

Commonwealth Public Sector Reporting Executive Summary Guide


May 2024


The Executive Summary sets out the key results from your submission to the Workplace Gender Equality Agency's (WGEA) annual Commonwealth Public Sector Reporting. The data relates to the reporting year 2022. This guide is to help you understand the data in your Executive Summary.

Data transfer from the Australian Public Service Commission

Your agency may have enabled some data to be transferred automatically from the Australian Public Service Commission (APSC) to WGEA. This includes all data which would otherwise come from the [Workplace Profile](#), as well as data that would come from questions 1-4 of the [Workforce Management Statistics](#). All agencies (regardless of whether they had their data transferred) would have completed the [Reporting Questionnaire](#) and questions 5-7 of the Workforce Management Statistics. Please note that remuneration data for casual employees is not included in the data transferred by the APSC.

Key

 1 Where your data comes from and how it's calculated.

 Suggested educational resources.

WGEA Reporting Executive Summary

1

Employer: Example Agency

Primary industry: 2612 - Hydro-Electricity Generation

Program: 2022 Public Sector Reporting

Number of Employees: 1,800

About this report

- This Executive Summary sets out the key results of your submission to the Workplace Gender Equality Agency's (WGEA) annual Public Sector Gender Equality Census, as required under the Workplace Gender Equality Act 2012 (the Act).
- The Executive Summary is based on your responses to mandatory questions only. For consistency, your responses to voluntary questions are not included.
- WGEA has included a glossary of key terms used in this report on the final page of this document.

WGEA's new obligation to publish employer gender pay gaps

Under Section 15A of the Workplace Gender Equality Amendment (Closing the Gender Pay Gap) Act 2023:

- WGEA "must publish aggregate information, for each relevant employer for each reporting period, for the purpose of showing the employer's performance and progress in achieving gender equality in relation to remuneration for the employer's workforce."
- In early 2025 WGEA will publish your average and median gender pay gap, for base salary and total remuneration, as well as gender composition by pay quartiles and associated average total remuneration. This will be based on the data you submit in 2024, reflecting the 2023 calendar year. Gender pay gaps in this Executive Summary will not be published.

1

Employers reporting to WGEA must report at least one ANZSIC industry code (to confirm their **primary industry**). This is provided to WGEA in the 'Organisation' tab of the Reporting Portal homepage.

Your Gender Pay Gap 1

Your average total remuneration gender pay gap is **28.5%** and the median is **37.6%**. 2

A positive percentage indicates men are paid more on average than women in your organisation. A negative percentage indicates women are paid more on average than men.

All employees	2022
Average (mean) total remuneration	28.5%
Median total remuneration	37.6%
Average (mean) base salary	24.4%
Median base salary	33.2%

3

4

- Part-time/casual/part-year employees are annualised to full-time equivalent.
- The 2022 gender pay gap calculation does not include voluntary salary data submitted for CEO, Head of Business(es) and casual managers. It also excludes employees who did not receive any payment during the reporting period.
- Employees identified as non-binary are not included while the Agency establishes the baseline level for this new information.
- For APS organisations who used the APSC data transfer, all casual employees have been excluded from GPG calculation.


1 The remuneration data used to calculate **Your Gender Pay Gap**, including your **average and median gender pay gap**, is either transferred by the APSC or reported to WGEA directly through your [Workplace Profile](#). The gender pay gap is calculated this way:

$$\frac{(\text{Average/median remuneration of men} - \text{Average/median remuneration of women})}{\text{Average/median remuneration of men}} \times 100$$

2 The **Average** is calculated by adding up all of the salaries and dividing this total by the number of employees. The **Median** is calculated by taking the “middle” value, the value for which half of the employee’s salaries are larger and half are smaller.

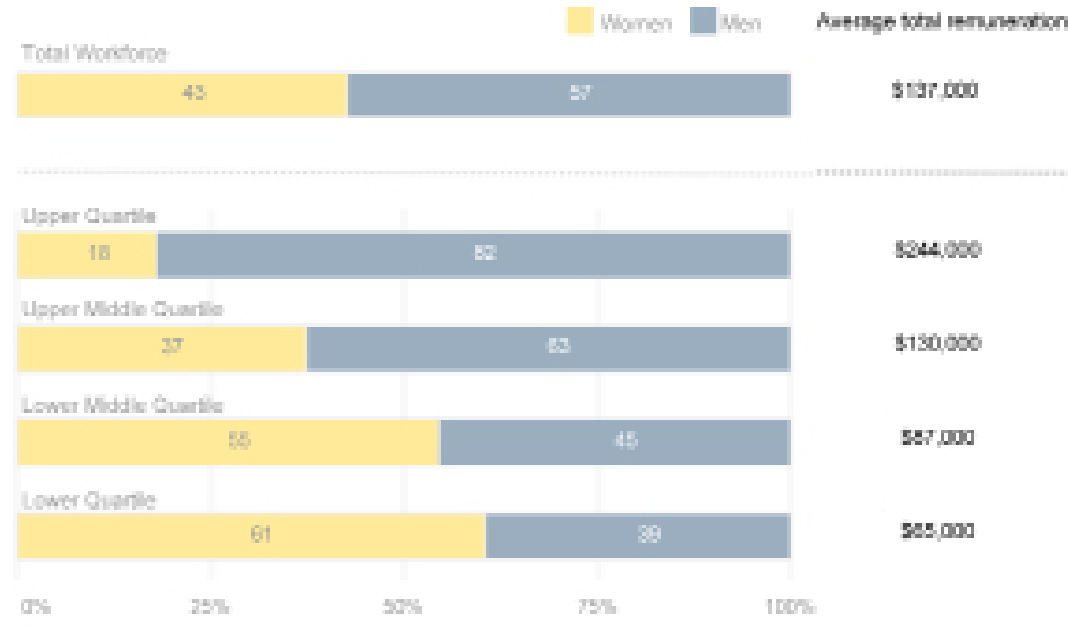
3 **Total remuneration** includes Base salary plus other payments such as, allowances, bonus pay, cashed-out annual leave and overtime.

4 Part-time and casual salaries and salaries for full-time employees who worked part of the year are [annualised and converted to full-time equivalent pay](#).

 For information on calculating gender pay gaps, see the [Gender Pay Gap Technical Guide](#).

Gender composition by pay quartile 1

The chart below divides the total remuneration full-time equivalent pay of all employees into four equal quartiles. A disproportionate concentration of men in the upper quartiles and/or of women in the lower quartiles can drive a positive gender pay gap.



2

1

The data under **Gender composition by pay quartile** is either transferred by the APSC or reported to WGEA directly through your [Workplace Profile](#).

2

The **Average total remuneration** column shows the Average pay for each pay quartile regardless of gender.



For information on how gender composition quartiles are calculated, see the [Gender Pay Gap Technical Guide](#).

- Part-time/casual/part-year employees are annualised to full-time equivalent for average total remuneration and does not include voluntary salary data submitted for CEO, Head of Business(es) and casual managers.
- The average total remuneration is rounded to the nearest \$1,000.
- For APS organisations who used the APSC data transfer, all casual employees have been excluded from remuneration calculation.

Gender Equality Indicators

WGEA collects data on six Gender Equality Indicators (GEIs) to support employers to assess and drive gender equality in their workplaces. The GEIs represent the key areas where workplace gender inequality persists and where progress towards gender equality can be achieved through focused action.

Your policy / strategy

1

You have a formal policy or strategy that supports gender equality overall.

YES

GEI 1 – Workforce Composition

WGEA's research with Bankwest Curtin Economic Centre (BCEC) has shown that greater gender diversity in leadership delivers better company performance, productivity and profitability. Further, increasing the representation of women in executive leadership roles is associated with declining organisational gender pay gaps. To understand how the management categories align to APS categories, see the table under Key terms and definitions.

Your workforce composition by role

2

A concentration of one gender in lower-paid roles and the other in more senior and highly-paid roles can increase your gender pay gap. To understand how the management categories align to APS categories, see the table under Key terms and definitions.

	Key Management Personnel (KMPs)		Managers		Non-Management	
	Women	Men	Women	Men	Women	Men
2022	50%	50%	28%	72%	54%	58%

- 1 The data under **Your policy/strategy** is reported to WGEA through your [Reporting Questionnaire](#).
- 2 The data under **Your workforce composition by role** is either transferred by the APSC or reported to WGEA directly through your [Workplace Profile](#).
- 3 The ratio of **Women** and **Men** shown in the table does not include non-binary employees.
- 4 For information on how APS classifications are aligned to WGEA manager and non-manager categories, see **Key Terms and Definitions** on the last page of your Executive Summary.



For more information about the Gender Equality Indicators, see [What are the 6 Gender Equality Indicators?](#)



For help writing a workforce composition policy/strategy, see the [Employer guidance on developing policies and strategies for the 6 Gender Equality Indicators](#).

Your workforce composition by employment status 1

Part-time and casual roles are often lower paid. An imbalance in the composition of employees in these roles can be a driver of the gender pay gap.

	Full-time	Part-time	Casual
Female	88%	13%	3%
Male	96%	4%	1%

Employee movement: manager and non-manager appointments (including promotion) by gender 2

Gender biases are often present at each stage of the employment life cycle. Pay gaps can be caused by a gender imbalance in the composition of your workforce for both manager and non-manager levels.


	Female		Male	
	Number	Percent	Number	Percent
Appointments to manager roles (incl promotions) 3	18	28%	45	72%
Appointments to non-manager roles (incl promotions)	389	47%	399	53%

Some organisations set recruitment, appointment and promotions targets to address gender imbalance in workforce composition.

1 The data under **Your workforce composition by employment status** is either transferred by the APSC or reported to WGEA directly through your [Workplace Profile](#).

2 The data under **Employee movement: manager and non-manager appointments (including promotion) by gender** is either transferred by the APSC or reported to WGEA directly through your [Workforce Management Statistics](#).

3 The ratio of **Women** and **Men** shown in the table does not include non-binary employees.

 For help writing a workforce composition policy/strategy, see the [Employer guidance on developing policies and strategies for the 6 Gender Equality Indicators](#).

GEI 2 – Gender composition of the governing body(ies)

1

According to WGEA and BCEC's 2020 Gender Equity Insights Report, a more balanced gender composition of a governing body has been shown to have positive effects on workplace gender equality outcomes and improved company performance. Women holding 30% or more board seats is shown to be more effective in achieving this benefit.

Gender composition of your governing body(ies)



Note: If you have more than one governing body in your submission group, this chart represents aggregate composition of all your unique governing bodies.

Some organisations set targets to increase representation of women or men on their governing body.

GEI 3 – Equal remuneration between women and men

3

Organisations that analyse the drivers of their gender pay gap, monitor their gaps and take action to address them are more successful in reducing their gender pay gaps.

Your policy / strategy

You have a policy or strategy for equal remuneration between women and men

Action taken

You have analysed your payroll to determine if there are any remuneration gaps between women and men (e.g., conducted a by-level or gender pay gap analysis)

If yes, when was the most recent gender remuneration gap analysis done?

Was any action taken as a result of your analysis?

Guidance on conducting a pay gap analysis is available on WGEA's website - www.wgea.gov.au.

- 1 The data under **GEI 2 – Gender composition of the governing body(ies)** is reported to WGEA through your [Reporting Questionnaire](#).
 - 2 The figure captures the aggregate composition of all governing bodies for this employer, reported on to WGEA.
 - 3 The data in **GEI 3 – Equal remuneration between women and men** is reported to WGEA through your [Reporting Questionnaire](#).
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- For help writing a policy/strategy on the composition of governing bodies, or equal remuneration, see the [Employer guidance on developing policies and strategies for the 6 Gender Equality Indicators](#).
 - Use the [Gender Pay Gap Analysis Guide](#) to plan and execute a pay and composition analysis and identify the drivers of your gender pay gap.

GEI 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

1

When employee benefits are accessible and utilised equitably by men and women, it leads to a more gender-equal workplace culture, increased productivity, reduced absenteeism, and increased retention.

Research has also shown that you can reduce your gender pay gap by fostering more gender equal uptake of parental leave and flexible working arrangements.

Your policy / strategy

You have a policy or strategy for flexible working arrangements.

YES

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

YES

You have a policy or strategy to support employees with family or caring responsibilities

YES

You provide employer-funded parental leave

YES

If so:

weeks of paid parental leave provided

20

superannuation is paid on parental leave

YES

Some organisations monitor the number of men and women taking up flexible work and parental leave options as part of monitoring equitable treatment of employees.

Leadership behaviour is key to normalising taking parental leave and flexible work. Research has found that when the majority of more senior employees work flexibly, flexibility stigma is reduced.

1

The data under **GEI 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** is reported to WGEA through your [Reporting Questionnaire](#).



For help writing a flexible work policy/strategy, see the [Employer guidance on developing policies and strategies for the 6 Gender Equality Indicators](#).



For information on responding to Family and Domestic Violence at work, see [Family and domestic violence](#).

GEI 5 – Consultation with employees on issues concerning gender equality in the workplace 1

Employee consultation can provide valuable insights into workplace gender equality experiences, priorities, and potential actions, as well as contributing to employee engagement. Employers making the fastest progress on workplace gender equality are more likely to involve their workforce in the formulation of gender equality policies and strategies.

Your policy / strategy

You have a policy or strategy for consultation with employees about gender equality

You have consulted with employees on issues concerning gender equality in your workplace during the reporting period

Many public sector organisations receive anonymous feedback from employees through the APS Census, including on issues relating to flexibility and harassment. Consultation could also be conducted with employee networks groups, which bring employees with shared characteristics such as gender, race, cultural heritage, sexual orientation, age and disability together to provide valuable insights on workplace gender equality. They can also act as a sounding board for testing and improving proposed strategies and interventions.

GEI 6 – Sexual harassment, harassment on the ground of sex or discrimination 2

Employers have a positive duty to prevent and address sexual harassment or sex discrimination in the workplace. Creating safe, respectful and more equitable workplaces can also protect your organisations' own productivity, culture and reputation.

Implementing formal policies or strategies and providing relevant education and training can protect employees.

Your policy / strategy


You have a formal policy and/or strategy on the prevention and response to sexual harassment and discrimination


Many organisations find that anonymous surveys of their workforce yield more reliable insights on the prevalence of sexual harassment than is offered by their formal reporting mechanisms.

With the implementation of the Respect@work recommendations, WGEA is expanding the collection of data on policies and strategies that focus on the prevention and response to sexual harassment or discrimination.

1 The data under **GEI 5 – Consultation with employees on issues concerning gender equality in the workplace** is reported to WGEA through your [Reporting Questionnaire](#).

2 The data under **GEI - 6 Sexual harassment, harassment on the ground of sex or discrimination** is reported to WGEA through your [Reporting Questionnaire](#).

 For help writing a policy/strategy on consultation with employees, or sexual harassment, harassment on the grounds of sex or discrimination, see the [Employer guidance on developing policies and strategies for the 6 Gender Equality Indicators](#).

 For advice on workplace sexual harassment prevention and response, see [Using evidence to improve workplace sexual harassment prevention and response](#).