Indicative format: Workplace profile and reporting questionnaire

Reporting under the *Workplace Gender Equality Act 2012* in the 2014-15 reporting period

Version 2.0
Section 1: Overview

Under the *Workplace Gender Equality Act 2012* (Act) relevant employers are required to complete and submit a workplace profile and a reporting questionnaire covering standardised reporting matters under six gender equality indicators (GEIs):

- **Workplace profile**: The workplace profile reflects data required under gender equality indicators one (GEI 1: gender composition of the workforce) and three (GEI 3: equal remuneration between women and men) and is in an Excel format.

- **Reporting questionnaire**: The reporting questionnaire reflects data required under all six gender equality indicators and includes 18 questions. Response options in the reporting questionnaire are typically a yes/no or table format. Where ‘no’ is selected, employers will have the option to provide a reason for this either via pre-set options or via a free-text box. For tables, all percentage responses must be in the 0-100 range.

Reporting and compliance requirements for the 2014-15 reporting period are the same as those in the 2013-14 reporting period.

**Who needs to report?**

All relevant employers under the Act are required to report to the Agency annually.

A relevant employer is a non-public sector employer with 100 or more employees in Australia for any six months or more of a reporting period. The six months do not have to be consecutive months. All employees (headcount, not full-time equivalent) should be counted. This includes full-time, part-time, casual, contract and temporary employees of the employer (including all of its subsidiaries employing employees in Australia).

For employers that are part of a corporate group, the 100 or more employees’ threshold applies to the combined total of employees of the parent entity and all subsidiaries in Australia.

**Complying with the Act**

A relevant employer will comply with the Act if it:

- lodges a report containing required information each year on time
- has the report signed by the CEO
- complies with the notification and access requirements
- meets minimum standards (in place from the 2014–15 reporting period) or, if a minimum standard is not met, makes improvements against it by the end of two further reporting periods (only applies to relevant employers with 500 or more employees).
- if asked, gives the Agency information for the purpose of reviewing compliance
- does not give false or misleading information in a report, or when providing information as requested by the Agency for the purpose of reviewing compliance.

**Reporting period**

The reporting period under the Act refers to the 12 months from 1 April to 31 March, with reports being due between 1 April and 31 May each year.
Online reporting

As part of making reporting more streamlined and to complement the provisions of the Act, reporting is available via a secure online portal. Reporting organisations log into the online portal using an AUSkey and submit all information through the portal.

Minimum standards

Minimum standards only apply to relevant employers with 500 or more employees in their corporate structure.

From the 2014-15 reporting period, the first minimum standard in relation to specified GEIs as set by the Minister in the Workplace Gender Equality (Minimum Standards) Instrument 2014 came into effect.

Minimum standards represent the standard needed to achieve a particular objective under a GEI. To meet the minimum standard, relevant employers with 500 or more employees must have a policy or strategy in place that specifically supports gender equality in relation to one, or more, of the following GEIs. The related questions in the reporting questionnaire are also detailed below.

→ GEI 1: gender composition of the workforce:
  ‘Yes’ to having a policy or strategy for any of the options 1.1 to 1.10
  OR

→ GEI 3: equal remuneration between women and men:
  ‘Yes’ to having a policy or strategy for question 3 and yes to 3.1.
  OR

→ 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
  ‘Yes’ to having a policy or strategy for question 10.
  OR

→ GEI 6: any other matters specified by the Minister in a legislative instrument: sex-based harassment and discrimination
  ‘Yes’ to having a policy or strategy question 16.

If an employer that is required to meet a minimum standard does not do so, it will have a further two reporting periods to improve against the minimum standard before it may be deemed non-compliant by the Agency. For more details on meeting minimum standards, refer to resources provided in the ‘Minimum standards’ section of the website.
Benchmarks and data quality

Standardised reporting under the Act enables the Agency to provide relevant employers with customised confidential benchmark reports as well as aggregated national public industry benchmark data.

Critical to the provision of quality benchmarks is the reliability of data provided by employers through the reporting process. To ensure the benchmarks are meaningful and comparable over time it is essential that employers take care to accurately:

→ classify their employees to manager and non-manager categories
→ calculate remuneration data as indicated in the workplace profile and
→ ensure responses in the reporting questionnaire reflect shared interpretations of key concepts and terms within your industry.

Reference guide and other resources

This indicative format is a companion document to the Reference guide, available on the Agency’s website. The Reference guide provides employers with detailed information required for reporting, including key terms and definitions, guidance for online reporting, and guidance for engaging with key stakeholders within their organisation. We also encourage employers to engage with others in their industry to share their approach in classifying employees in their workplace profile as this will ensure consistency of information for comparison purposes.

On the Agency’s website, you will also find:

→ Indicative format: workplace profile and reporting questionnaire (in Word format)
→ Workplace profile worksheets (Excel format)
→ EOCGE criteria and guide to citation.

Confidentiality

Information relating to remuneration included in a report will not be published by the Agency unless written permission from the relevant employer has been provided. Remuneration data may be published in an aggregated form so long as it does not disclose information about a specific employer or person. This will enable the Agency to collect and analyse data and to develop other resources on pay equity to benefit employers.
Section 2: Workplace profile

Relevant employers are required to complete a workplace profile for their organisation. The workplace profile reflects data required under gender equality indicators one (GEI 1: gender composition of the workforce) and three (GEI 3: equal remuneration between women and men).

A workplace profile must include:
- actual headcount (that is, the actual number of employees, not full-time equivalents) of all employees (including full-time, part-time, individuals on contract and casuals)
- data that is representative of your workforce at a point in time within the reporting period.

The following information needs to be provided in the workplace profile in an Excel format\(^1\):
- standardised occupational categories for managers and non-managers
- for managers: reporting level from the CEO (or equivalent)
- gender\(^2\)
- graduate/apprentice
- employment status
  - full-time/part-time
  - permanent/contract/casual
- remuneration
  - annualised average full-time equivalent base salary and,
  - annualised average full-time equivalent total remuneration.

Standardised occupational categories of managers and non-managers

To facilitate the standardisation of data for educational benchmarks, relevant employers are required to classify and report on managers and non-managers against standardised occupational categories as outlined in the *Workplace Gender Equality (Matters in relation to Gender Equality Indicators) Instrument 2013 (No.1)*. The non-manager categories mirror the major groups in the classification structure ANZSCO (Australian and New Zealand Standard Classification of Occupations) managed by Australian Bureau of Statistics.

### Standardised occupational categories of managers

Managers are categorised as:
- CEO (or equivalent)
- key management personnel (KMP)
- other executives/general managers
- senior managers
- other managers.

Table 1 contains the definitions of standardised occupational categories of managers.

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1. Each year only the system-generated excel template can be uploaded into the online portal.
2. Gender is defined as female or male as per the Act. If an employee does not identify as either male or female, for the purposes of reporting to the Agency in accordance with the *Workplace Gender Equality Act 2012*, they do not need to be included in the workplace profile.
Standardised occupational categories of non-managers

Non-managers are classified against eight occupational categories:

- professionals
- technicians and trade employees
- community and personal service employees
- clerical and administrative employees
- sales employees
- machinery operators and drivers
- labourers
- other.

In addition, where the following two categories apply to an employee in a non-manager category, this needs to be reflected in your workplace profile:

- graduates
- apprentices.

Table 2 contains the definitions for non-manager categories. The Reference guide contains examples of roles to be included under these non-manager categories.

Remuneration

Relevant employers must provide the remuneration data for all employees (including the CEO or equivalent) included in the workplace profile. The elements of remuneration required to be reported on in the workplace profile are:

- **Annualised average full-time equivalent base salary**: base salary refers to salary, including salary sacrificed items, but excluding allowances, superannuation and any other additional payments.

- **Annualised average full-time equivalent total remuneration**: total remuneration includes base salary plus any additional benefits whether payable directly or indirectly, whether in cash or in a form other than cash. Includes among other things, bonus payments (including performance pay), superannuation, discretionary pay, other allowances, and other (for example share allocations). Overtime should be included but not converted to an annualised or full-time equivalent amount i.e. add the actual overtime amount paid.

Both are based on actual earnings, not contractual amounts.

If you choose to provide your workplace profile in a unit level format, the system automatically generates the aggregated tables and calculates the relevant remuneration totals.

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3 For employees on unpaid leave for the full 12 months prior to the date chosen for the workplace profile, contractual amounts can be used for reporting purposes.
Table 1: Workplace profile: standardised occupational categories of managers

<table>
<thead>
<tr>
<th>Managers</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer (CEO) or equivalent</td>
<td>→ The CEO or equivalent is the head of business in Australia, and is reported on separately to other key management personnel.</td>
</tr>
</tbody>
</table>
| Key management personnel (KMP)                | → ‘Key management personnel’ refers to those persons who have authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity, in accordance with Australian Accounting Standards Board AASB124.  
→ A defining feature of a KMP is that their influence is at the entity level. They are likely to be functional heads such as head of operations or head of finance and direct how that component contributes to the entity’s outcome, with a strategic focus.  
→ The KMP is a manager who represents at least one of the major functions of the organisation and participates in organisation-wide decisions with the CEO.                                                                                                                                                                                                                                                                                                                                                     |
| Other executives/general managers             | → ‘Other executives/general managers’ hold primary responsibility for the equivalent of a department or a business unit. In a large organisation, this manager might not participate in organisation-wide decisions with the CEO.  
→ Alternatively, this manager could have influence in organisation-wide decision making forums to provide expertise or project development but because they do not actually hold authority at an entity level they would not be defined as a KMP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Senior managers                               | → ‘Senior managers’ are charged with one or more defined functions, departments or outcomes. They are more likely to be involved in a balance of strategic and operational aspects of management. Some decision-making at this level would require approval from one of the three management levels above it.  
→ ‘Senior managers’ are responsible for resourcing, a budget and assets (capital expenditure).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Other managers                                | → ‘Other managers’ plan, organise, direct, control and coordinate an operational function. They usually oversee day-to-day operations, working within and enforcing defined company parameters.  
→ They might implement, determine, monitor and review strategies, policies and plans to meet business needs as it relates to their own function/work area.  
→ An ‘other manager’ is accountable for a defined business outcome which usually involves the management of resources and includes time management, coordination of different functions or people, financial resources, and other assets (for example facilities or IT infrastructure).  
→ Line managers would be included in this category.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Please note that a manager does not need to be responsible for people to be defined as a manager. Also note that a supervisor is not a manager. As such, employees in this category within your organisation need to be classified according to the eight standardised non-managers categories provided in Table 2.
### Table 2: Workplace profile: standardised occupational categories of non-managers

<table>
<thead>
<tr>
<th>Occupational categories of non-managers</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionals</td>
<td>→ Perform analytical, conceptual and creative tasks through the application of theoretical knowledge and experience in the fields of the arts, media, business, design, engineering, the physical and life sciences, transport, education, health, information and communication technology, the law, social sciences and social welfare.</td>
</tr>
<tr>
<td>Technicians and trade</td>
<td>→ Perform a variety of skilled tasks, applying broad or in-depth technical, trade or industry-specific knowledge, often in support of scientific, engineering, building and manufacturing activities.</td>
</tr>
<tr>
<td>Community and personal service</td>
<td>→ Assist health professionals in the provision of patient care, provide information and support on a range of social welfare matters, and provide other services in the areas of aged care and childcare, education support, hospitality, defence, policing and emergency services, security, travel and tourism, fitness, sports and personal services.</td>
</tr>
<tr>
<td>Clerical and administrative</td>
<td>→ Provide support to managers, professionals and organisations by organising, storing, manipulating and retrieving information.</td>
</tr>
<tr>
<td>Sales</td>
<td>→ Sell goods, services and property, and provide sales support in areas such as operating cash registers and displaying and demonstrating goods.</td>
</tr>
<tr>
<td>Machinery operators and drivers</td>
<td>→ Operate machines, plant, vehicles and other equipment to perform a range of agricultural, manufacturing and construction functions and move materials.</td>
</tr>
<tr>
<td>Labourers</td>
<td>→ Perform a variety of routine and repetitive physical tasks using hand tools, power tools and machines either as an individual or as part of a team assisting more skilled workers such as trades workers, and machinery operators and drivers.</td>
</tr>
<tr>
<td>Other</td>
<td>→ Employees whose work is not defined by above categories.</td>
</tr>
</tbody>
</table>

Refer to the Reference guide for examples of roles in your industry that fit under each of these non-manager categories.

In addition, where the following two categories apply to an employee in a non-manager category, this needs to be reflected in your workplace profile:

→ **graduate**: any person employed in a formal graduate program. This does not mean an employee who has graduated from a tertiary institution.

→ **apprentice**: any person employed by an employer as an apprentice. A trainee is not considered an apprentice.
Selecting unit level or aggregated data

The workplace profile may be provided to the Agency as either unit level data or aggregated data. Table 3 provides a summary of the differences between the two options.

For both options, we recommend you prepare your data offline by populating the workplace profile worksheets available from the website. This allows you to sort, find or replace data if needed. The system-generated template via the online portal does not allow you to sort, find or replace data.

Table 3: Differences between unit level data and aggregated data

<table>
<thead>
<tr>
<th>Option 1: Unit level data</th>
<th>Option 2: Aggregated data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simplest option, one table to complete</td>
<td>Two tables to complete: one for managers, one for non-managers*</td>
</tr>
<tr>
<td>One employee per line (de-identified employee data)</td>
<td>*This is because the reporting level to the CEO is only required for managers and graduate and apprentice categories only apply to non-managers.</td>
</tr>
<tr>
<td>System generates the aggregated tables from your unit level data and automatically calculates the relevant remuneration totals.</td>
<td>Employers need to calculate:</td>
</tr>
<tr>
<td></td>
<td>- aggregated employee numbers per category</td>
</tr>
<tr>
<td></td>
<td>- aggregated average base salary and total remuneration per category</td>
</tr>
</tbody>
</table>

The public report only displays the workplace profile as an aggregated table, and does not contain remuneration data.

Completing your workplace profile online

To complete your workplace profile, you are required to undertake the following:

- Generate and download an Excel template to populate your data (you can copy and paste your workplace profile data from your worksheet into the system-generated Excel spreadsheet). To ensure your data is accurate, it is important that you:
  - Convert all salaries to full-time equivalent (for part-time and casual employees, the calculation is as though they worked full-time).
  - Annualise the salaries of all employees who have not worked for the full 12 months as at the date of your workplace profile.
  - If you are submitting an aggregated data template, average the salaries for each manager and non-manager category; do not use the combined total.
- Upload your completed system-generated workplace profile. The system will check for upload errors and an error report will inform you of any upload errors that need to be fixed.
- The system will then validate the data contained in your workplace profile and highlight any possible data quality errors. You will need to either confirm that these anomalies are correct or change your data and re-upload your workplace profile.
- Review and submit your final aggregated workplace profile (if you had uploaded a unit level template, the system has automatically generated the aggregated tables for you to review). Once your uploaded workplace profile data has been validated without errors, you must click the ‘Submit’ button to finalise your workplace profile.
Option 1 – Unit level data template

Table 4 shows the layout of the Excel table if an employer decides to provide unit level data. Each line in the table represents one employee. Employee names and identification numbers are not required in the Excel template you submit online. If they are included, they will not be published in your public report. However, you may wish to include them in your own worksheets.

When completing your workplace profile, ensure you are following the data entry requirements provided in the column headings.

Table 4: Unit level data template

<table>
<thead>
<tr>
<th>Employee unique identifier</th>
<th>Manager/non-manager categories</th>
<th>Reporting level to CEO</th>
<th>Gender</th>
<th>Graduate/Apprentice</th>
<th>Full-time/part-time/casual</th>
<th>Permanent/Contract/Casual</th>
<th>Base Salary Only $</th>
<th>Total Remuneration $</th>
</tr>
</thead>
<tbody>
<tr>
<td>(for an organisation’s use only - will not be saved in the online portal)</td>
<td>(enter exact manager/non-manager labels as they appear in the “Occupation definitions” tab)</td>
<td>(enter -1 to +15 or +1 for managers more senior than the CEO who reports overseas)</td>
<td>(for an organisation’s use only - will not be saved in the online portal)</td>
<td>(enter G)</td>
<td>(enter PT)</td>
<td>(enter Permanent)</td>
<td>(includes superannuation &amp; other payments)</td>
<td>(includes base salary, superannuation &amp; other payments)</td>
</tr>
</tbody>
</table>

**2015 workplace profile - unit level data template**

**IMPORTANT**

1. All salary data must be:
   i) annualised for all employees who have worked with your organisation for less than twelve months (as at the date of your workplace profile), AND
   ii) salaries must be converted to full-time equivalent amounts for all employees who are part-time and casual.

2. Every cell needs to be completed, please ensure there are no blank cells (refer to column headings for the correct label to be entered in that column).

Please note: do not include any headings when copying data from your workplace profile worksheet as you will only be able to paste the employee data into this template.

Paste your employee data into this template by placing your cursor into cell 8A (if you have data in the ‘Employee unique identifier’ column), OR into cell 8B (if you have no data in the ‘Employee unique identifier’ column). Further detailed instructions are available on the “Instructions” tab.
## Option 2 – Aggregated data template

If an employer decides to provide data at an aggregated level, two tables will need to be completed; one for managers and one for non-managers. The following tables are examples only. The subtotal and overall total of employees will auto-calculate. The layout of these tables is provided in tables 5a and 5b.

### Table 5a: All managers - aggregated data template

#### 2015 Workplace profile

**1. All managers - aggregated data template**

**Important**

1. All salary data must be:
   i) annualised for employees who have worked with your organisation for less than twelve months (as at the date of your workplace profile), AND
   ii) converted to full-time equivalent amounts for all employees who are part-time and casual, AND
   iii) averaged for each category, ie it is not the combined total for each category that is to be reported.

(a) ‘Salary calculator’ and ‘Reference guide’ are available in the ‘Reporting resources’ section of the website if you need assistance.

2. Every cell needs to be completed, please ensure there are no blank cells. If there are no employees in a category, enter ‘0’ (zero).

Please note: do not include any headings when copying data from your workplace profile worksheet as you will only be able to paste the employee data into this template.

Further detailed instructions are available on the "Instructions" tab.

<table>
<thead>
<tr>
<th>Manager occupational categories (these are the manager categories you have selected in Step 2; to make any changes, you will need to regenerate your template in Step 2)</th>
<th>Reporting level to CEO (for managers only)</th>
<th>Employment Status</th>
<th>No. of employees</th>
<th>Base Salary Only $ (excludes superannuation &amp; other payments)</th>
<th>Total Remuneration $ (includes base salary, superannuation &amp; other payments)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>F M Total employees</td>
<td>F M</td>
<td>F M</td>
<td></td>
</tr>
<tr>
<td>CEO/Head of Business in Australia</td>
<td>Full-time permanent</td>
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<td></td>
<td>Full-time contract</td>
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<td></td>
<td>Full-time permanent</td>
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<td></td>
<td>Full-time contract</td>
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<td></td>
<td>Part-time permanent</td>
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<td></td>
<td>Part-time contract</td>
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<tr>
<td></td>
<td>Casual</td>
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<tr>
<td>Key management personnel (KMP)</td>
<td>Full-time permanent</td>
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<td></td>
<td>Full-time contract</td>
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<td></td>
<td>Full-time permanent</td>
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<td></td>
<td>Full-time contract</td>
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<td></td>
<td>Part-time permanent</td>
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<td></td>
<td>Part-time contract</td>
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<tr>
<td></td>
<td>Casual</td>
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<tr>
<td>Other executives/General managers</td>
<td>Full-time permanent</td>
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<td></td>
<td>Full-time contract</td>
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<td></td>
<td>Full-time permanent</td>
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<td></td>
<td>Full-time contract</td>
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<td>Part-time permanent</td>
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<td>Part-time contract</td>
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<td></td>
<td>Casual</td>
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<tr>
<td>Senior managers</td>
<td>Full-time permanent</td>
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<td></td>
<td>Full-time contract</td>
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<td>Full-time permanent</td>
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<td></td>
<td>Full-time contract</td>
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<td></td>
<td>Part-time permanent</td>
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<td>Part-time contract</td>
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<td></td>
<td>Casual</td>
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<tr>
<td>Other managers</td>
<td>Full-time permanent</td>
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<td></td>
<td>Full-time contract</td>
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<td>Full-time permanent</td>
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<td>Part-time permanent</td>
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<td></td>
<td>Part-time contract</td>
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<tr>
<td></td>
<td>Casual</td>
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<tr>
<td>Sub-total: All managers</td>
<td></td>
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</tr>
</tbody>
</table>
### Table 5b: All non-managers - aggregated data template

#### 2015 Workplace profile

**Important**

1. All salary data must be:
   a) annualised for employees who have worked with your organisation for less than twelve months (as at the date of your workplace profile), **AND**
   b) converted to full-time equivalent amounts for all employees who are part-time and casual, **AND**
   c) averaged for each category, i.e. it is not the combined total for each category that is to be reported.

2. Every cell needs to be completed, please ensure there are no blank cells. If there are no employees in a category, enter ‘0’ (zero).

Please note: do not include any headings when copying data from your workplace profile worksheet as you will only be able to paste the employee data into this template.

Further detailed instructions are available on the “Instructions” tab.

#### Non-manager occupational categories

<table>
<thead>
<tr>
<th>Employment status</th>
<th>No. of employees (excluding graduates and apprentices)</th>
<th>No. of graduates (if applicable)</th>
<th>No. of apprentices (if applicable)</th>
<th>Total employees</th>
<th>Base Salary Only $ (excludes superannuation &amp; other payments)</th>
<th>Total Remuneration $ (includes base salary, superannuation &amp; other payments)</th>
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<td>Other</td>
<td>Full-time permanent</td>
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<td>Total: All</td>
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<tr>
<td>non-managers</td>
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</tbody>
</table>
Section 3: Reporting questionnaire

Employers are also required to complete the reporting questionnaire. The reporting questions are set out on the following pages. Compliance reports are to be completed and submitted through the secure online portal. As such, the questionnaire format in this document is indicative only, it is not the reporting template.

Overview of the reporting questionnaire

The reporting questionnaire includes 18 questions that reflect standardised reporting matters under the six GEIs.

- GEI 1 – gender composition of the workforce
- GEI 2 – gender composition of governing bodies of relevant employers
- GEI 3 – equal remuneration between women and men
- 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
- GEI 5 – consultation with employees on issues concerning gender equality in the workplace
- GEI 6 – any other matters specified by the Minister: sex-based harassment and discrimination.

Responses and free-text boxes

In the 2014-15 reporting period, organisations are required to answer the same questions as in the 2013-14 reporting period. In some instances additional response options have been provided, as well as more free-text boxes.

Response options in the questionnaire are typically 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.

When providing details in free-text boxes throughout the reporting questionnaire please do so in accordance with the Privacy Act 1988 and ensure no confidential information or personal information (such as any information that would personally identify an employee) is included as it will be included in your public report on the Agency’s website.

Alignment to the WGEA Employer of Choice for Gender Equality

To be eligible for the Agency’s voluntary EOCGE citation, organisations must be compliant with the Act and meet all prerequisites, some of which relate to responses to compliance reporting questions. The EOCGE logo has been placed next to the reporting questions that relate to an EOCGE prerequisite.

For more information on the EOCGE, visit the Agency’s website.
GEI 1: Gender composition of the workforce

This question is one of four options to meet the minimum standard, refer to the minimum standards section on page 3 for more details.

1. Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:

- Rogue EOCGE question 1

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Recruitment? Boolean</td>
</tr>
<tr>
<td>1.2</td>
<td>Retention? Boolean</td>
</tr>
<tr>
<td>1.3</td>
<td>Performance management processes? Boolean</td>
</tr>
<tr>
<td>1.4</td>
<td>Promotions? Boolean</td>
</tr>
<tr>
<td>1.5</td>
<td>Talent identification/identification of high potentials? Boolean</td>
</tr>
<tr>
<td>1.6</td>
<td>Succession planning? Boolean</td>
</tr>
<tr>
<td>1.7</td>
<td>Training and development? Boolean</td>
</tr>
<tr>
<td>1.8</td>
<td>Resignations? Boolean</td>
</tr>
<tr>
<td>1.9</td>
<td>Key performance indicators for managers relating to gender equality? Boolean</td>
</tr>
<tr>
<td>1.10</td>
<td>Gender equality overall? Boolean</td>
</tr>
</tbody>
</table>

In completing questions 1.1 to 1.10:

For those who select **yes**, below are the check box options:

- □ Standalone policy
- □ Policy is contained within another policy
- □ Standalone strategy
- □ Strategy is contained within another strategy

For those that select **no**, employers will be provided with the option of selecting the applicable reasons which include:

- □ No, currently under development
- □ No, insufficient human resources staff
- □ No, don’t have expertise
- □ No, not a priority
1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place.
Free-text box
This question is optional.

1.12 Should you wish to provide additional information on any of your responses under gender equality indicator 1, please do so below: Free-text box
This question is optional.
GEI 2: Gender composition of governing bodies

2. Does your organisation, or any organisation you are reporting on, have a governing body/board?

☐ Yes
☐ No

Other than if you are the parent entity within your corporate structure, you only need to report on the governing body/board of those organisations you are reporting on that have 80 or more employees.

2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, enter the gender composition (in numbers, not percentages) of that governing body/board; and where in place, include what percentage target has been set relating to the representation of women, and the year the target is to be reached.

IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition NUMBERS of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a date in the format of YYYY in the 'Year to be reached' column.

<table>
<thead>
<tr>
<th>Organisation name</th>
<th>Gender &amp; NUMBER of chairperson/s (NOT percentage)</th>
<th>Gender &amp; NUMBER of other board members (NOT percentage)</th>
<th>% target for representation of women on each board (enter a percentage number from 0-100)</th>
<th>Year to be reached (in YYYY format; if no target has been set, leave blank)</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>M</td>
<td>F</td>
<td>M</td>
<td>% target</td>
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</tbody>
</table>

2.1a If you have reported a large number of governing body/board members (over 17) for any organisation listed as having a governing body/board in the table in question 2.2 , please tick the box confirming this is an accurate NUMBER, and NOT a PERCENTAGE.

☐ Yes, the data provided in question 2.2 reflects numbers not percentages.
2.2 For any governing bodies/boards where a target relating to the representation of women has not been set, you may specify why:

☐ Governing body has gender balance (e.g. 40% women/40% men/20% either)
☐ Currently under development
☐ Insufficient human resources staff
☐ Don’t have expertise
☐ Do not have control over board appointments (provide details why): ___
☐ Not a priority
☐ Other (provide details): ___

2.3 Do you have a formal selection policy or formal selection strategy for governing body/board members for ALL organisations covered in this report?

☐ Yes
  ☐ Standalone policy
  ☐ Policy is contained within another policy
  ☐ Standalone strategy
  ☐ Strategy is contained within another strategy

☐ No
  ☐ No, in place for some governing bodies
  ☐ No, currently under development
  ☐ No, insufficient human resources staff
  ☐ No, do not have control over board appointments (provide details why): ___
  ☐ No, don’t have expertise
  ☐ No, not a priority
  ☐ No, other (provide details): ___
2.4 Partnership structures only: (do NOT answer this question if your organisation is an incorporated entity (i.e. Pty Ltd, Ltd or Inc.)). For partnerships, please enter the total number of female and male equity partners (excluding the managing partner) in the following table. Details of your managing partner should be included separately in the CEO row of your workplace profile. If you have a separate governing body/board of directors, please enter its composition in question 2.1.

<table>
<thead>
<tr>
<th>Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)</th>
<th>Full-time females</th>
<th>Part-time females</th>
<th>Full-time males</th>
<th>Part-time males</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity partners who are NOT key management personnel (KMPs)</td>
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</tbody>
</table>

2.5 Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below.

Free-text box

*This question is optional.*
GEI 3: Equal remuneration between women and men

This question is one of four options to meet the minimum standard, refer to the minimum standards section on page 3 for more details.

3. Do you have a formal policy or formal strategy on remuneration generally?

☐ Yes
  ☐ Standalone policy
  ☐ Policy is contained within another policy
  ☐ Standalone strategy
  ☐ Strategy is contained within another strategy

☐ No
  ☐ No, currently under development
  ☐ No, insufficient human resources staff
  ☐ No, included in workplace agreement
  ☐ No, don’t have expertise
  ☐ No, salaries set by awards or industrial agreements
  ☐ No, non-award employees paid market rate
  ☐ No, not a priority
  ☐ No, other (provide details):___

3.1 Are specific gender pay equity objectives included in your formal policy or formal strategy?

☐ Yes (provide details in questions 3.2 and/or 3.3 below)

☐ No
  ☐ No, currently under development
  ☐ No, insufficient human resources staff
  ☐ No, don’t have expertise
  ☐ No, salaries set by awards or industrial agreements
  ☐ No, non-award employees are paid market rate
  ☐ No, not a priority
  ☐ No, other (provide details):___
3.2 You have answered yes to question 3.1. Please indicate whether your formal policy or formal strategy includes the following gender pay equity objectives (more than one option can be selected):

☐ To achieve gender pay equity

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

☐ 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 (details provided in question 3.3 below)

3.3 Provide details of other gender pay equity objectives that are included in your formal policy or formal strategy including timeframes for achieving these objectives:

Free-text box

☒ This question is optional

4. Has a gender remuneration gap analysis been undertaken? (NB: a like-for-like gap compares the same or similar roles; an organisation-wide gap is the difference between the average remuneration of all women and the average remuneration of all men in your organisation)

☐ Yes, a like-for-like AND organisation-wide gender remuneration gap analysis has been undertaken

☐ Yes, a like-for-like gender remuneration gap analysis ONLY has been undertaken

☐ Yes, an organisation-wide gender remuneration gap analysis ONLY has been undertaken

☐ Yes, other – please provide details of any other type of gender remuneration gap analysis that has been undertaken: ______

☐ No

☐ No, currently under development

☐ No, insufficient human resources staff

☐ No, don’t have expertise

☐ No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)

☐ No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)

☐ No, non-award employees are paid market rate

☐ No, not a priority

☐ No, other (provide details):______
4.01 You have answered yes to question 4.  
**When was the most recent gender remuneration gap analysis undertaken?**

☐ Within last 12 months  
☐ Within last 1-2 years  
☐ More than 2 years ago but less than 4 years ago  
☐ Other (provide details): ___

Refer EOCGE question 22

4.1 Were any actions taken as a result of your gender remuneration gap analysis?  

☐ Yes - please indicate what actions were taken (more than one option can be selected):  
  ☐ 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 ratings to ensure there is no gender bias (including unconscious bias)  
  ☐ Analysed performance pay to ensure there is no gender bias (including unconscious bias)  
  ☐ Trained people-managers in addressing gender bias (including unconscious bias)  
  ☐ Set targets to reduce any like-for-like gaps  
  ☐ Set targets to reduce any organisation-wide gaps  
  ☐ Reported pay equity metrics to the board  
  ☐ Reported pay equity metrics to the executive  
  ☐ Corrected like-for-like gaps  
  ☐ Conducted a gender-based job evaluation process  
  ☐ Implemented other changes (provide details): ___

☐ No  
  ☐ No unexplainable or unjustifiable gaps identified  
  ☐ No, currently under development  
  ☐ No, insufficient human resources staff  
  ☐ No, don’t have expertise  
  ☐ No, salaries set by awards or industrial agreements  
  ☐ No, non-award employees are paid market rate  
  ☐ No, unable to address cause/s of gaps (provide details why): ___  
  ☐ No, not a priority  
  ☐ No, other (provide details): ___
4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below.

Free-text box

☐ This question is optional.
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

5. Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?

☐ Yes
☐ No
☐ No, currently being considered
☐ No, insufficient human resources staff
☐ No, government scheme is sufficient
☐ No, don’t know how to implement
☐ No, not a priority
☐ No, other (provide details): ___

5.1 Please indicate the number of weeks of employer funded parental leave that are provided for primary carers

Free-text box

تذكر معلومات السؤال 30

☐ Only enter whole numbers.
☐ If there are different amounts of leave provided, enter the lowest number of weeks.

5.2 How is employer funded paid parental leave provided to the primary carer?

☐ By paying the gap between the employee’s salary and the government’s paid parental leave scheme

☐ By paying the employee’s full salary (in addition to the government’s paid scheme), regardless of the period of time over which it is paid, for example, full pay for 12 weeks or half pay for 24 weeks

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

6. Do you provide employer funded paid parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?

☐ Yes, one week or greater
☐ Yes, less than one week
☐ No
☐ No, currently being considered
☐ No, insufficient human resources staff
☐ No, government scheme is sufficient
☐ No, don’t know how to implement
☐ No, not a priority
☐ No, other (provide details): ___

6.1 Please indicate the number of weeks of employer funded parental leave that are provided for secondary carers.
Free-text box
☐ Only enter whole numbers.

6.2 Please indicate the number of days of employer funded parental leave that are provided for secondary carers.
Free-text box
☐ Only enter whole numbers.

7. How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period?

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<thead>
<tr>
<th></th>
<th>Primary carer’s leave</th>
<th>Secondary carer’s leave</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
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<tr>
<td>Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-managers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Refer EOCGE question 35

8. What proportion of your total workforce has access to employer funded paid parental leave?
(Note: if employer funded paid parental leave is provided for in a workplace agreement, you would calculate the percentage of employees covered by that agreement, as a percentage of the total workforce.)

<table>
<thead>
<tr>
<th></th>
<th>Primary carer’s leave</th>
<th>Secondary carer’s leave</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Measurement is to the nearest 10th percentile of the number of employees covered by the arrangement/award that provides the leave is required (if 23.4% enter 20 or if 45.7% enter 50).
9. Do you have a formal policy or formal strategy on flexible working arrangements?

☐ Yes
  ☐ Standalone policy
  ☐ Policy is contained within another policy
  ☐ Standalone strategy
  ☐ Strategy is contained within another strategy

☐ No
  ☐ No, currently under development
  ☐ No, insufficient human resources staff
  ☐ No, included in workplace agreement
  ☐ No, don’t have expertise
  ☐ No, don’t offer flexible arrangements
  ☐ No, not a priority
  ☐ No, other (provide details): ___

This question is one of four options to meet the minimum standard, refer to the minimum standards section on page 3 for more details.

10. Do you have a formal policy or formal strategy to support employees with family and caring responsibilities?

☐ Yes
  ☐ Standalone policy
  ☐ Policy is contained within another policy
  ☐ Standalone strategy
  ☐ Strategy is contained within another strategy

☐ No
  ☐ No, currently under development
  ☐ No, insufficient human resources staff
  ☐ No, included in workplace agreement
  ☐ No, don’t have expertise
  ☐ No, not a priority
  ☐ No, other (provide details): ___
11. Do you have any non-leave based measures to support employees with family and caring responsibilities?

☐ Yes  
☐ No  
☐ No, currently under development  
☐ No, insufficient human resources staff  
☐ No, don’t have expertise  
☐ No, not a priority  
☐ No, other (provide details): ___

Refer EOCGE question 36

11.1 To understand where these measures are available, do you have other worksites in addition to your head office?

☐ Yes  
☐ No

11.2 Please indicate what measures are in place and in which worksites they are available (if you do not have multiple worksites, you would select ‘Head office only’): 

☐ Employer-subsidised childcare  
☐ On-site childcare  
☐ Breastfeeding facilities  
☐ Childcare referral services  
☐ Internal support networks for parents  
☐ Return to work bonus  
☐ Information packs to support new parents and/or those with elder care responsibilities  
☐ Referral services to support employees with family and/or caring responsibilities  
☐ Targeted communication mechanisms, for example intranet/forums  
☐ None of the above, please complete question 11.3 below

For each measure you may select the following options:  

☐ Head office only  
☐ Other worksites only  
☐ Head office and some other worksites  
☐ All worksites including head office

Refer EOCGE question 36
11.3 Please provide details of any other non-leave based measures that are in place and at which worksites they are available:
Free-text box

12. Do you have a formal policy or formal strategy to support employees who are experiencing family or domestic violence?

☐ Yes
  ☐ Standalone policy
  ☐ Policy is contained within another policy
  ☐ Standalone strategy
  ☐ Strategy is contained within another strategy

☐ No
  ☐ No, currently under development
  ☐ No, insufficient human resources staff
  ☐ No, included in workplace agreement
  ☐ No, not aware of the need
  ☐ No, don’t have expertise
  ☐ No, not a priority
  ☐ No, other (please provide details): ___

13. Other than a policy or strategy, do you have any measures to support employees who are experiencing family or domestic violence?

☐ Yes - please indicate the type of measures in place (more than one option can be selected):
  ☐ Employee assistance program
  ☐ Access to leave
  ☐ Training of human resources (or other) staff
  ☐ Referral to support services
  ☐ Other (provide details): ___

☐ No
  ☐ No, currently under development
  ☐ No, insufficient human resources staff
  ☐ No, not aware of the need
  ☐ No, don’t have expertise
  ☐ No, not a priority
  ☐ No, other (provide details): ___
14. Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

<table>
<thead>
<tr>
<th>Flexible hours of work</th>
<th>Managers</th>
<th>Non-managers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Compressed working weeks</td>
<td>☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>Time-in-lieu</td>
<td>☐ ☐ ☐ ☒</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>Telecommuting</td>
<td>☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>Part-time work</td>
<td>☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>Job sharing</td>
<td>☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>Carer’s leave</td>
<td>☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>Purchased leave</td>
<td>☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
<tr>
<td>Unpaid leave</td>
<td>☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
</tr>
</tbody>
</table>

14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:

Free-text box

☐ This question is optional.

14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why:

☐ Currently under development
☐ Insufficient human resources staff
☐ Don’t have expertise
☐ Not a priority
☐ Other (provide details): ___

☐ This question is optional.

14.3 Should you wish to provide additional information on any of your responses under gender equality indicator 4, please do so below.

Free-text box

☐ This question is optional.
GEI 5: Consultation with employees on issues concerning gender equality in the workplace

15. Have you consulted with employees on issues concerning gender equality in your workplace?

☐ Yes
☐ No
☐ No, not needed (provide details why): ___
☐ No, insufficient human resources staff
☐ No, don’t have expertise
☐ No, not a priority
☐ No, other (provide details): ___

15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)?

☐ Survey
☐ Consultative committee or group
☐ Focus groups
☐ Exit interviews
☐ Performance discussions
☐ Other (provide details): ___

15.2 What categories of employees did you consult?

☐ All employees
☐ 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): ___

15.3 Should you wish to provide additional information on any of your responses under gender equality indicator 5, please do so below:

Free-text box

⚠️ This question is optional.
GEI 6: Sex-based harassment and discrimination

This question is one of four options to meet the minimum standard, refer to the minimum standards section on page 3 for more details.

16. Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention?

☐ Yes
☐ Standalone policy
☐ Policy is contained within another policy
☐ Standalone strategy
☐ Strategy is contained within another strategy
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, included in workplace agreement
☐ No, don’t have expertise
☐ No, not a priority
☐ No, other (provide details): ___

16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy?

☐ Yes
☐ No
☐ No, currently under development
☐ No, insufficient human resources staff
☐ No, don’t have expertise
☐ No, not a priority
☐ No, other (provide details): ___

This grievance process can be included in any policy or strategy that relates to sex-based harassment and discrimination prevention.
17. Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?

☐ Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected):
   ☐ At induction
   ☐ At least annually
   ☐ Every one-to-two years
   ☐ Every three years or more
   ☐ Varies across business units
   ☐ Other (provide details): ___

☐ No
   ☐ No, currently under development
   ☐ No, insufficient human resources staff
   ☐ No, don’t have expertise
   ☐ No, not a priority
   ☐ No, other (provide details): ___

17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:

Free-text box

遹 This question is optional.

Other

18. Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any information you provide here will appear in your public report.)

Free-text box

遹 This question is optional.
Advice and assistance

For further advice and assistance, please contact us:

Workplace Gender Equality Agency
Level 7, 309 Kent St
Sydney NSW 2000

t: 02 9432 7000 or 1800 730 233
e: wgea@wgea.gov.au
www.wgea.gov.au