



# New Reporting Requirements Webinar

---

December 2023



# Acknowledgment of Country

---

In the spirit of reconciliation, the Workplace Gender Equality Agency (WGEA) acknowledges the Traditional Custodians of the country throughout Australia and their connections to the land, sea and community. We pay our respects to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.





# Agenda

## There are some changes to what you need to report in 2024.

Today we will:

- Share the **context** for the changes
- **Explain** these changes, including both new mandatory and voluntary requirements.
- Focus on the information that you will need to report in the **Workplace Profile, Workforce Management Statistics, and Questionnaire.**
- **Answer** your questions.

# Why has reporting changed?

---

Progress on gender equality is both an **economic** and **social imperative**.

In March 2023, parliament passed the Workplace Gender Equality Amendment (Closing the Gender Pay Gap) Bill 2023.

Together with the **remade** Legislative Instruments, which took effect on **6 February 2023**, these legislative reforms are a significant step forward to help accelerate employer action to **close the gender pay gap**.

For more information on the changes, visit:

[Get future ready: A guide to understanding changes to WGEA's legislation](#)

# What's changing?

---

- ✓ Publishing employer gender pay gaps in early 2024
- ✓ Executive Summary and Industry Benchmark Report to be provided to Board or governing body
- ✓ Expanded data collection
- ✓ Federal Public Sector reporting from 2023
- ✓ Large employers (500 or more employees) are required to have policies or strategies that address the six gender equality indicators

# Types of report templates

---

## Workplace Profile (WPP)

Excel worksheet designed to collect information about **workforce composition, base salaries, and total remuneration.**

**Changes have been made**

## Questionnaire

An online survey related to your organisation's **policies, strategies, and actions** on gender equality.

**Changes have been made**

*The Questionnaire has been reviewed and streamlined for reporting in 2024.*

## Workforce Management Statistics (WMS)

Excel worksheet designed to collect information about **employee movements**, including appointments, promotions, resignations, and parental leave.

**No changes**

Find out more <https://www.wgea.gov.au/reporting-guide/ge/>

# Workplace Profile

**Remember:**  
The WPP contains information on **workforce composition, base salaries, and total remuneration.**

## Questions that were previously voluntary and are now mandatory (1/2)



### Year of birth

Employers will be required to report on the year of birth for each employee in their workplace profile.

### Primary workplace location (postcode)



Employers will be required to provide the postcode of an employee's primary workplace location.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	EmployeeID	Employing ABN	Occupational Category	Manager Category	Gender	Graduate / Apprentice	Employment Status	Employment Type	Year of Birth	Postcode	Base Salary	Total Remuneration	Industry Class
2													
3													
4													
5													
6													
7													
8													
9													

**Mandatory  
from 2024**

# Workplace Profile

**Remember:**  
The WPP contains information on **workforce composition, base salaries, and total remuneration.**

## Questions that were previously voluntary and are now mandatory (2/2)



### Remuneration of the CEO, Heads of Business, and casually employed managers

Employers will need to report on the remuneration of the CEO or equivalent, Heads of Business, and casually employed managers. Pay information of individuals is confidential and not published by WGEA.

Unit Level

	A	B	C	D	E	F	G	H	I	J	K	L
1	EmployeeID	Employing ABN	Occupational Category	Manager Category	Gender	Graduate / Apprentice	Employment Status	Employment Type	Year of Birth	Postcode	Base Salary	Total Remuneration
2												
3												
4												

STP / Payroll

	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
					Total actual amounts paid in 12 mths to 31-Mar-2023									
t	Employment Type	Year of Birth	Postcode	Industry Class	Ordinary Hours	Employee Start Date	Base Salary (Pro-rata)	Base Salary (Fixed)	OTE (Pro-rata)	OTE (Fixed)	Super	Allowances	Fringe Benefits	ESS

**Mandatory from 2024**



# Questionnaire

**Remember:**  
The Questionnaire contains your organisation's **policies, strategies,** and **actions** on gender equality.

## Questions that were previously voluntary and are now mandatory (1/2)

### Term limits for the governing body

Employers will indicate whether they have set terms limits for Chairs and/or Members of the governing body.

#### 1.5 Voluntary question: Does this organisation's governing body have limits on the terms of its Chair and/or Members?

*For the responses below, if the term limit does not relate to a full year, record the part year as a decimal amount.*



**Mandatory  
from 2024**

# Questionnaire

**Remember:**  
The Questionnaire contains your organisation's **policies, strategies,** and **actions** on gender equality.

## Questions that were previously voluntary and are now mandatory (2/3)

### Targets to address gender equality

Employers will be asked if they set certain targets on gender equality in the Questionnaire. A list of targets will be provided, and employers can select those relevant to their workplace.

#### **3. Voluntary question: Does your organisation have any of the following targets to address gender equality in your workplace?**

*A target is an achievable, time-framed goal that an organisation can set to focus its efforts. A gender balance target is a goal for a specific group of people.*

*Select all that apply*

- Reduce the organisation-wide gender pay gap
- Increase the number of women in management positions
- Increase the number of women in male-dominated roles
- Increase the number of men in female-dominated roles
- Increase the number of men taking parental leave
- Increase the number of men utilising flexible work arrangements
- To have a gender balanced governing body (at least 40% men and 40% women)
- Other

**Mandatory  
from 2024**

# Questionnaire

**Remember:**

The Questionnaire contains your organisation's **policies, strategies,** and **actions** on gender equality.

## Questions that were previously voluntary and are now mandatory (3/3)



### **Sexual harassment, harassment on the ground of sex or discrimination**

Reporting requirements for sexual harassment have been expanded. Employers will need to report on preventative and accountability measures. This includes information about:

- the frequency of leadership review of policies/strategies
- training on sexual harassment
- expectations communicated to employees about workplace conduct
- workplace health and safety risk management process
- supports for employees
- reporting and data collection processes on sexual harassment.

# Questionnaire

---

**Remember:**

The Questionnaire contains your organisation's **policies, strategies,** and **actions** on gender equality.

## New mandatory questions



### Employees with access to employer-funded parental leave

Employers will indicate whether permanent, contract/fixed term, and/or casual employees have access to employer-funded paid parental leave (replaces estimation of % of workforce covered).



# Questionnaire

## Remember:

The Questionnaire contains your organisation's **policies, strategies,** and **actions** on gender equality.

## New voluntary questions

### Paid family and domestic violence leave

Employers will be asked to report on:

- Whether, and how many, employees have taken paid family and domestic violence leave in the reporting period
- How many days of paid family and domestic violence leave were taken by employees in aggregate in the reporting period
- How many employees took the maximum leave entitlement.

*This information is sought to inform Government about utilisation of family and domestic violence leave in the context of the new entitlement to 10-days paid family and domestic violence leave as a National Employment Standard under the Fair Work Act 2009. Deidentified data will be shared for this purpose and may also be released together with WGEA's public data release at aggregate level (meaning across the whole WGEA dataset and not at the organisational level).*



# Summary: What's changing?

---

## Workplace Profile

- ✔ Year of birth (**mandatory**)
- ✔ Primary workplace location (**mandatory**)
- ✔ Remuneration of CEO, Heads of Business, and casually employed managers (**mandatory**)

## Questionnaire

- ✔ Term limits of the governing body (**mandatory**)
- ✔ Targets to address gender equality (**mandatory**)
- ✔ Sexual harassment, harassment on the ground of sex or discrimination (**mandatory**)
- ✔ Employees with access to employer-funded parental leave (**mandatory**)
- ✔ Paid family and domestic violence leave (**voluntary**)

# What can I do now?

---

- Begin to prepare your data
- Review the [Reporting Guide](#)
- Undertake a [gender pay gap analysis](#)

## Notable upcoming dates:

- Employer Statement – upload by 20<sup>th</sup> February 2024
- Gender pay gap publishing, late February / early March 2024