





2017-2018 Reporting Period

Reporting Online

Our world-leading data set relies on our organisations to provide accurate information on their workplaces. By providing the Workplace Gender Equality Agency with standardised data, organisations allow us to compare between and within industries. This data set results in Competitor Analysis Benchmark Reports that are meaningful and valuable to organisations.

Tip 

You can save data and exit the portal at any time and come back at a later date to complete the report.

Tip 

For a catalogue of resources for reporting please visit the 'reporting resources' section of the website.

There are six steps for completing the compliance report online in the Reporting tab:

- [Confirm organisation reporting details](#)
- [Complete workplace profile](#)
- [Complete reporting questionnaire](#)
- [Complete notification and access requirements](#)
- [CEO sign-off confirmation](#)
- [Submit your report](#)
- [Privacy](#)



1. Confirm organisation reporting details

Confirm the pre-populated details or update your organisation reporting details via the 'Organisation' tab of the online portal.



2. Complete workplace profile

2.1 Select unit level or aggregated data.

The workplace profile is to be provided to the Agency as either unit level data or aggregated level data.

For either option, we recommend you [prepare your data](#) using the workplace profile [worksheets](#) available from the website.

Option 1: Unit level data	Option 2: Aggregated data
<p>Simplest option, one table to complete</p> <p>One employee per line (de-identified employee data).</p>	<p>Two tables to complete: one for managers, one for non-managers*.</p> <p><i>*This is because the reporting level to the CEO is only required for managers. Graduate and apprentice categories only apply to non-managers.</i></p>
<p>Once uploaded, the online system generates the aggregated tables from your unit level data and automatically calculates the relevant remuneration totals.</p>	<p>Employers need to calculate:</p> <ul style="list-style-type: none"> → aggregated employee numbers per category → aggregated annualised AVERAGE base salary and total remuneration per category

2.2 Choose a date

The workplace profile reflects the actual headcount (actual number of employees, not full-time equivalents) of all employees at a point in time (any day) within the applicable reporting period (1 April - 31 March). All employees refers to full-time, part-time, those on a fixed-term contract and casual employees.

The remuneration data associated with the employees included in the workplace profile is for the 12 months prior to the date chosen for the workplace profile.

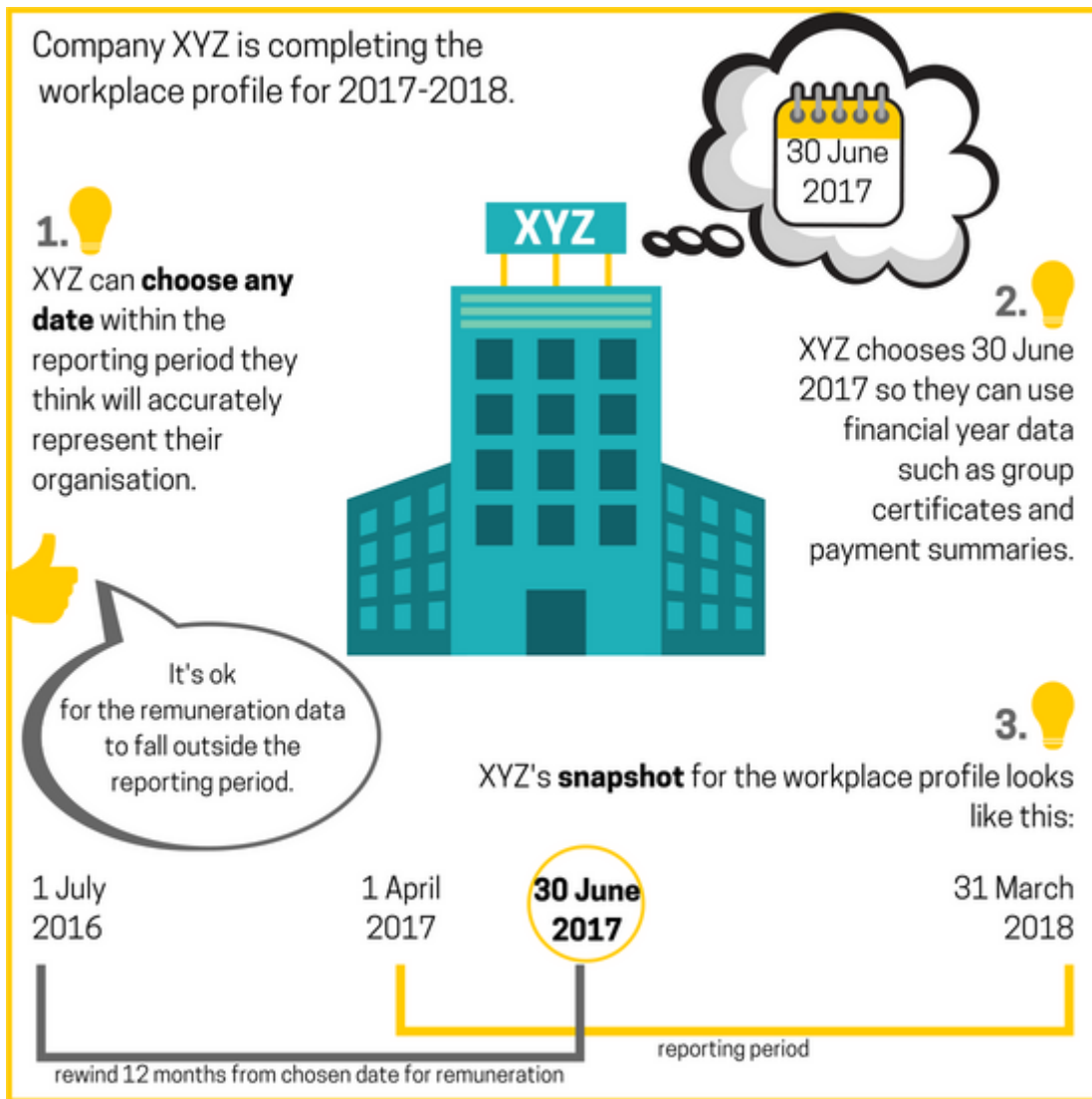


Figure 1: Choose a date for workplace profile

2.3 Categorise employees

All employees (managers and non-managers) must be categorised using the standardised manager and non-manager occupational categories. We have guides to help categorise employees. Refer to our [manager categories guide](#) and our [non-manager occupational categories guide](#) for help.

2.4 Allocate reporting levels relative to the CEO for all managers

Reporting levels to the CEO are only required for managers, they are not required for non-managers. They are to be determined AFTER employees have been categorised to the correct manager category (as above).

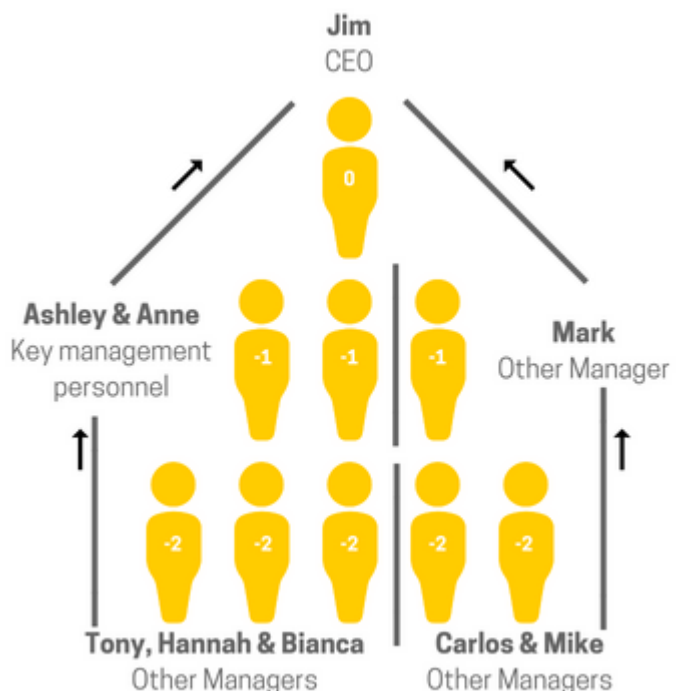


Figure 2: Reporting Levels to CEO

2.5 Make sure the remuneration data is converted to annualised AND full-time equivalent amounts

Remuneration data is required for all employees, excluding the CEO (or equivalent), managers with a reporting level to the CEO of +1 (i.e. those who are more senior than the CEO and report to someone overseas) and managers employed on a casual basis.

Remuneration needs to be annualised and converted to full-time equivalent for both base and total remuneration.

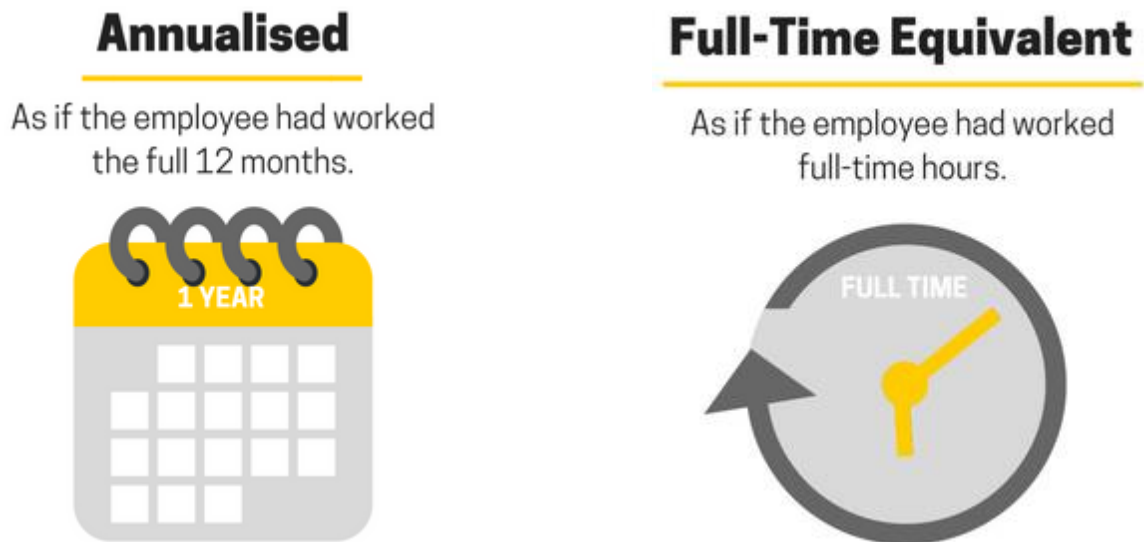


Figure 3: Annualised and Full-Time Equivalent Remuneration

Types of Remuneration:

Pro Rata	Fixed
Proportional payments	One off payments
E.g. Superannuation	E.g. Overtime or Christmas bonus

For detailed definitions of remuneration terms, see Table 9 in the [2018 Reporting Reference Guide](#).



3. Complete reporting questionnaire

The [reporting questionnaire](#) comprises 17 questions and a non-mandatory feedback question. Response options are typically yes/no or table format. Where 'no' is selected, employers have the option to provide a reason for this using pre-set options or a free-text box. The responses must apply to all organisations included in the report and during the applicable reporting period (1 April to 31 March).



4. Complete notification and access requirements

By ticking the relevant box in this section, relevant employers approve the [notification and access requirements](#) page be included in the public report. There is also a free text box to list relevant employee organisations if applicable.

Public reports are available on the Agency's website towards the end of the calendar year for the previous reporting period. It is the responsibility of the employer to provide access to the report to employees and members or shareholders via their own channels.

Tip

You can notify employees through your organisation's normal means, EG employee newsletters, meetings or any other appropriate ways.



5. CEO sign-off confirmation

Tip

We recommend you download and keep a hard copy of the public report and confidential reports signed by the CEO for record-keeping purposes.

Relevant employers acknowledge that the report has been signed by the relevant CEO by adding her/his name and ticking the relevant box.

An acting CEO of the relevant employer will also be able to sign the public report. The signed report is what the employer is required to make available to employees and shareholders or members.



6. Submit your report

Finally, click on the 'submit' button in step 6 to officially lodge your compliance report.

Tip

You can edit your report 28 days after you first submit it.

Tip

Once the report is submitted, you can access both the public and confidential versions from the bottom of the 'Reporting summary' page of the portal.

Privacy Considerations

Reports will be made public, however the public version of your report will not include personal information, remuneration details and other information that may be specified by the Minister.

You can find out more by reading the Agency's [privacy policy](#).