



Guidance on Selecting Targets

Targets Menu

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Who does this apply to: A designated relevant employer is one who directly employs 500 or more employees.

What is required: 3 different targets must be selected. At least 1 must be numeric. More than 1 target against the same GEI can be selected. An action target cannot be selected that commits to doing things that are already in place.

Achievement of targets: At the end of the 3-year target cycle, achievement/improvement is assessed against the Baseline Report (results from year before target cycle commenced).

GEI1: Gender Composition of the Workforce

Target	Type of target	What Target can be selected?
Gender equality target— increased representation of non-managers	Numeric	Representation of [under-represented gender] in [one non-manager category] increased by [_pp].
Gender equality target— increased representation of managers	Numeric	Representation of [under-represented gender] in [one manager category or for managers overall] increased by [_pp].
Gender equality target— increased representation in promotions to manager	Numeric	Representation of [under-represented gender] in promotions to manager increased by [_pp].
Gender equality target— increased representation by pay quartile	Numeric	Representation of [under-represented gender] in [quartile] increased by [_pp].



GEI2: Gender composition of the governing body

Target	Type of target	Target operationalised in the WGEA public report
Gender equality target— composition of governing body	Numeric	Representation of [under-represented gender] on the governing body increased by [_%pp] .

GEI3: Equal Remuneration between women and men

Target	Type of target	Target operationalised in the WGEA public report
Gender equality target— reducing the gender pay gap	Numeric	[Median or average], [base salary or total remuneration] gender pay gap reduced by [_%pp].
Gender equality target— reducing the gender pay gap for managers or non-managers	Numeric	[Median or average], [total remuneration] gender pay gap for [either managers or non-managers] reduced by [_%pp].
Gender equality target— undertake gender pay gap analysis	Action	If gender pay gap analysis has not been completed in the past 2 years: <ol style="list-style-type: none"> undertake comprehensive gender pay gap analysis annually; and report the results of the analysis to the governing body of the employer.
Gender equality target— equal remuneration and gender pay equity policies	Action	Add at least 2 of the following to existing policy: <ol style="list-style-type: none"> remuneration review processes without gender biases transparency about pay scales and salary bands managers being held accountable for gender pay equity outcomes.



GEI4: 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

Target	Type of target	Target operationalised in the WGEA public report
Gender equality target— introduce employer-funded parental leave	Action	Create an entitlement for employer-funded [primary parental leave OR parental leave that does not distinguish between primary/secondary carers].
Gender equality target— increase the uptake of primary parental leave by the underrepresented gender	Numeric	Representation of [under-represented gender] taking primary parental leave increased by [_pp].
Gender equality target— improve employer funded paid parental leave	Action	<p>Either</p> <ol style="list-style-type: none"> a. Extend the length of your existing employer-funded parental leave (either primary carer’s or parental leave that does not distinguish between primary and secondary carers) AND b. add 2 from the list (below) to your existing primary or, no distinction between primary or secondary carer, employer-funded parental leave: <p>OR add 3 from the list (below)</p> <ol style="list-style-type: none"> a. employer-funded parental leave is available for employees of all genders without a distinction between primary carers and secondary carers b. the rate of pay for employer-funded parental leave is full salary replacement (independent of any statutory entitlements to paid parental leave) c. employer-funded parental leave can be taken at any time in the 24-month period that begins the day a child is born or adopted by an employee d. employer-funded parental leave is available in respect of still births, surrogacy and adoptions e. no minimum service period applies to employer-funded parental leave entitlements f. the employer pays superannuation contributions while an employee is on employer-funded parental leave g. the employer pays superannuation contributions while an employee is on unpaid parental leave h. an opt-out requirement for employer-funded parental leave, so that an employee who is taking employer-funded parental leave is assumed to be taking the employee’s full employer-funded parental leave entitlement unless they specifically request otherwise.



GEI4: 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 (continued)

Target	Type of target	Target operationalised in the WGEA public report
Gender equality target— improve facilities or support for employees with carer responsibilities	Action	Add at least 2 of the following: <ul style="list-style-type: none"> a. breastfeeding facilities b. onsite childcare c. employer-subsidised childcare d. internal support networks for employees who are parents or carers e. access to priority places at local care centres to support employees with carer responsibilities.
Gender equality target— improve flexible work offerings for employees	Action	Ensure that at least 6 of the following are in place for all employees: <ul style="list-style-type: none"> a. flexible hours (including flexible start and finish times) b. reduced hours or part-time work c. job-sharing arrangements d. compressed work weeks e. purchased leave f. time-in-lieu g. remote work. AND add at least 4 of the following: <ul style="list-style-type: none"> a. training on flexible working and remote and hybrid teams for managers b. training on flexible working and remote and hybrid teams for all employees c. a business case for flexible working established and endorsed at the leadership level d. leaders to be held accountable for increasing take-up and approval of workplace flexibility e. all employees to be surveyed on whether they have sufficient flexibility f. the impact of flexibility to be measured and evaluated g. metrics on the use of, and the impact of, flexibility measures to be reported to key management personnel and the employer’s governing body h. the ability to job-share to be incorporated into job design and the advertising of new roles i. flexible work arrangements to be available to all employees, with a default bias towards approval j. all team meetings to be offered online.
Gender equality target— proportion of managers who are part-time	Numeric	Proportion of managers working part-time increased by [__pp] at the end of the target cycle.



GEI4: 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 (continued)

Target	Type of target	Target operationalised in the WGEA public report
Gender equality target— improve supports for employees experiencing or at risk of family and domestic violence	Action	<p>Add at least 4 of the following:</p> <ol style="list-style-type: none"> protection for employees from adverse action or discrimination on the grounds that the employee disclosed family and domestic violence access to unpaid family and domestic violence leave access to paid family and domestic violence leave (in addition to the paid family and domestic violence leave provided for by the National Employment Standards) emergency accommodation assistance to employees experiencing or at risk of family and domestic violence mechanisms for employees experiencing or at risk of family and domestic violence to request to move to a different workplace location financial support for employees experiencing or at risk of family or domestic violence an employee assistance program for employees who are experiencing or at risk of family and domestic violence training for key personnel in supporting employees experiencing or at risk of family and domestic violence workplace safety planning to support employees experiencing or at risk of family and domestic violence procedures for referring employees experiencing or at risk of family and domestic violence to support services.

GEI5 – Consultation with employees on issues concerning gender equality

Target	Type of target	Target operationalised in the WGEA public report
Gender equality target— employee consultation on gender equality issues	Action	<p>Add annual consultation with 1 of the following bodies:</p> <ol style="list-style-type: none"> a diversity committee or equivalent an employee representative group or network. <p>AND undertake annual consultation of all staff on gender equality in the employer’s workplace using at least 2 of the following methods:</p> <ol style="list-style-type: none"> experience survey employee focus groups exit interviews.



GEI6 – Sexual harassment, harassment on the ground of sex or discrimination

Target	Type of target	Target operationalised in the WGEA public report
<p>Gender equality target— improve policies regarding preventing, reporting and responding to sexual harassment</p>	<p>Action</p>	<p>Add at least 4 of the following:</p> <ul style="list-style-type: none"> a. leadership accountabilities and responsibilities for preventing and responding to sexual harassment b. training for managers and non-managers on respectful workplace conduct and preventing and responding to sexual harassment c. options for disclosing (internally and externally), and processes for investigating and managing sexual harassment d. processes for anonymously disclosing complaints of sexual harassment e. processes relating to the use of non-disclosure or confidentiality agreements in relation to sexual harassment f. requirements relating to the frequency and nature of reporting to the governing body and management on sexual harassment g. access to trained, trauma-informed support staff or contact officers h. access to confidential external counselling to support employees involved in and affected by sexual harassment i. protection for employees from adverse action or discrimination on the grounds that the employee disclosed sexual harassment or discrimination j. a system for monitoring outcomes of disclosures of sexual harassment, including employment outcomes for those affected and any respondents k. reasonable adjustments to work conditions to support employees involved in and affected by sexual harassment l. a process for the development and review of the employer’s policies relating to sexual harassment, which includes consultation with employees, unions or industry groups.
<p>Gender equality target— mechanisms for reporting to employer’s CEO, key management personnel and the governing body on sexual harassment</p>	<p>Action</p>	<p>Add at least 3 of the following:</p> <ul style="list-style-type: none"> a. identified risks of sexual harassment b. prevalence of sexual harassment c. the nature of sexual harassment d. analysis of trends in sexual harassment e. action taken by the organisation to prevent and respond to sexual harassment f. outcomes of reports of sexual harassment g. consequences for perpetrators of sexual harassment h. any use of non-disclosure agreements or confidentiality clauses as an outcome of disclosure of sexual harassment.





Australian Government



Workplace
Gender Equality
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Additional information

For further information, please contact:

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