



March 2017

Frequently asked questions - reporting

Who needs to report

Does my organisation need to report?

All non-public sector employers with 100 or more employees (relevant employers) are required to report annually to the Workplace Gender Equality Agency (Agency). This includes corporate structures that, in total, employ 100 or more employees across all employing entities within that structure.

Our employee numbers have dropped below 100. Do we still need to report?

If a relevant employer's numbers fall below 100, it must continue to report until employee numbers fall below 80 for six or more months of the particular reporting period. The six months do not have to be consecutive.

If your employee numbers have fallen below 80 for six or more months, please advise the Agency in writing, by emailing wgea@wgea.gov.au.

Our organisation was acquired by another organisation. How should we report?

In the event that your organisation is restructured or was acquired by another organisation within the reporting period, this would change your reporting arrangements. Therefore you must contact the Agency for advice and assistance on (02) 9432 7000 or wgea@wgea.gov.au.

If the restructure occurred during the reporting submission period 1 April to 31 May, you should submit your organisation's report under the reporting arrangement that existed prior to the restructure. Once this has been submitted you must advise the Agency of the new reporting structure changes.

We are a relevant employer and are required to report. Why is the report not visible in the WGEA portal?

Reports are available in the secure online portal from 1 April each year. If you have logged into the portal with an AUSkey on or after 1 April and your report is not visible, it could be because:

- you have logged in with an AUSkey that is not the same ABN as the reporting entity. You will need to obtain an AUSkey in the ABN of the entity that is submitting the report

OR

- your organisation is a relevant employer but it is not registered to report. Organisations that register after 1 April are not required to report until the following year. However, you can choose to submit a voluntary report.

In both instances, contact the Agency for further assistance on (02) 9432 7000 and ask to speak with a senior adviser.

Reporting timeframes

What is the reporting period or dates that I'm required to report on?

The reporting period is from 1 April to 31 March annually and relevant employers (non-public sector employers with 100 or more employees) are required to report on data for this period. For example, compliance reports submitted in 2017 will include information and data for the period, 1 April 2016 to 31 March 2017.

However, the workplace profile requires a relevant employer to calculate their employee headcount based on a date chosen, by the employer, during the reporting period (1 April to 31 March). We also refer to the 'date chosen' as the 'snapshot', 'point in time' or 'cut off' date. For further information refer to the frequently asked question 'What is the 'date chosen' for the workplace profile?' under the 'Workplace profile' section of this document.

What is the deadline to submit my compliance report?

The compliance report submission deadline is 31 May annually. Organisations have two months to submit a compliance report from when it becomes available in the online reporting portal on 1 April, to 31 May. For example, organisations reporting in 2017 will submit reports online from 1 April 2017 to 31 May 2017.

Organisations can prepare their reporting information ahead of time by using the Excel Workplace profile worksheets and the Reporting questionnaire – Word version which are available on the [Reporting resources](#) section of the website.

How to report

What's required to complete the report online?

The following six steps are required to be completed and submitted online:

1. confirm organisation reporting details
2. complete workplace profile
3. complete reporting questionnaire
4. complete notification and access requirements
5. CEO sign-off confirmation
6. submit your report.

The steps can be completed in any order. For further information see the [Reporting online](#) section of the website.

How do I access the secure online reporting portal?

Accessing the secure online portal is now easier for report contacts as the requirement to create a WGEA local user account has been removed. Now you can log into the online portal directly, using your AUSKey in the ABN of the entity for which you are submitting a report.

If you are submitting one report for multiple entities an AUSKey is required in the ABN of the entity that will be submitting the report. If you are submitting multiple reports an AUSKey is required for each entity for which you are submitting a report. For further details on accessing your report online refer to the [Login and register](#) section of the website.

Please note: report contacts must obtain an AUSKey in their own name and with their own email address to log into the secure online portal. For further details see the question below, 'How do I obtain an AUSKey?'.

What happens if I use someone else's AUSKey to login?

You should not login using someone else's AUSKey.

When report contacts login with an AUSKey, the system will automatically create a contact record and link it to the reporting organisation, based on that AUSKey holder's details.

If you use someone else's AUSKey, that AUSKey holder's details will automatically appear in the Agency's system as your organisation's report contact. Also this person's name will appear in your organisation's confidential report as the person who completed and submitted the report.

Also, by having incorrect report contact details in our system you will not receive important and necessary reporting information from the Agency.

It is important for report contacts to be aware that it is a breach of AUSKey's Terms and Conditions to use an AUSKey registered to another person. Report contacts must log into the online portal using an AUSKey issued in their own name.

How do I obtain an AUSKey?

AUSKeys are obtained from the Australian Business Register (ABR) and you can now access the ABR's AUSKey registration page quickly, via the Agency's website by:

- going to the [Agency's website](#)
- clicking on the 'Login' link at the top, right hand corner of the page
- clicking on the 'Apply for an AUSKey' button, on the 'Login to your account' pop-up screen.

Full details on how to obtain an AUSKey can be found in the [About AUSKey](#) section of our website.

Can we commence updating organisational details before 1 April?

Yes.

Report contacts who have access to the secure online portal using their AUSKey can log in at any time to update their organisation's details under the 'Organisation & contact details' tab.

There are details that a report contact can change directly in the portal, such as the organisation's address and phone number. However, there are some changes that the Agency needs to make for you and you must submit a request for an amendment. These are:

- The legal name or ABN of the employer
- CEO details
- The reporting structure – i.e. the hierarchy
- ANZSIC code

These require you to complete the 'Request amendment to organisation details' option under the 'Organisation & contact details' tab in the portal.

Further information can be found on the [Reporting online](#) section of the website.

Do we submit a report for each entity in our corporate structure?

A relevant employer can only report on other entities within its corporate structure that belong to the same ANZSIC division, e.g. Mining, Manufacturing. The exception to this is an entity with 80 or less employees which can be reported on in any other entity's report.

If all entities within the corporate structure are in the same ANZSIC division, you have the following options:

- submit one report covering all entities
- submit one report per entity
- submit multiple reports covering one or more entities.

For further information refer to the 'How to report' section of the [Reference guide](#).

Our ANZSIC is wrong. Can we change it?

Yes.

If you think your organisation's ANZSIC is not correct, please complete the 'Request amendment to organisation details' option in the online reporting portal, under the 'Organisation & contact details' tab. For a list of industry codes refer to the [ANZSIC division codes](#) on the Australian Bureau of Statistics website.

More information on ANZSIC and choosing an organisation's ANZSIC division, sub-division, group and class can be found in the 'How to report' section of the [Reference guide](#).

How do I add the CEO's signature into the online report?

The CEO's signature is not required to submit your report online, to the Agency. Instead, the organisation's report contact must enter the CEO's name in the field provided in the online report, to confirm the CEO has read, approved and authorised the submission of the report.

Once a relevant employer submits and downloads a copy of its report, the CEO (or equivalent) needs to either sign the public and confidential versions of the report, or authorise her/his electronic signature to be added to the report. An acting CEO of the relevant employer is also able to sign the confidential and public versions of the report. The signed public report is the document the employer is required to make available to its employees and shareholders or members. A copy of this signed version does not need to be sent to the Agency.

Do I need to complete the notification and access requirements?

Relevant employers MUST comply with the notification and access requirements. For further information see the 'Notification and access requirements' section of the [Reference guide](#).

Workplace profile

Please note: Validation error report when uploading workplace profiles

Organisations that save an aggregated or unit level workplace profile as an **xlsx** file will get a validation error report that does not correlate to the workplace profile they uploaded. The solution to this issue is to save the workplace profile as an **xls** file and to re-upload the workplace profile.

What data is required for the workplace profile?

The following information is required to be provided in the workplace profile which is in an Excel format:

- WGEA-defined standardised occupational categories for managers and non-managers
- for managers only: reporting level to the CEO (or equivalent)
- gender
- graduate/apprentice
- employment status:
 - full-time permanent/ongoing
 - full-time contract (fixed-term)
 - part-time permanent/ongoing
 - part-time contract (fixed-term)
 - casual
- remuneration:
 - annualised, full-time equivalent base salary and,
 - annualised, full-time equivalent total remuneration

What is the 'date chosen' for the workplace profile?

The workplace profile employee headcount data needs to be calculated at a particular date, which is representative of your workforce, within the reporting period (1 April to 31 March). This is what is referred to as the 'date chosen' for the workplace profile. We also refer to the 'date chosen' as the 'snapshot', 'point in time' or 'cut off' date.

To choose a suitable date, it is important to note that the remuneration data associated with the employees included in the workplace profile is for the 12 months prior to the date chosen for the workplace profile.

For example, an employer may decide to choose the date of 30 June because data based on the financial year is easily accessible through payment summary information. In this case, part of the 12 months to which the remuneration data applies falls outside that reporting period. As the date chosen (30 June) is within the reporting period and the workplace profile is a snapshot in time, this is an acceptable option.

For detailed information about the workplace profile see 'Section 2: Completing the workplace profile' in the [Reference guide](#).

Who should be included in the workplace profile?

When completing the workplace profile, a relevant employer must include the gender composition for all of its workers in Australia (not only those with Australian nationality) that is representative of the workforce at a date chosen within the reporting period. The information will include:

- the CEO (including foreign nationals and expatriates working in Australia)
- foreign nationals or expatriates working in Australia, IF the Australian entity is the employing entity
- employees who have worked overseas for less than six months in a reporting period
- employees on parental leave (paid or unpaid) or on extended leave
- equity partners who receive any part of their earnings by way of salary
- casual or seasonal workers
- individuals employed as apprentices and graduates
- trainees.

For information on who to exclude refer to the 'Who should be included in the workplace profile' section of the [Reference guide](#).

Do I include people who have left the organisation in the workplace profile?

You should only include workers in the workplace profile who were employed on the date chosen for the workplace profile.

Therefore, workers who left the organisation (for any reason) before the date chosen would not be included in the workplace profile, because they were not employed on that date.

Similarly, you do not need to include workers who started after the date chosen for the workplace profile.

Do I report on actual employee numbers or full-time equivalents?

A relevant employer must report on actual employee numbers (headcount), including full-time, permanent/ongoing or contract (fixed-term), part-time, permanent/ongoing or contract (fixed-term) and casual employees.

Do I need to categorise all employees to the WGEA-defined standardised occupational manager and non-manager categories?

Yes.

Relevant employers are required to classify and report on managers and non-managers against WGEA-defined standardised occupational categories. When allocating employees to an occupational category, it is important to match their role and responsibilities to the definition for each category rather than referring to your internal job titles or hierarchy.

The WGEA-defined standardised occupational categories for managers and non-managers are available in the workplace profile template that can be downloaded from the reporting portal. The manager and non-manager standardised occupational categories can also be found in the workplace profile worksheets; Indicative format: workplace profile and reporting questionnaire; Guide: non-manager categories and the Reference guide documents which can be found on the [Reporting resources](#) section of the website.

Can we use employees' contractual remuneration for the workplace profile?

No*.

To calculate annualised and full-time equivalent base salary and total remuneration amounts, you must use an employee's **actual earnings**, for the full 12 months prior to the date chosen for the workplace profile.

(Except when an employee has been on unpaid leave for the full 12 months as at the date chosen for the workplace profile, in which case contractual amounts can be used for reporting purposes.)*

What is annualised, full-time equivalent base salary and total remuneration?

Annualised: If an employee has not worked the full 12 months prior to the date chosen for the workplace profile, the employee's salary needs to be calculated as if the employee had worked the full 12 months; this is annualised.

Full-time equivalent: If an employee has not worked full-time hours during the 12 months prior to the date chosen for the workplace profile, calculate the employee's salary as if the employee had worked full-time hours.

Salary data, for employees who worked part-time, casual, on contract or part-year, needs to be calculated as if they had worked for a full year and full-time.

For further information on what to include and not include as base salary and total remuneration refer to the 'Remuneration data' section of the [Reference guide](#).

How do I convert employee's 'actual' amounts of remuneration to annualised, full-time equivalent base salary and total remuneration?

A salary calculator is available on the [Reporting resources](#) section of the website. The calculator is designed to convert the actual amounts of remuneration for part-time, casual, contract or part-year employees to annualised, full-time equivalent base salaries and total remuneration.

There is also comprehensive calculation guidance available in 'Appendix C: Calculating remuneration data', in the [Reference guide](#). The calculations provided will step you through converting actual amounts of remuneration to annualised, full-time equivalent base salaries and total remuneration for part-time, casual, contract or part-year employees as well as employees who have changed from one employment status to another within the remuneration period (e.g. from casual to part-time or full-time to part-time etc.).

Why are we required to provide annualised, full-time base salary and total remuneration?

This enables comparison of standardised data for the provision of Competitor Analysis Benchmark Reports (CABRs). These reports allow organisations to compare their performance against a variety of comparison groups: Australian industry overall (all reporting organisations), organisations within the same industry, and organisations of the same size; as well as a combination of these.

Why can't I upload my workplace profile?

The reporting portal will only accept the workplace profile template that was generated from within the reporting portal.

If you have prepared your data in the workplace profile worksheets, available on the [Reporting resources](#) section of the website, then you will need to copy and paste your data from the workplace profile worksheets into the portal-generated workplace profile template before you can upload it. For further information, visit the [Reporting online](#) section of the website.

Do I need to respond to data quality anomaly emails?

Yes.

If you have received an email advising of possible data quality anomalies in your report, you must review and correct the errors in the report within the timeframe stipulated in the email.

If you have reviewed the data anomalies and believe these are not errors or you require assistance with interpreting or amending these anomalies you must contact the Agency within the stipulated timeframe and speak with a senior advisor.

Until the errors are fixed or the Agency is able to confirm no further action is required, your organisation's compliance letter will not be available in the portal. Under the Workplace Gender Equality Act 2012 (Act), organisations that do not provide information requested by the Agency, such as information requested in these emails, could be deemed non-compliant.

For further information refer to the 'Data entry and data quality errors' section of the [Reference guide](#) and the [Data issues during reporting](#) section of the website.

Reporting questionnaire

Do I provide data for the whole reporting period?

Yes.

When completing the reporting questionnaire, the responses, data and information must relate to the TOTAL reporting period from 1 April to 31 March.

Am I required to complete all questions and data fields?

Mandatory questions are indicated by a yellow vertical line in the reporting questionnaire.

Response options in the reporting questionnaire are typically in a yes/no or table format. Where 'no' is selected, employers have the option to provide a reason for this either using pre-set options or a free-text box.

With the exception of **optional** free-text boxes, all data fields such as tables, require data to be entered and no cells are to be left blank. Where you do not have data for a particular field you must enter '0'.

You won't be able to submit the reporting questionnaire until all mandatory fields are completed. Questions or fields that need to be completed are identifiable by a system-generated red box around the areas with missing information. You will also notice the circles along the top of the reporting questionnaire will change from grey to yellow when the section is completed. If any circle is red this is an indication that data is missing from that section. You can easily navigate to a particular section by clicking on the circle.

What is the difference between a policy and a strategy?

A policy provides the guidelines, rules and procedures developed by an organisation to govern its actions (often in recurring situations). They define the limits (do's and don'ts) within which a decision is made.

A strategy is a plan of action designed to achieve one or more of the organisation's objectives. A strategy fills the gap between 'where we are' and 'where we want to be', that is, 'how are we going to get there?'

What is a formal policy and formal strategy?

A formal policy or formal strategy is a written policy or strategy that has been approved by human resources and/or management. A formal policy is usually widely communicated and available to, and accessible by, all staff. A formal strategy can also be widely communicated, although it usually deals with the allocation and deployment of material and human resources and requires executive decision. A strategy may exist without a policy and vice versa but both may also coexist and support each other.

For further information see 'Section 3: Completing the Reporting Questionnaire', Reporting questionnaire – questions and guidance GEI 1: Gender composition of the workforce' in the [Reference guide](#).

What are appointments, promotions and resignations and who do I include?

Comprehensive information on the definitions of appointments, promotions and resignations and examples of who to include and exclude for each of these categories, can be found under 'Section 3: Completing the Reporting Questionnaire', Reporting questionnaire – questions and guidance GEI 1: Gender composition of the workforce' in the [Reference guide](#).

How do I identify our ultimate governing body?

All organisations will have a governing body. For the purposes of reporting you are required to report on your organisation's ultimate or 'highest' governing body even if it is located overseas.

GEI 2 relates to the composition of the highest level of governance within your organisation. For example, if your organisation is a company, you would report on its board of directors, not the executive committee of managers.

The following information is provided to assist organisations identify their governing body based on organisation structures:

- for private or publicly listed companies, you will have one* or more directors or a board of directors. For trusts, the trustee is the governing body
- for partnerships, the governing body is likely to comprise all or some (if elected) partners

- for organisations whose governing body is the same as their parent entity's governing body, it is still deemed to have a governing body
- for religious structures, you may have a canonical advisor, bishop or archbishop
- for other structures that do not fall into any of the above categories, your committee of management would be considered your governing body.

A governing body includes voluntary boards of not-for-profit organisations.

(Where a private company has one director, the highest governing body would have only one member.)*

What if my organisation operates as a partnership?

Where the organisation's structure is a partnership, equity partners are considered to be members of the governing body and therefore should NOT be included in the workplace profile. The exception is the managing partner who needs to be counted in the workplace profile as the CEO (or equivalent).

In contrast, non-equity partners are akin to employees and should be included in the workplace profile.

What is employer funded paid parental leave?

Employer funded paid parental leave may be provided by individual employers to employees, in addition to legislated employment conditions, such as the Government funded parental leave scheme and unpaid leave entitlements. Many employers provide employer funded paid parental leave to attract and retain employees.

Who is a primary carer?

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

Who is a secondary carer?

A secondary carer is the member of a couple or a single carer, regardless of gender, who is not the primary carer of the child.

Minimum standards

Is our organisation required to meet the minimum standard?

Minimum standards are an additional compliance requirement applicable to relevant employers with 500 or more employees.

If your entity is either a standalone (i.e. not part of a corporate structure) with less than 500 employees or part of a corporate structure where the total number of employees across all entities is less than 500 then you are not required to meet the minimum standard.

For further details see the 'Minimum standards' section under 'Other important information' in the [Reference guide](#).