

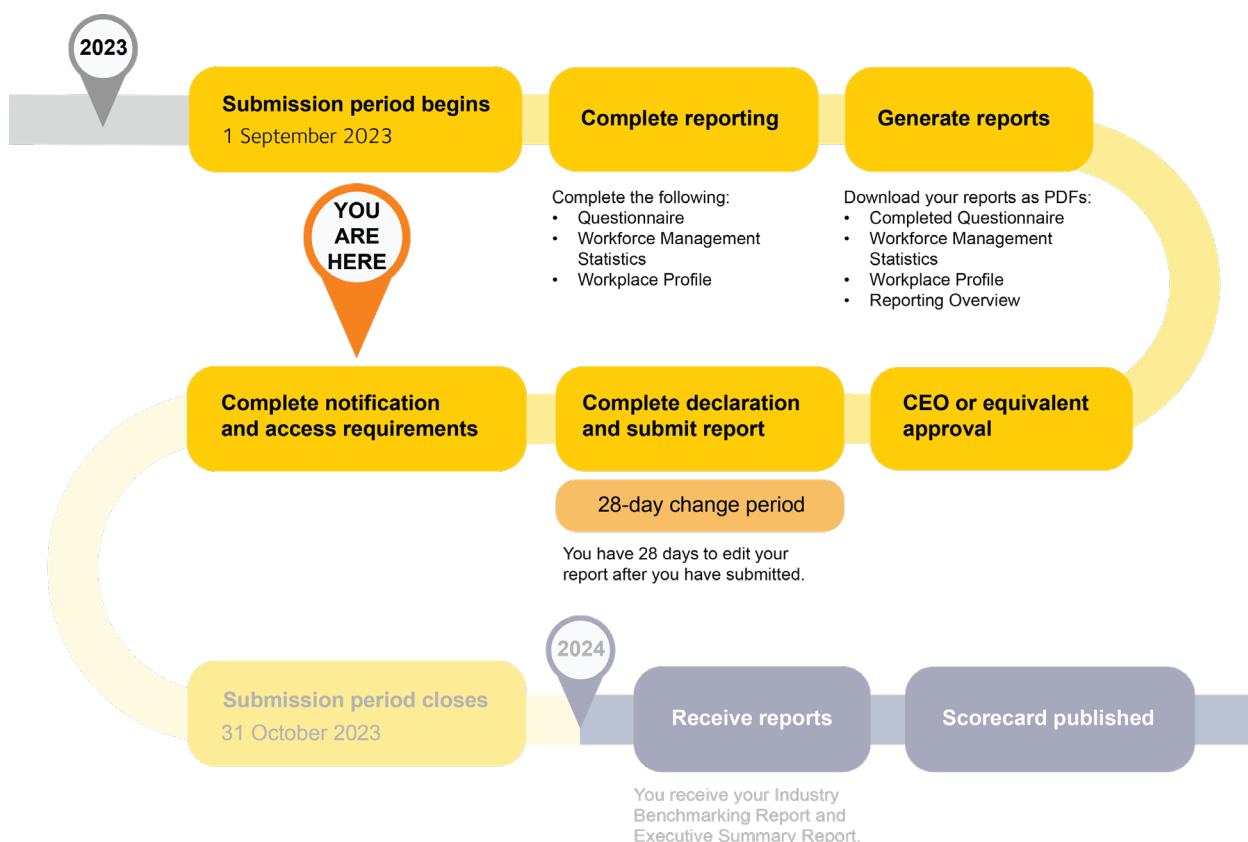
Notification and Access Requirements Checklist For Public Sector Employers

September 2023

Notification and access requirements should be completed before the submission period closes on 31st October. Prior to this step, you should have already completed the following:

- Submitted the Questionnaire, Workforce Management Statistics and Workplace Profile
- Generated reports
- Obtained CEO or equivalent approval
- Declared and submitted report

See the [checklist](#) on the next page for a breakdown of the required actions to complete your notification and access requirements.



Checklist

Use the checklist below to help you to complete your notification and access requirements. Note that some items must be completed within specific **time frames**.

Action		Date required
1. Retrieve your reports		
	<p>Retrieve the following reports once you have completed your gender equality reporting.</p> <p>Public reports (public data):</p> <ul style="list-style-type: none"> → <i>Questionnaire – Public Report</i> → <i>Workforce Management Statistics – Public Report</i> → <i>Workplace Profile – Public Report</i> <p>Confidential reports (not publicly shared):</p> <ul style="list-style-type: none"> → <i>Questionnaire – Confidential</i> → <i>Workplace Profile – Confidential</i> → <i>Reporting Overview</i> <p>The documents will generate in the <i>Data and Insights</i> tab of the portal under <i>Reports</i> after approximately 5-25 minutes (longer during peak periods). The public reports (which contain your public data) are what you must share with employees and members or shareholders.</p>	<p>Once you have completed your Questionnaire, Workforce Management Statistics, and Workplace Profile¹</p>
2. Notify the employee organisations with members in your workplace		
	<p>Notify employee organisations (e.g., unions) with members in its workplace that you have submitted a gender equality report to WGEA. This can be done via email or another communication method you see fit.</p>	<p>Within 7 days of submitting your gender equality report</p>
	<p>Inform employee organisations with members in your workplace they can comment on the public reports. You must also tell the organisations that comments on the reports may be given to the employer or WGEA. See more under <i>“Comments on your public reports”</i> below.</p>	

¹ If you are an APS agency that has opted for the APSC to bulk upload your employee data, you will not need to complete a workplace profile.

3. Notify your employees

	<p>Notify your employees that you have submitted a gender equality report to WGEA and advise employees on how to access the public reports.</p> <p>This can be done through your normal means of communication to employees, such as newsletters, workplace meetings, or other existing communication methods.</p> <p>Give employees access to the public reports. This can be done through attaching to an email, hosting on your intranet, or providing a link on your website.</p> <p>Note that in your submission for the following year, you will be asked to report the date for which you shared this year's public reports with employees.</p> <p>Notify employees that they have an opportunity to comment on the public reports. You must also tell your employees that comments on the public reports may be given to the employer or WGEA. See more under "Comments on your public reports" below.</p>	As soon as reasonably practicable after submitting report
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4. Notify your members / shareholders

	<p>Notify members that you that you have submitted a gender equality report to WGEA and advise members on how to access the public reports.</p> <p>Give members access to the public reports. This can be done through attaching the reports an email, hosting them on your website, or even providing a hard copy.</p>	As soon as reasonably practicable after submitting report
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Actions Comparison Chart

Action	Employee Organisations Within 7 days of lodging the report	Employees As soon as reasonably practicable after submission	Members / Shareholders As soon as reasonably practicable after submission
Notify that you have submitted to WGEA	✓	✓	✓
Give access to public reports	✗	✓	✓
Inform of opportunity to comment	✓	✓	✗

Comments on your public reports

There is no time restriction on when comments on the gender equality report submission can be provided. It is recommended that comments are captured within the **28-day change period** after employers submit their report as **edits can still be made within this period where required**. Your organisation may choose to respond to the comments separately.

Suggested wording for notification and access communication

The following templates can be used as a guide to assist you with the requirements. You may wish to use alternate wording, as long as the requirements of the Act are satisfied.

For employee organisations with members in your workplace

In accordance with the requirements of the Workplace Gender Equality Act 2012 (Act), I am writing to inform you that, on [insert date], [insert name of employer] lodged its annual public report with the Workplace Gender Equality Agency (WGEA).

As an employee organisation with members in this workplace, the Act provides for your organisation to comment on the report either to us by [insert method for commenting to the employer] or to WGEA. Please refer to WGEA's guidelines on this process on their website.

For employees

In accordance with the requirements of the Workplace Gender Equality Act 2012 (Act), I am writing to inform you that, on [insert date], [insert name of employer] lodged its annual public report with the Workplace Gender Equality Agency (WGEA).

[Insert how you are providing access to the public data, e.g.: "To access a copy of the public data reports, please click on the link attached to this email" or "A copy of this report is available on our intranet" or "A copy of this public data is attached to this email."]

As employees of this organisation, you may make comments on the report to us by [insert how to comment to the employer] or to WGEA. Please refer to WGEA's guidelines on this process on their website.

For members / shareholders

In accordance with the requirements of the Workplace Gender Equality Act 2012 (Act), I am writing to inform you that, on [insert date], [insert name of employer] lodged its annual public report with the Workplace Gender Equality Agency (WGEA).

[Insert how you are providing access to the public data, e.g.: "To access a copy of the public data reports, please click on the link attached to this email" or "A copy of this report is available on our intranet" or "A copy of this public data is attached to this email."]