# Reporting Questionnaire

## Word version 2023-24

## Please note:

## This word document is for preparing responses offline to refer to when completing the Questionnaire, this word document cannot be uploaded into the WGEA employer portal

## Voluntary questions and responses are highlighted.

## If you are reporting in the same submission group as 2022-23, most of your answers will pre-populate when completing the module. Review your prior responses in the Portal from 1 Apil to ensure all pre-populated answers are still accurate. Provide a response, where applicable, to those questions that do not have pre-populated answers.

## Workplace overview

### Policies and strategies

***Policies****are the guidelines, rules and procedures developed by an organisation to govern its actions (often in recurring situations). They define the limits (dos and don’ts) within which decisions must be made. They are widely communicated and available to all staff.*

*A****strategy****is a plan of action designed to achieve one or more of an organisation’s objectives. Strategies fill the gap between “where we are” and “where we want to be”, that is, “how are we going to get there?” They relate to how an organisation allocates and uses materials and human resources and require an executive decision.*

*A formal policy/strategy is a written document approved by human resources or management. A strategy can exist without a policy and a policy without a strategy. However, both can coexist and support each other.*

#### 1.1 Do you have formal policies and/or formal strategies in place that support gender equality in the workplace?

#### *This question asks whether your organisation has ‘policies’ and/or ‘strategies’ in place that support gender equality in the workplace and what the policies and/or strategies include. These areas are considered key to achieving gender diversity in the composition of your workforce. If you do not have a policy and/or strategy in place, you will have the opportunity to indicate why.*

*(Select all that apply)*

Yes *(Move on to question 1.1a)*

No *(Move on to question 1.2)*

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Other (provide details)

1.1a Do the formal policies and/or formal strategies include any of the following?

*(Select all that apply)*

Recruitment

Retention

Performance management processes

Promotions

Talent identification/identification of high potentials

Succession planning

Training and development

Key performance indicators for managers relating to gender equality

Gender and other aspects of diversity

Other

**1.2 Does your organisation have any targets to address gender equality in your workplace?**

*A target is an achievable, time-framed goal that an organisation can set to focus its efforts. A gender balance target is a goal for a specific group of people.*

Yes *(Select all that apply)*

Reduce the organisation-wide gender pay gap

Increase the number of women in management positions

Increase the number of women in key management personnel (KMP) roles

Increase the number of women in male-dominated roles

Increase the number of men in female-dominated roles

Increase the number of men taking parental leave

Increase the number of men utilising flexible work arrangements

To have a gender balanced governing body (at least 40% men and 40% women)

Other

No

#### 1.3 Voluntary response: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

(500 word limit)

### Governing bodies

*Governing bodies are the group of people who formulate policy and direct the affairs of an institution in partnership with the managers. The core role of a governing body is the governance of an organisation. Governing bodies:*

* *include voluntary boards of not-for-profit organisations*
* *are not a diversity council or committee*
* *are not a global diversity and inclusion team.*

*Some organisations have common types of governing bodies. For:*

* *private or publicly listed companies – the governing body is one or more directors or a board of directors*
* *trusts – the governing body is the trustee*
* *partnerships – the governing body will be all or some partners (if they are elected)*
* *religious structures – the governing body is a canonical advisor, bishop or archbishop*
* *any other structure – the governing body is the management committee.*

*If you share a governing body with your parent organisation, then your governing body is the same as your parent’s.*

#### 1.4 Identify your organisation/s’ names and indicate if they have a governing body

#### *You are required to provide details of each organisation’s governing body. A governing body is defined as the one that has primary responsibility for the organisation’s governance. As such, you must only report one governing body for each ABN covered in this report. Please note:*

#### *A list of organisation/s that were confirmed for this submission will display*

#### *You must check the organisation/s this governing body relates to.*

#### *If there are multiple organisations covered in this report you must tick all that relate to this particular governing body.*

#### *If this governing body does not cover all organisations, you should add another governing body after saving this one.*

#### *You can only provide one governing body response for each ABN reported in this submission, copy questions A-H below for each governing body being reported.*

**Organisation name:**

**A. To your knowledge, is this governing body also reported in a different submission group for 2023-24 Gender Equality Reporting?**

Yes

No

#### B. What is the name of your governing body?

*Indicate the full name of your governing body as it is known internally and/or externally.*

#### C. What type of governing body does this organisation have?

*The type of governing body should be the one that has* ***primary*** *responsibility for the governance of each organisation.*

*(Select one option)*

Board of directors

Board/committee of partners

Board of Trustees

Council

Management committee

Other governing body/authority (provide details)

#### D. How many members are in the governing body and who holds the predominant Chair position?

*A Chair is the person who leads and chairs meetings of the governing body. In the situation of rotating Chair position for the meetings, the predominant gender of the people acting as Chairs for the meeting during the reporting period should be used.*

*‘X’ is a voluntary option to cover members who do not identify as either male or female as defined in the reporting guide.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Female** | **Male** | **X** |
| Chairs | *e.g.1* | *e.g.0* | *e.g. 0* |
| Members (excluding chairs) | *e.g. 6* | *e.g. 5* | *e.g. 1* |

#### E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation’s governing body?

*(Select one option)*

Yes *(Move to question E.1)*

*If you select yes, you must indicate which you have.*

Policy

Strategy

No *(Select all that apply and move to question F)*

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Do not have control over governing body/appointments

Other (provide details)

E.1 Do the formal policies and/or formal strategies include any of the following?

*(Select all that apply)*

Selection process for governing body members

Broad advertisement of governing body positions

Gender diversity on candidate shortlists

Succession planning for the governing body

Gender and other aspects of diversity

#### F. Does this organisation’s governing body have limits on the terms of its Chair and/or Members?

*For the responses below, if the term limit does not relate to a full year, record the part year as a decimal amount.*

Yes *(Select all that apply)*

For the Chair *(Enter maximum length of term [in years])*

For the Members *(Enter maximum length of term [in years])*

No

#### G. Has a target been set to increase the representation of women on this governing body?

*A target is an achievable, time-framed goal that an organisation can set to focus its efforts. A gender balance target is a goal for a specific group of people, in this case the governing body or board. Targets are different from quotas in that they are set by an organisation to suit their own results and timeframes. Quotas are set by an external body with the authority to impose them.*

*(Select one option)*

Yes *(Provide more detail below in Questions G.1 & G.2)*

No *(Select all that apply)*

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Other (provide details)

#### G.1 What is the percentage (%) target?

#### G.2 What year is the target to be reached (select the last day of the target year)?

Click or tap to enter a date.

**H. *Voluntary question:* Do you have a formal policy and/or formal strategy on diversity and inclusion****for this organisation's governing body?**

*Gender inequality is not experienced in the same way by all women, men and non-binary people. Different dimensions of identity, including race, sexual orientation, disability, and age, can intersect and influence individual experiences and outcomes at work. These questions focus on diversity within the organisation’s governing body. A formal policy and/or formal strategy on diversity and inclusion for the organisation's governing body does not have to be a separate policy/strategy but could be a part of another policy/strategy, such as an overall gender equality policy and/or strategy or overall diversity and inclusion policy and/or strategy.*

Yes*(Select all that apply)*

Aboriginal and/or Torres Strait Islander identity

Cultural and/or language and/or race/ethnicity background

Disability and/or accessibility

Gender identity

Age

Other

No *(Select all that apply)*

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Other (provide details)

**I. *Voluntary question:* Do you collect data on any of the following dimensions of the identities of members of this organisation’s governing body?**

|  |  |
| --- | --- |
| Yes, Aboriginal and/or Torres Strait Islander identity | This data:  cannot be shared publicly or internally by the employer  can be shared publicly or internally by the employer |
| Yes, Cultural and/or language and/or race/ethnicity background | This data:  cannot be shared publicly or internally by the employer  can be shared publicly or internally by the employer |
| Yes, Disability and/or accessibility | This data:  cannot be shared publicly or internally by the employer  can be shared publicly or internally by the employer |
| Yes, Gender identity | This data:  cannot be shared publicly or internally by the employer  can be shared publicly or internally by the employer |

#### 1.5 Voluntary response: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

*(500 word limit)*

## Action on gender equality

### Gender pay gaps

*Gender Pay Equity is when women and men receive equal pay for work of the same or similar value, however, it is not just about ensuring women and men performing the same role are paid the same but also about ensuring women and men performing different work of equal and comparable value are paid equitably. This is a legal requirement in Australia.*

*The gender pay gap is not to be confused with gender pay equity. The gender pay gap is the difference in average or median earnings between women and men and is usually a consequence of disadvantages employees face in the workplace. Gender pay gaps are also not a direct comparison of like roles.*

*Gender pay gaps are a useful way to monitor the different earning capacities of women and men across organisations, industries, and the workforce as a whole.*

*Employers need to be actively working to understand and address their pay equity and gender pay gaps. The first step in improving your organisation’s pay equality and gender pay gap is to conduct your own pay gap analysis and understand what’s driving any differentials.*

#### 2.1 Do you have formal policies and/or formal strategies on equal remuneration (pay equity and the gender pay gap) between women and men?

#### *This question focuses on the policies and/or strategies your organisation has in place related to equal remuneration (pay equity and the gender pay gap) between women and men. If you do not have policies and/or strategies in place, you will have the opportunity to indicate why. The policies or strategies may be stand alone and/or contained within another strategy/policy.*

*(Select one option)*

Yes *(Select all that apply and move to question 2.1a)*

Policy

Strategy

No*(Select all that apply then move to question 2.2)*

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Other (provide details)

#### 2.1a Do the formal policies and/or formal strategies include any of the following?

*(Select all that apply)*

To achieve gender pay equity

To close the gender pay gap

To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews)

To be transparent about pay scales and/or salary bands

To ensure managers are held accountable for pay equity outcomes

To implement and/or maintain a transparent and rigorous performance assessment process

Other (provide details)

**2.2 Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?**

*This question focuses on the actions your organisation has taken in relation to gender remuneration. Specifically, it asks if and when you have conducted a remuneration gap analysis and if so, whether you took any actions as a result. If you have not taken any action, you will have the opportunity to indicate why.*

*(Select one option)*

Yes *(Move through questions 2.2a to 2.2c)*

No *(Select all that apply below and move to question 2.3)*

☐ Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

☐ Other (provide details)

#### 2.2a What type of gender remuneration gap analysis has been undertaken?

*(Select all that apply)*

A like-for-like gap analysis which compares the same or similar roles of equal or comparable value

A by-level gap analysis which compares the difference between women’s and men’s average pay within the same employee category

An overall gender pay gap analysis which compares the difference between women’s and men’s average pay across the whole organisation

#### 2.2b When was the most recent gender remuneration gap analysis undertaken?

*(Select one option)*

Within the last 12 months

Within the last 1–2 years

More than 2 years ago but less than 4 years ago

Other (provide details)

#### 2.2c Did you take any actions as a result of your gender remuneration gap analysis?

*(Select one option)*

Yes *(Select all that apply)*

Created a pay equity strategy or action plan

Identified cause/s of the gaps

Reviewed remuneration decision-making processes

Analysed commencement salaries by gender to ensure there are no pay gaps

Analysed performance pay to ensure there is no gender bias (including unconscious bias)

Analysed performance ratings to ensure there is no gender bias (including unconscious bias)

Set targets to reduce any gap pay gaps

Reported pay equity metrics (including gender pay gaps) to the governing body

Reported pay equity metrics (including gender pay gaps) to the executive

Reported pay equity metrics (including gender pay gaps) to all employees

Reported pay equity metrics (including gender pay gaps) externally

Trained people-managers in addressing gender bias (including unconscious bias)

Corrected instances of unequal pay

Conducted a gender-based job evaluation process

Implemented other changes (provide details):

No *(Select all that apply)*

Currently under development

Other (provide details)

*Voluntary response: You may also provide more detail below on the gender remuneration gap analysis that was undertaken.*

*(500 word limit)*

#### 2.3. Voluntary response: If your organisation would like to provide additional information relating to employer action on pay equity and/or gender pay gaps in your workplace, please do so below.

*(500 word limit)*

### Employee consultation

**2.4. Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?**

*Employee consultation is a formalised way to collect information about your employees’ views on the workplace, what is working well and what could be improved. This question asks if you have consulted your employees about gender equality issues in the workplace during the reporting period.*

*Examples of issues can include:*

* *parental leave entitlements and related processes, like keep-in-touch and return-to-work programs*
* *flexible working arrangements*
* *gender pay equity*
* *representation of women in management*
* *recruitment of women in non-traditional areas*
* *sexual harassment or discrimination.*

*(Select one option)*

Yes *(Move questions 2.4a and 2.4b)*

No *(Select all that apply below and then move to question 2.5)*

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Other (provide details)

**2.4a How did you consult employees?**

*(Select all that apply)*

Employee experience survey

Consultative committee or group

Focus groups

Exit interviews

Performance discussions

Other (provide details)

**2.4b Who did you consult?**

*(Select one of the top three selections or any combination of the bottom six options)* ALL staff

Women only

Men only

Human resources managers

Management

Employee representative group(s)

Diversity committee or equivalent

Women and men who have resigned while on parental leave

Other (provide details)

#### 2.5 Do you have formal policies and/or formal strategies in place to ensure employees are consulted and have input on issues concerning gender equality in the workplace?

*(Select one option)*

Yes *(Select all that apply)*

Policy

Strategy

No *(Select all that apply)*

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Other (provide details)

**2.6. Did your organisation/s share last year’s public report/s with employees and shareholders?**

*It is a requirement within the WGE Act for the relevant employer to:*

* *make public reports accessible to employees and shareholders*
* *inform employee organisations about the opportunity to comment*
* *inform employee organisations of lodgement of public report.*

*Only select ‘Not applicable’ if your organisation/s did not submit a report in the previous reporting period.*

Yes

No

Not applicable

**2.7.** **Have you shared previous Executive Summary and Industry Benchmark reports with the governing body?**

*It is a requirement within the WGE Act for the CEO to share your Executive Summary and Industry Benchmark Report. Only select ‘Not applicable’ if you did not receive an Executive Summary and Industry Benchmark from the Agency last year.*

Yes

No

Not applicable

**2.8. Voluntary response: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.**

*(500 word limit)*

## Flexible Work

### Flexible working

*This section focuses on the flexible work arrangements available in your organisation. If you have a formal policy and/or formal strategy on flexible work arrangements, it asks you to specify what this includes. It also asks whether specific flexible working options are available to managers and non-managers in your workplace, and whether these differ for women and men.*

* *A flexible work arrangement is an agreement between a workplace and an employee to change the standard working arrangement to better accommodate an employee’s commitments out of work.*
* *Flexible working arrangements usually encompass changes to the hours, pattern and location of work.*
* *If flexible working arrangements are not available to your employees, you will have the opportunity to indicate why.*

**3.1 Do you have a formal policy and/or formal strategy on flexible working arrangements?**

*(Select one option)*

Yes *(Select from the options below then move to question 3.1a)*

Policy

Strategy

No *(Select from the options below then move to question 3.2)*

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Other (provide details)

**3.1a Do the formal policies and/or formal strategies include any of the following?**

*(Select all that apply)*

A business case for flexibility has been established and endorsed at the leadership level

Leaders are visible role models of flexible working

Flexible working is promoted throughout the organisation

Targets have been set for engagement in flexible work

Targets have been set for men’s engagement in flexible work

Leaders are held accountable for improving workplace flexibility

Manager training on flexible working and remote/hybrid teams is provided throughout the organisation

Employee training on flexible working and remote/hybrid teams is provided throughout the organisation

Team-based training on flexible working is provided throughout the organisation

Employees are surveyed on whether they have sufficient flexibility

The organisation’s approach to flexibility is integrated into client conversations

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

Flexible work offerings are available to all employees, with a default approval bias (all roles flex approach)

Management positions are designed as part-time

All team meetings are offered online

Managers receive support to conduct performance evaluations that are not influenced by the work location of the employee (proximity bias)

The ability to job-share is incorporated into job design and advertising of new roles

Other (provide details)

3.2 Do you offer any of the following flexible working options to MANAGERS and/or NON-MANAGERS in your workplace?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Flexible working option** | **MANAGERS**  **Formal options available** | **MANAGERS**  **Informal options available** | **NON-MANAGERS**  **Formal options available** | **NON-MANAGERS**  **Informal options available** | **No** |
| Flexible hours of work |  |  |  |  |  |
| Compressed working weeks |  |  |  |  |  |
| Time-in-lieu |  |  |  |  |  |
| Remote working/working from home |  |  |  |  |  |
| Part-time work |  |  |  |  |  |
| Job sharing |  |  |  |  |  |
| Purchased leave |  |  |  |  |  |
| Unpaid leave |  |  |  |  |  |

**3.3 Managers receive appropriate support to conduct performance evaluations that are not influenced by the work location of the employee.***Training, guides and standard evaluation processes are some examples of support that can be provided by employers to mitigate proximity bias, or the favouring of on-site workers, by managers.*

**Yes**

**No**

**3.4 Voluntary response: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.**

*(500 word limit)*

## Employee support

### Paid parental leave

*Parental leave policies are designed to support and protect working parents around the time of childbirth or adoption of a child and when children are young. This section focuses on whether employer-funded paid parental leave is available to carers in your organisation (in addition to government-funded parental leave), and if it is, which employees have access to it and how much leave is available.*

*Some workplaces have developed parental leave policies that no longer use the primary/secondary carer definition and provide equal entitlements to any eligible employee.*

***Equally shared parental leave policies****offer the same type, length and conditions to employees of all genders, who require parental leave, with no distinction between primary and secondary carers.*

* *If your organisation offers this - you should answer this question with ‘yes, we offer employer- funded parental leave to all genders without using the primary/secondary carer definitions.*

*A****primary carer****is the person who most meets the child’s need, including feeding, dressing bathing and otherwise supervising the child.*

*A****secondary carer****is generally the current partner of the primary carer, the other legal parent of the child or the current partner of the other legal parent of the child.*

* *If your organisation provides parental leave based on this/these definition/s – you should answer this question with ‘yes, we offer employer funded parental leave (using the primary/secondary carer definitions)’. If your organisation specifically provides maternity leave and/or paternity leave, you should also answer ‘yes, we offer employer funded parental leave (using the primary/secondary carer definitions)’.*

*Through the****government’s paid parental leave****(PPL) scheme, eligible employees receive up to 18 weeks’ pay at the national minimum wage. This paid parental leave is****not****the equivalent to employer-funded paid parental leave.*

**4.1 Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**

*If you do not offer any employer-funded parental leave (in addition to any government funded parental leave scheme) – you should answer ‘no, we do not offer employer funded parental leave’.*

Yes, we offer employer-funded parental leave to all genders without using the primary/secondary carer definitions (as defined above)   
*(Answer questions 4.1.1a – 4.1.1g and then move to question 4.2)*

Yes, we offer employer-funded parental leave using the primary/secondary carer definitions   
*(Answer questions 4.1.2b – 4.1.2c and then move to question 2)*

No, we do not offer employer-funded parental **leave** *(Select all that apply and then move to question 2)*

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Other (provide details)

**4.1.1a Please indicate whether your employer-funded paid parental leave covers:**

***Note*** *– this question is if you offer parental leave to all genders without using the primary/secondary definition.*

*(Select all that apply)*

Birth

Adoption

Surrogacy

Stillbirth

**4.1.1b How do you pay employer-funded paid parental leave?**

***Note*** *– this question is if you offer parental leave to all genders without using the primary/secondary definition.*

*(Select one option)*

Paying the employee’s full salary

Paying the gap between the employee’s salary and the government’s paid parental leave scheme

As a lump sum payment

**4.1.1c Do you pay superannuation contribution to your carers while they are on parental leave?**

***Note*** *– this question is if you offer parental leave to all genders without using the primary/secondary definition.*

*(Select all that apply)*

Yes, on employer funded parental leave

Yes, on government funded parental leave

Yes, on unpaid parental leave

No

**4.1.1d How many weeks of employer-funded paid parental leave is provided?**

***Note*** *– this question is if you offer parental leave to all genders without using the primary/secondary definition.*

* *If you offer employer-funded paid parental leave to all carers regardless of the primary/secondary definition, you must report the minimum number of weeks you provide.*
* *If you offer different packages to certain groups of employees or based on service time, industry or worksite, your minimum would be across all options available to all carers. If you do use the primary/secondary definition, please go back and correct your answer for question 1 of this section.*
* *If you enter a high number of weeks (more than 52), you may be required to reconfirm your data to ensure accuracy.*

**4.1.1e Who has access to this type of employer-funded paid primary carers leave?**

***Note*** *– this question is if you offer parental leave to all genders without using the primary/secondary definition.*

*(Select all that apply)*

Permanent employees

Contract/fixed term employees

Casual employees

Other (provide details)

**4.1.1f Do you require carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer-funded parental leave?**

***Note*** *– this question is if you offer parental leave to all genders without using the primary/secondary definition.*

Yes

How long is the qualifying period (in months)?

No

**4.1.1g Do you require carers to take employer- funded paid parental leave within a certain time after the birth, adoption, surrogacy and/or stillbirth?**

***Note*** *– this question is if you offer parental leave to all genders without using the primary/secondary definition.*

Yes

within 6 months

within 12 months

within 24 months

over 24 months

No

**4.1.2 Do you provide employer-funded paid parental leave for primary carers in addition to any government-funded parental leave scheme?**

*A ‘primary carer’ is the member of a couple or single carer, regardless of gender, identified as having greater responsibility for the day-to-day care of a child.*

Yes *(Move to questions 4.1.2a – 4.1.2h and then move to 4.1.3)*

No (*Select from the options below then move to Question 4.1.3*)

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Other (provide details)

**4.1.2a Please indicate whether your employer-funded paid parental leave for primary carers is available to:**

*(Select one option)*

All, regardless of gender

Women only

Men only

**4.1.2b Please indicate whether your employer-funded paid parental leave for primary carers covers:**

*(Select all that apply)*

Birth

Adoption

Surrogacy

Stillbirth

**4.1.2c How do you pay employer-funded paid parental leave to primary carers?**

*(Select one option)*

Paying the employee’s full salary

Paying the gap between the employee’s salary and the government’s paid parental leave scheme

As a lump sum payment (for example, paid pre- or post- parental leave, or a combination)

**4.1.2d Do you pay superannuation contribution to your primary carers while they are on parental leave?**

*(Select all that apply)*

Yes, on employer funded parental leave

Yes, on government funded parental leave

Yes, on unpaid parental leave

No

**4.1.2e How many weeks (minimum) of employer-funded paid parental leave for primary carers is provided?**

* *If you offer different packages to certain groups of employees or based on service time, industry or worksite, your minimum would be across all options available to all carers.*
* *If you enter a high number of weeks (more than 52), you may be required to reconfirm your data to ensure accuracy.*

**4.1.2f Who has access to this type of employer-funded paid primary carers leave?**

*Select all that apply.*

Permanent employees

Contract/fixed term employees

Casual employees

Other (provide details)

**4.1.2g Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer - funded parental leave?**

Yes

How long is the qualifying period (in months)?

No

**4.1.2h Do you require primary carers to take employer- funded paid parental leave within a certain time after the birth, adoption, surrogacy and/or stillbirth?**

Yes

within 6 months

within 12 months

within 24 months

over 24 months

No

**4.1.3 Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?**

Yes *(Move to questions 4.1.3a – 4.1.3h and then move to question 4.2)*

No (*Select from the options below then move to question 4.2*)

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Other (provide details)

**4.1.3a Please indicate whether your employer-funded paid parental leave for secondary carers is available to:**

*(Select one option)*

All, regardless of gender

Women only

Men only

**4.1.3b Please indicate whether your employer-funded paid parental leave for secondary carers covers:**

*(Select all that apply)*

Birth

Adoption

Surrogacy

Stillbirth

**4.1.3c How do you pay employer-funded paid parental leave to secondary carers?**

*(Select one option)*

Paying the employee’s full salary

Paying the gap between the employee’s salary and the government’s paid parental leave scheme

As a lump sum payment (for example, paid pre- or post- parental leave, or a combination)

**4.1.3d Do you pay superannuation contribution to your secondary carers while they are on parental leave?**

*(Select all that apply)*

Yes, on employer funded parental leave

Yes, on government funded parental leave

Yes, on unpaid parental leave

No

**4.1.3e How many weeks (minimum) of employer-funded paid parental leave for secondary carers is provided?**

* *If you offer different packages to certain groups of employees or based on service time, industry or worksite, your minimum would be across all options available to all carers.*
* *If you enter a high number of weeks (more than 52), you may be required to reconfirm your data to ensure accuracy.*

**4.1.3f Who has access to this type of employer-funded paid secondary carers leave?**

*(Select all that apply)*

Permanent employees

Contract/fixed term employees

Casual employees

Other (provide details)

**4.1.3g Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer-funded parental leave?**

Yes

How long is the qualifying period (in months)?

No

**4.1.3h Do you require secondary carers to take employer-funded paid parental leave within a certain time after the birth, adoption, surrogacy and/or stillbirth?**

Yes

within 6 months

within 12 months

within 24 months

over 24 months

No

**4.2 Does your organisation have an opt out approach to parental leave? (Employees who do not wish to take their full parental leave entitlement must discuss this with their manager)**

Yes

No

**4.3 Voluntary response: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.**

*(500 word limit)*

### Support for carers

**4.4 Do you have formal policies and/or formal strategies to support employees with family or caring responsibilities?**

*This question asks if you have standalone formal policies or strategies on working arrangements to support employees with family or caring responsibilities, or if you include this item in another formal policy or strategy.*

*You can answer No and give details on the free-text box if you only provide informal arrangements to support employees with family or caring responsibilities.*

*A carer refers to an employee’s role as the parent (biological, step, adoptive or foster) or guardian of a child, or carer of a child, parent, spouse or domestic partner, close relative, or other dependent. If measures to support carers are not available to your employees, you will have the opportunity to indicate why.*

Yes (*Select all that apply and move to question 4.4a)*

Policy

Strategy

No *(Select all that apply and move to question 4.5)*

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Other (provide details)

**4.4a Do the formal policies and/or strategies include any of the following?**

*(Select all that apply)*

Gender inclusive language when referring to carers

Support for all carers (e.g. carers of children, elders, people with disability)

Paid Parental leave

Flexible working arrangements and adjustments to work hours and/or location to support family or caring responsibilities

Job redesign to support family or caring responsibilities

Extended carers leave and/or compassionate leave

Other leave available to employees with family or caring responsibilities (provide details)

**4.5. Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Support Mechanism** | **Yes, at some worksites** | **Yes, at all worksites** | **No** |
| Breastfeeding facilities |  |  |  |
| Information packs for those with family and/or caring responsibilities |  |  |  |
| Referral services to support employees with family and/or caring responsibilities |  |  |  |
| Coaching for employees returning to work from parental leave and/or extended carers leave and/or career breaks |  |  |  |
| Internal support networks for parents and/or carers |  |  |  |
| Targeted communication mechanisms (e.g. intranet/forums) |  |  |  |
| Return to work bonus (only select if this bonus is not the balance of paid parental leave) |  |  |  |
| Support for employees with securing care (including school holiday care) by securing priority places at local care centres (could include for childcare, eldercare and/or adult day centres) |  |  |  |
| Referral services for care facilities (could include for childcare, eldercare and/or adult day centres) |  |  |  |
| On-site childcare |  |  |  |
| Employer subsidised childcare |  |  |  |
| Support in securing school holiday care |  |  |  |
| Parenting workshop targeting mothers |  |  |  |
| Parenting workshops targeting fathers |  |  |  |
| Keep-in-touch programs for carers on extended leave and/or parental leave |  |  |  |
| Access to counselling and external support for carers (e.g. EAP) |  |  |  |

Other (provide details)

**4.6 Voluntary response: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.**

*(500 word limit)*

### Sexual harassment, harassment on the ground of sex or discrimination

*For the purpose of this section, when we refer to sexual harassment we mean sexual harassment, harassment on the ground of sex or discrimination.*

***Key Definitions***

***Sexual harassment*** *is when a person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or engages in other unwelcome conduct of a sexual nature in relation to the person harassed; in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.*

***Harassment on the ground of sex*** *is when a person engages in unwelcome conduct of a demeaning nature of another person by reason of their sex or* *a characteristic that generally relates to or is attributed to their sex. This also takes into account circumstances relating to an individual’s sex, age, sexual orientation, gender identity, intersex status, marital or relationship status.*

***Discrimination*** *happens when a person is treated less favourably, in circumstances that are the same or are not materially different, than a person of a different sex, sexual orientation, gender identity, or on the ground of the person’s intersex status, marital or relationship status, pregnancy or potential pregnancy, breastfeeding, or family responsibilities.*

***Legal obligations***

*The Sex Discrimination Act 1984 makes it unlawful to discriminate against a person on the basis of gender identity, intersex status, sexual orientation, marital or relationship status, family responsibilities, pregnancy or potential pregnancy or breastfeeding. It also prohibits sexual harassment in many areas of public life including all work-related activity. The Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022 created a positive duty requiring employers to implement measures to prevent sexual harassment, hostile work environments and victimisation. This is in addition to the duty of care employers have under WHS legislation to provide a safe workplace and to eliminate and minimise identified risks to health and safety.*

*Under the Sex Discrimination Act 1984 it is also unlawful for a person to subject another person to a workplace environment that is hostile on the ground of sex.*

*For more information, refer to* [*Safework Australia*](https://www.safeworkaustralia.gov.au/safety-topic/hazards/workplace-sexual-harassment) *or your State or Territory Work Health and Safety regulatory body. More information about harassment on the ground of sex or discrimination can also be found at the* [*Australian Human Rights Commission website*](https://humanrights.gov.au/our-work/sex-discrimination)*.*

***Disclaimer***

*This section is not an exhaustive description of, or advice regarding the legal obligations attaching to employers. Employers are responsible for understanding the scope of rights and obligations attaching to employees and the workplace.*

#### 5.1 Do you have formal policies and/or formal strategies on the prevention and response to sexual harassment, harassment on the ground of sex or discrimination?

*The provisions in a ‘****policy****’ and/or ‘****strategy****’ for prevention and management of sexual harassment is important for setting workplace culture and achieving a safe, respectful and inclusive workplace. Policies/Strategies alone will not prevent harassment and discrimination; however, they can help to set clear expectations, particularly about behaviours at the workplace and during work-related activities.*

**Yes** *(Select all that apply below and then move to question 5.1a)*

Policy

Strategy

**No** *(Select from options below then move to question 5.2)*

Currently under development (Enter estimated completion date: DD/MM/YYYY)

Other (provide details)

**5.1a Do the formal policies and/or formal strategies include any of the following?**

*(Select all that apply)*

A statement on the positive duty of the employer to provide a safe workplace, free of sexual harassment

Leadership accountabilities and responsibilities for prevention and response to sexual harassment

Expectations of manager and non-manager training on respectful workplace conduct and sexual harassment

Process to disclose, investigate and manage any sexual harassment

Process for parties to agree on the investigator of an incident

Expectations and management of personal/intimate relationships

Processes relating to the use of non-disclosure or confidentiality agreements

The frequency and nature of reporting to the governing body and management on sexual harassment

Expectations of safety, respect and inclusive conduct in recruitment materials, contracts and performance management

Guidelines for human resources or other designated responding staff on confidentiality and privacy

Inclusive and respectful behaviour is part of regular performance evaluation

How risks will be identified and assessed, and how control measures will be monitored, implemented and reviewed

Process for development and review of the policy, including consultation with employees, unions or industry groups

A system for monitoring outcomes of sexual harassment and discrimination complaints, including employment outcomes for complainants and accused perpetrators

Expectations of manager and non-manager training on respectful workplace conduct and sexual harassment

Other (provide details)

**5.2 Have the policies and/or strategies been reviewed and approved in the reporting period by the Governing Body and CEO (or equivalent)?**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| By the Governing Body |  |  |
| By the CEO (or equivalent) |  |  |

#### 5.3 Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

**Yes** *(Select all that apply below and then move to question 5.3a)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cohort | At induction | At promotion | Annually | Multiple times a year |
| All managers |  |  |  |  |
| All non-managers |  |  |  |  |
| The governing body |  |  |  |  |

**No** *(Select from options below then move to question 5.4)*

Currently under development (Enter estimated completion date: DD/MM/YYYY)

Not aware of the need

Other (provide details)

**5.3a Does the training program delivered to the above groups include any of the following?**

*(select all that apply)*

The respectful workplace conduct and behaviours expected of workers and leaders

Different forms of inappropriate workplace behaviour (e.g. sexual harassment, harassment on the grounds of sex and discrimination) and its impact

The drivers and contributing factors of sexual harassment

Bystander training

Options for reporting occurrences of sexual harassment as well as the risk of sexual harassment occurring

Information on worker rights, external authorities and relevant legislation relating to workplace sexual harassment

Diverse experiences and needs of different people, including women, LGBTIQ+ workers, CALD workers and workers with a disability.

Trauma-informed management and response to disclosures

Self-care and vicarious trauma training for employees, witnesses and responding staff

Other (please describe)

#### 5.4 Does the governing body and/or CEO or equivalent explicitly communicate their expectations on safety, respectful and inclusive workplace conduct? If yes, when?

*Culture is set and role modelled by leaders – the tone from the top of the organisation should promote an organisation that is respectful, safe and inclusive, and should be backed up by action.*

*Examples of communication could include:*

* *regular agenda items at meetings between the governing body and CEO or equivalent*
* *Statements from the governing body or CEO in annual reports*
* *Statements at events or prior to large events (such as work Christmas parties or conferences)*
* *Regular email communication to staff*

**Members of the governing body**

**Yes** *(when or how frequently are expectations communicated)*

The expectations of the governing body is made explicit to new staff at induction

Other communications are made annually

Other communications are made more often than annually

Other (provide details)

**No**

**Chief Executive Officer or equivalent**

**Yes** *(when and/or how frequently are expectations communicated)*

The expectations of the CEO or equivalent is made explicit **at inductions**

The expectations of the CEO or equivalent is made explicit to staff **when promoted**

The CEO or equivalent has made explicit the expectation of line manages in communicating on respectful workplace behaviour

Explicit communications occur ahead of big events (e.g. the Christmas party, conferences) or at internal launches (e.g. at the launch of a new strategy)

Other communications are made annually

Other communications made more often than annually

Other (provide details)

**No**

#### 5.5 Does your workplace health and safety risk management process include any of the following?

*Sexual harassment is a workplace hazard that is known to cause psychological and physical harm. Managing the risks of sexual harassment should be part of your approach to work health and safety. For more information about sexual harassment as a work health and safety risk, please refer to* [*Safework Australia’s Guide for preventing workplace sexual harassment*](https://www.safeworkaustralia.gov.au/doc/preventing-workplace-sexual-harassment-guide)*.*

*(Select all that apply)*

Identification and assessment of the specific workplace and industry risks of sexual harassment

Control measures to eliminate or minimise the identified drivers and risks for sexual harassment so far as reasonably practicable

Regular review of the effectiveness of control measures to eliminate or minimise the risks of sexual harassment

Consultation on sexual harassment risks and mitigation with staff and other relevant stakeholders (e.g. people you share premises with)

Reporting to leadership on workplace sexual harassment risks, prevention and response, incident management effectiveness and outcomes, trend analysis and actions

Identification, assessment and control measures in place to manage the risk of vicarious trauma to responding staff

Other (*provide details*)

None of the above

**5.5a What actions/responses have been put in place as part of your workplace sexual harassment risk management process?**

*(Select all that apply)*

Make workplace adjustments

Change or develop new control measures

Undertake and act on a culture audit of the relevant business or division

Train people managers in prevention of sexual harassment

Train identified contact officers

Train staff on mitigation and control measures

Implement other changes (*provide details*)

None of the above *(You may specify why)*

#### 5.6 From the following list, what do you provide to support workers involved in and affected by sexual harassment?

*(Select all that apply)*

Trained, trauma-informed support staff/contact officers

Confidential external counselling (E.g. EAP)

Information provided to all workers on external support services available

Union/worker representative support throughout the disclosure process and response

Reasonable adjustments to work conditions

Other (description)

None of the above *(You may specify why)*

#### 5.7 **From the following list, what options does your organisation have for workers who wish to disclose or raise concerns about incidents relating to sexual harassment or similar misconduct?**

*Disclosure refers to a formal or informal complaint of workplace sexual harassment.*

Process for disclosure to human resources or other designated responding staff

Process for disclosure to confidential/ethics hotline or similar

Process for disclosure to union/worker representative

Process to disclose after their employment has concluded

Process to disclose anonymously

Special procedures for disclosures about organisational leaders and board members

Process for workers to identify and disclose potential risks of sexual harassment, without a specific incident occurring

Other (provide details)

None of the above *(You may specify why)*

#### 5.8 Does your organisation collect data on sexual harassment in your workplace, if yes, what do you collect?

Yes *(select all that apply)*

Number of formal disclosures or complaints made in a year

Number of informal disclosures or complaints made in a year

Anonymous disclosures through a staff survey

Gender of the complainant/aggrieved or victim

Gender of the accused or perpetrator

Outcomes of investigations

Other (provide details)

No

#### 5.9. Does your organisation report on sexual harassment to the governing body and management (CEO, KMP, HOB) and how frequently?

*Sexual harassment, harassment on the grounds of sex or discrimination should be monitored by governing bodies and management. Reports may include prevalence risks, and nature of workplace sexual harassment; organisational action taken to prevent and respond to sexual harassment; outcomes and effectiveness of responses, including consequences for perpetrators; and analysis of trends and data in the workplace and broader industry.*

*Head of Business (HOB):*

* *the CEO or equivalent of a subsidiary organisation within your corporate group*
* *an employee who has strategic control and direction over a substantial part of the business, but whose responsibilities do not extend across an entire corporate group, such as the head of a brand within a group.*

*Key Management Personnel (KMP):*

* *in line with Australian Accounting Standards Board AASB124,****KMPs****have the authority and responsibility for planning, directing and controlling the activities of an entity, directly or indirectly. This includes any director (executive or otherwise) of that entity.*
* *a defining feature of KMPs is their influence is at the entity level. KMPs are likely to direct the strategic function of their section and are often functional heads, such as head of operations or head of finance. They represent at least one of the major functions of an organisation and participate in organisation-wide decisions.*
* *for corporate groups, KMPs will have authority and responsibility across the entire structure.*

Yes *(select all that apply and go to Question 5.9a)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Cohort** | **Regularly / At every meeting** | **Multiple times per year** | **Annually** |
| Governing Body |  |  |  |
| CEO, HOBs |  |  |  |
| KMPs |  |  |  |
| All managers |  |  |  |

Other (provide details)

No *(You may explain why not and go to question 5.10)*

5.9a Do your reports on sexual harassment to governing body and management include any of the following?

*(Select all that apply)*

Identified risks of workplace sexual harassment

Prevalence of workplace sexual harassment

Nature of workplace sexual harassment

Analysis of sexual harassment trends

Organisational action to prevent and respond to sexual harassment

Outcome of reports of sexual harassment

Consequences for perpetrators of sexual harassment

Effectiveness of response to reports of sexual harassment

Use of non-disclosure agreements or confidentiality clauses

Other (provide details)

#### 5.10 Voluntary response: If your organisation would like to provide additional information relating to measures to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination, please do so below.

*(500 word limit)*

### Family or domestic violence

**5.11 Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?**

*This question asks if you have a formal policy or strategy to support employees experiencing this kind of violence. If you answer yes, you will either have a standalone formal policy or strategy, or include this item in another formal policy or strategy.*

*Family or domestic violence involves violent, abusive or intimidating behaviour from a partner, carer or family member to control, dominate or instil fear. It can be physical, emotional, psychological, financial, sexual or another type of abuse. If measures to support employees experiencing family or domestic violence are not available in your organisation, you will have the opportunity to indicate why.*

Yes *(Select all that apply)*

Policy

Strategy

No*(Select all that apply)*

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Other (provide details)

**5.12 Do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?**

**Type of support** *(select all that apply)*

|  |  |
| --- | --- |
| Protection from any adverse action or discrimination based on the disclosure of domestic violence |  |
| Confidentiality of matters disclosed |  |
| Training of key personnel |  |
| Flexible working arrangements |  |
| Workplace safety planning |  |
| Employee assistance program (including access to psychologist, chaplain or counsellor) |  |
| Referral of employees to appropriate domestic violence support services for expert advice |  |
| Provision of financial support (e.g. advance bonus payment or advanced pay) |  |
| A domestic violence clause is in an enterprise agreement or workplace agreement |  |
| Access to medical services (e.g. doctor or nurse) |  |
| Offer change to office location |  |
| Emergency accommodation assistance |  |

Other (provide details)

##### 5.13 Do you have the following types of leave in place to support employees who are experiencing family or domestic violence?

##### Access to paid domestic violence leave

Yes

Is it unlimited?

Yes

No

How many days of paid domestic violence leave are provided? *(Enter number of days)*

days

No

##### Access to unpaid domestic violence leave

Yes

Is it unlimited?

Yes

No

How many days of unpaid domestic violence leave are provided? *(Enter number of days)*

days

**No**

**5.14 Voluntary response: Have any of your employees taken paid family and domestic violence leave in the last 12 months?**

*This information* *is sought to inform Government about utilisation of family and domestic violence leave in the context of the new entitlement to 10-days paid family and domestic violence leave as a National Employment Standard under the Fair Work Act 2009. Deidentified data will be shared for this purpose and may also be released together with WGEA’s public data release at aggregate level (meaning across the whole WGEA dataset and not at the organisational level).*

Yes *(Answer questions 4.1 – 4.3)*

**5.14a How many employees took paid family and domestic violence leave in the last 12 months?**

**5.14b What is the total number of days of paid family and domestic violence leave taken by all your employees in the last 12 months?**

**5.14c How many employees took all the days of paid family and domestic violence leave that they were entitled to in the last 12 months?**

No *(Go to question 5)*

**5. Voluntary response: If your organisation would like to provide additional information relating to family and domestic violence affecting your employees, please do so below.**

*(500 word limit)*

### Voluntary section - Diversity and Inclusion

*Privacy legislation defines information about an individuals race or ethnic origin and health as sensitive information.*

*Sensitive information that may identify an individual must not be collected or shared without the individual's consent.*

*Gender inequality is not experienced in the same way by all women, men and non-binary people. Different dimensions of identity, including race, sexual orientation, disability, and age, can intersect and influence individual experiences and outcomes at work.*

*These questions focus on diversity data. They ask whether your organisation has a formal policy and/or formal strategy on diversity and inclusion as well as whether your organisation collects certain diversity data on employees.*

**6.1 *Voluntary question*: Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?**

Yes *(Select all that apply)*

Aboriginal and/or Torres Strait Islander identity

Cultural and/or language and/or race/ethnicity background

Disability and/or accessibility

Gender identity

Age

Other

No *(Select all that apply)*

Currently under development *(Enter estimated completion date: DD/MM/YYYY)*

Other (provide details)

**6.2 *Voluntary question:* Does your organisation collect data on any of the following dimensions of employees’ identities?**

|  |  |
| --- | --- |
| Yes, Aboriginal and/or Torres Strait Islander identity | This data is:  provided anonymously and is not identifiable (i.e., the employer cannot determine which employees identify in this way)  not anonymous and is identifiable (i.e., the employer can determine which employees identify in this way) |
| Yes, Cultural and/or language and/or race/ethnicity background | This data is:  provided anonymously and is not identifiable (i.e., the employer cannot determine which employees identify in this way)  not anonymous and is identifiable (i.e., the employer can determine which employees identify in this way) |
| Yes, Disability and/or accessibility | This data is:  provided anonymously and is not identifiable (i.e., the employer cannot determine which employees identify in this way)  not anonymous and is identifiable (i.e., the employer can determine which employees identify in this way) |
| Yes, Gender identity | This data is:  provided anonymously and is not identifiable (i.e., the employer cannot determine which employees identify in this way)  not anonymous and is identifiable (i.e., the employer can determine which employees identify in this way) |

**6.3 *Voluntary question:* Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?**

*This information is sought to support the Australian Government’s commitment to bring employment levels of First Nations working age Australians to levels consistent with share of population by 2030. WGEA will provide information on the totals provided by the 200 largest employers to the National Indigenous Australians Agency. Deidentified data may also be released together with WGEA’s public data release at aggregate level (meaning across the whole WGEA dataset and not at the organisational level).*

*'X' is a voluntary option to cover members who do not identify as either male or female as defined in the*[*Reporting Guide | WGEA*](https://www.wgea.gov.au/reporting-guide)

Yes

|  |  |  |  |
| --- | --- | --- | --- |
| ***Total number of:*** | **Female** | **Male** | **X** |
| Aboriginal and/or Torres Strait Islander Managers |  |  |  |
| Aboriginal and/or Torres Strait Islander Non-managers |  |  |  |

No