	0	0	O		
		Part-time contract	0	0	0		
		Casual	0	0	C		
	-2	Full-time permanent	11	9	20		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	C		
		Part-time contract	0	0	C		
		Casual	0	0	C		
	-3	Full-time permanent	4	2	6		
		Full-time contract	0	0	C		
		Part-time permanent	0	0	O		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Senior Managers	-2	Full-time permanent	11	14	25		
· ·		Full-time contract	0	1	1		
		Part-time permanent	3	0	3		
		Part-time contract	1	0	1		
		Casual	0	0	C		
	-3	Full-time permanent	14	20	34		
		Full-time contract	1	0	1		
		Part-time permanent	0	0	(		
		Part-time contract	0	0	(		
		Casual	0	0	C		



Manager occupational categories	Reporting level to CEO	Employment status		No. of employees			
			F	М	Total employees		
	-4	Full-time permanent	5	3	8		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
	-5	Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Other managers	-2	Full-time permanent	7	3	10		
		Full-time contract	0	1	1		
		Part-time permanent	2	0	2		
		Part-time contract	0	0	0		
		Casual	0	0	0		
	-3	Full-time permanent	65	80	145		
		Full-time contract	2	0	2		
		Part-time permanent	7	0	7		
		Part-time contract	1	0	1		
		Casual	1	0	1		
	-4	Full-time permanent	142	95	237		
		Full-time contract	1	0	1		
		Part-time permanent	9	0	9		
		Part-time contract	0	0	0		
		Casual	0	0	0		
	-5	Full-time permanent	21	23	44		
		Full-time contract	1	1	2		
		Part-time permanent	1	0	1		
		Part-time contract	0	0	0		
		Casual	0	0	0		
	-6	Full-time permanent	0	3	3		
		Full-time contract	0	0	0		
		Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Grand total: all managers			315	265	580		



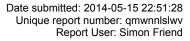
#### Non-manager

Non-manager occupational categories	Employment status	No. of employees (exclusion apprent			aduates (if cable)	No. of application	Total employees	
, and the second		F	M	F	M	F	M	
Professionals	Full-time permanent	511	186	0	0	0	0	697
	Full-time contract	4	3	0	0	0	0	7
	Part-time permanent	38	1	0	0	0	0	39
	Part-time contract	3	0	0	0	0	0	3
	Casual	1	0	0	0	0	0	1
Technicians and trade	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Community and personal service	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	310	106	0	0	0	0	416
	Full-time contract	10	1	0	0	0	0	11
	Part-time permanent	59	3	0	0	0	0	62
	Part-time contract	1	0	0	0	0	0	1
	Casual	36	12	0	0	0	0	48
Sales	Full-time permanent	872	407	0	0	0	0	1,279
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	4,453	497	0	0	0	0	4,950





Non-manager occupational categories	Employment status	No. of employees (exclusive apprent		No. of gr appli	aduates (if icable)	No. of appliance	Total employees	
		F	М	F	М	F	M	
	Part-time contract	0	0	0	0	0	0	0
	Casual	3,874	1,205	0	0	0	0	5,079
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Labourers	Full-time permanent	1	0	0	0	0	0	1
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Others	Full-time permanent	25	44	0	0	0	0	69
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	14	4	0	0	0	0	18
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		10,212	2,469	0	0	0	0	12,681







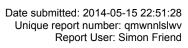
1.5

### Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 SUPPC	Do you have formal policies or formal strategies in place that SPECIFICALLY DRT GENDER EQUALITY in relation to:
1.1 ⊠ Yes	Recruitment?
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☑ Strategy is contained within another strategy</li> </ul>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.2 ⊠ Yes	Retention?
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☑ Strategy is contained within another strategy</li> </ul>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.3 ⊠ Yes	Performance management processes?
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
	currently under development
No,	insufficient human resources staff don't have expertise not a priority
1.4 ⊠ Yes	Promotions?
_	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
No,	currently under development insufficient human resources staff don't have expertise not a priority

Talent identification/identification of high potentials?







⊠ Yes	
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
	Strategy is contained within another strategy currently under development
☐ No,	insufficient human resources staff don't have expertise not a priority
1.6 ⊠ Yes	Succession planning?
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☑ Strategy is contained within another strategy</li> </ul>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.7 ⊠ Yes	Training and development?
	<ul> <li>Standalone policy</li> <li>Policy is contained within another policy</li> <li>Standalone strategy</li> <li>Strategy is contained within another strategy</li> </ul>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.8 ☐ Yes	Resignations?
_	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.9 ⊠ Yes	Key performance indicators for managers relating to gender equality?
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☑ Strategy is contained within another strategy</li> </ul>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.10	Gender equality overall?

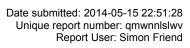




⊠Yes
<ul> <li>☐ Standalone policy</li> <li>☒ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☒ Strategy is contained within another strategy</li> </ul>
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:
Gender equality indicator 2: Gender composition of governing bodies
Does your organisation, or any organisation you are reporting on, have a governing body/board? (If you answered no, you will only be required to answer question 2.4, if applicable)  ☐ Yes ☐ No
2.1 Please complete the table below. List the names of organisations on whose

2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, also indicate the gender composition of that governing body/board; and where in place, include what gender composition target has been set and the year the target is to be reached. IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition numbers of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a future date in the format of YYYY in the 'Year to be reached' column.

	Organisation name	Chair	person	Board members		% Target	Year to be reached
		F	М	F	М		
1	Myer Holdings Pty Ltd		1	2	5	0	
2							
3							
4							
5							
6							
7							
8							
9							







10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				



38							
39							
40							
41							
42							
43							
44							
45							
46							
47							
48							
49							
50							
2.2 For any governing bodies/boards where gender composition targets have not been set, you may specify why below:  Governing body has gender balance (e.g 40% women/40% men/20% either)  Currently under development  Insufficient human resources staff  Don't have expertise  Don't have control over board appointments (provide details why):							
<ul> <li>□ Don't have control over board appointments (provide details why):</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> <li>The Board recognises that a Board comprising directors with a diverse range of backgrounds, skills and experience enables the Board to discharge its responsibilities effectively. It is intended that the Board will comprise dierctors with a broad range of skills, expertise and experience from a diverse range of backgrounds. This will ensure that the composition of the Board reflect a range expertise, experience and diversity appropriate to the Group's business and strategies.</li> </ul>							

Do you have a formal selection policy or formal selection strategy for governing body/board members for ALL organisations covered in this report? ⊠ Ýes ☐ Standalone policy☐ Policy is contained within another policy☐ Standalone strategy ☐ Strategy is contained within another strategy □ No No, in place for some governing bodies No, currently under development No, insufficient human resources staff No, do not have control over board appointments (provide details why): ☐ No, don't have expertise





<ul><li>☐ No, not a priority</li><li>☐ No, other (provide details):</li></ul>		
2.4 If your organisation, or any organisation you are reporting enter the total number of male and female EQUITY PARTNERS ir managing partner is also an equity partner enter those details sepbelow). If you have a separate governing body/board of directors, in 2.1	n the followin arately in the please enter	g table (if your e relevant row its composition
Managing partner	F	M
Other equity partners		
Gender equality indicator 3: Equal remuneration between women a Do you have a formal policy or strategy on remuneration of Yes  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, salaries set by awards or industrial agreements No non-award employees paid market rate No, not a priority No, other (provide details):		
3.1 Are specific gender pay equity objectives included in your strategy?  Yes  No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, not a priority No, other (provide details):	formal policy	y or formal
4 Has a gender remuneration gap analysis been undertaker  ☐ Yes - please indicate when this analysis was most recently und ☐ Within last 12 months ☐ Within last 1-2 years ☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details):		
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> </ul>		





<ul> <li>No, salaries set by awards or industrial agreements</li> <li>No, non-award employees paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
4.1 Were any actions taken as a result of your gender remuneration gap analysis?  ☐ Yes - please indicate what actions were taken: ☐ Identified cause/s of the gaps ☐ Created an action plan to address causes ☐ Reviewed remuneration decision-making processes ☐ Reviewed individual remuneration outcomes ☐ Conducted a gender-based job evaluation process ☐ Implemented other changes (provide details):
<ul> <li>No</li> <li>No gaps identified</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, salaries set by awards or industrial agreements</li> <li>No, non-award employees paid market rate</li> <li>No, unable to address cause/s of gaps (provide details why):</li> </ul>
<ul><li>No, not a priority</li><li>No, other (provide details):</li></ul>
Gender equality indicator 4: Availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities  5 Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?  Yes  No  No, currently being considered  No, insufficient human resources staff  No, government scheme is sufficient  No, don't know how to implement  No, not a priority  No, other (provide details):
<ul><li>5.1 Please indicate the number of weeks of employer funded paid parental leave that are provided for primary carers.</li><li>6</li></ul>
5.2 How is employer funded paid parental leave provided to the primary carer?  By paying the gap between the employee's salary and the government's paid parental leave scheme
By paying the employee's full salary (in addition to the government's paid scheme) (regardless of the period of time over which it is paid for example, full pay for 12 weeks or half pay for 24 weeks)
As a lump sum payment (paid pre- or post- parental leave, or a combination)
Do you provide employer funded parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?





<ul> <li>Yes, one week or greater</li> <li>Yes, less than one week</li> <li>No</li> <li>No, currently being considered</li> <li>No, insufficient human resources staff</li> <li>No, government scheme is sufficient</li> <li>No, don't know how to implement</li> <li>No, not a priority</li> <li>No, other (provide details)</li> </ul> 7 How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the last reporting period?							
		Primary care	r's leave Male	Secondary car Female	er's leave Male		
N	lanagers	19	0	0	0		
Nor	n-managers	138	5	0	0		
8 leave?			force has acc	ess to employer fund			
%	<u>Primar</u>	y carer's leave 61		Secondary carer's 0	leave		
<ul><li>No,</li><li>No,</li><li>No,</li><li>No,</li><li>No,</li><li>No,</li></ul>	<ul> <li>✓ Yes</li> <li>✓ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>						
Do you have a formal policy or formal strategy to support employees with family and caring responsibilities?  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, included in workplace agreement ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):							





caring responsibilities?  Yes  No  No, currently under development  No, insufficient human resources staff  No, don't have expertise  No, not a priority  No, other (provide details):
11.1 To understand where these measures are available, do you have other worksites in addition to your head office?  ☑ Yes ☐ No
11.2 Please indicate what measures are in place and in which worksites they are available (if you do not have multiple worksites, you would select 'Head office only'):    Employer subsidised childcare   Head office only   Other worksites only   Head office and some other worksites
☐ All worksites including head office ☐ On-site childcare ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
☐ All worksites including head office ☐ Breastfeeding facilities ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
<ul> <li>☑ All worksites including head office</li> <li>☐ Childcare referral services</li> <li>☐ Head office only</li> <li>☐ Other worksites only</li> <li>☐ Head office and some other worksites</li> <li>☐ All worksites including head office</li> </ul>
☐ Internal support network for parents ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
Return to work bonus  Head office only Other worksites only Head office and some other worksites All worksites including head office
☐ All worksites including head office ☐ Information packs to support new parents and/or those with elder care responsibilities ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office
<ul> <li>☐ Referral services to support employees with family and/or caring responsibilities</li> <li>☐ Head office only</li> <li>☐ Other worksites only</li> <li>☐ Head office and some other worksites</li> </ul>
☐ All worksites including head office ☐ Targeted communication mechanisms, for example intranet/forums ☐ Head office only





<ul> <li>☐ Other worksites only</li> <li>☐ Head office and some other worksites</li> <li>☐ All worksites including head office</li> <li>☐ None of the above, please complete question 11.3 below</li> </ul>	
Do you have a formal policy or formal strategy to support employees who are experiencing family or domestic violence?  Yes	
☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No	
No, currently under development No, insufficient human resources staff No, included in workplace agreement No, not aware of the need No, don't have expertise	
No, not a priority No, other (provide details):	
Other than a policy or strategy, do you have any measures to support employees who are experiencing family or domestic violence?  Yes - please indicate the type of measures in place:  Employee assistance program  Access to leave  Training of human resources (or other) staff  Other (provide details):	
No No, currently under development No, insufficient human resources staff No, not aware of the need No, don't have expertise No, not a priority No, other (provide details):	

Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

	Managers				Non-managers			
	Female		Male		Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work	$\boxtimes$	$\boxtimes$	$\boxtimes$	$\boxtimes$		$\boxtimes$		$\boxtimes$
Compressed working weeks	$\boxtimes$	$\boxtimes$	$\boxtimes$			$\boxtimes$		$\boxtimes$
Time-in-lieu		$\boxtimes$	$\boxtimes$	$\boxtimes$		$\boxtimes$		$\boxtimes$
Telecommuting		$\boxtimes$	$\boxtimes$			$\boxtimes$		$\boxtimes$
Part-time work			$\boxtimes$					
Job sharing								
Carer's leave			$\boxtimes$					$\boxtimes$





Purchased leave			$\boxtimes$		
Unpaid leave					

14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:

14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below?  Currently under development Insufficient human resources staff Don't have expertise Not a priority Other (provide details):
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace
Have you consulted with employees on issues concerning gender equality in your workplace?  ☐ Yes ☐ No ☐ No, not needed (provide details why):
<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
15.1 How did you consult with employees on issues concerning gender equality in your workplace?  Survey Consultative committee or group Focus groups Exit interviews Performance discussions Other (provide details):
15.2 What categories of employees did you consult?

Gender equality indicator 6: Sex-based harassment and discrimination





discrimination prevention?    Yes
<ul> <li>Standalone policy</li> <li>Policy is contained within another policy</li> <li>Standalone strategy</li> <li>Strategy is contained within another strategy</li> </ul>
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy?  Yes  No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?  ☑ Yes - please indicate how often this training is provided:  ☑ At induction  ☐ At least annually  ☑ Every one-to-two years  ☐ Every three years  ☐ Varies across business units  ☐ Other (provide details):
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>

#### Other

Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (Please note that any information you provide here will appear in your public report)

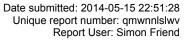
The Board has determined that return rates from parental leave is one measurable objectives for the Board as the Company recognises that parental leave is the commencement of a break in employment and the Company is committed to ensuring team members returning to work after a period of parental leave can do so under a graduated return to work program.

19 You may provide additional details on any information provided in the report below.





Where an issue of pay equity exits, there is no bias in the Company's remuneration review process, it is a result of turnover levels impacting on pay relativities and relatively small pool of funds available for remuneration reviews. Salaried positions have an entry, mid point and maximum amount, and in line with our remuneration process, newly appointed Team Members are generally appointed at the entry point. As the majority of new hires are female, the average salary differs to that of males.







#### **Notification and access**

List of employee organisations

Shop Distributive and Allied Employees' Association
National Union Workers

#### **CEO** sign off confirmation

Name of CEO or equivalent	Bernie Brookes
Confirmation CEO has signed the report	Yes