Progress audit 2023
Guidance for defined entities

Contents

Introduction

The Gender Equality Act 2020 (the Act) requires defined entities to submit a progress report to the Public Sector Gender Equality Commissioner (the Commissioner) in every second year after submitting a GEAP. The first progress report is due on 20 February 2024.

Progress reports must address the following four elements outlined in section 19 of the Act:

1. **Gender impact assessments** (GIA): report on the policies, programs and services that were subject to a GIA and the outcomes of those GIAs.

2. **Gender Equality Action Plan** (GEAP): report your organisation's progress in relation to the strategies and measures listed in their GEAP.

3. **Workplace gender equality indicators**: demonstrate your organisation's progress in relation to the workplace gender equality indicators; and

4. **Gender equality targets and quotas**: demonstrate your organisation's progress towards meeting any prescribed gender equality targets or quotas. Please note there are currently no prescribed gender equality targets or quotas in place, so you are not required to report on this in the current round of progress reporting. Guidelines to report on progress against targets and quotas will be published if they are prescribed by regulation.

Conducting a progress audit will help you to understand and demonstrate where you have made progress in relation to the workplace gender equality indicators (item 3 from the list above).

A progress audit is defined as:

1. Collecting updated information in relation to the workplace gender equality indicators, and
2. Comparing the updated information to the information submitted in 2021 as part of your workplace gender audit.

This guidance sets out how to conduct a progress audit, and the data measures to include in your organisation's progress audit. The guidance should be read with:

1. the **workforce reporting template**
2. the **employee experience reporting template**
3. the **progress reporting guidelines**
4. the **progress reporting template.**

The workforce reporting and employee experience templates are located on the progress audit page of the Commission's website.

The progress reporting guidance and template can be found on the progress reporting page of the Commission's website.

Overview of your progress audit

Under section 19 of the Act, a defined entity must submit a progress report to the Commissioner every second year after submitting a Gender Equality Action Plan (GEAP). In the progress report, a defined entity must (among other things) demonstrate progress in relation to the workplace gender equality indicators (described below). The progress audit is used to help you do this.

You must plan to review the information you collected as part of the 2021 workplace gender audit, compare it with the information you collect as part of your 2023 progress audit described in this guidance, and submit the results of this comparison in your progress report.

Progress report guidance can be found on our website.

Workplace Gender Equality Indicators

As defined under section 3 of the Act, workplace gender equality indicators means:

(a) Gender composition of all levels of the workforce
(b) Gender composition of governing bodies
(c) Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender
(d) Sexual harassment in the workplace
(e) Recruitment and promotion practices in the workplace
(f) Availability and utilisation of terms, conditions and practices relating to family violence leave, flexible working arrangements and working arrangements supporting workers with family or caring responsibilities
(g) Gendered segregation within the workplace

There are no other prescribed workplace gender equality indicators for 2023 progress reporting.

The relevant period for reporting

The relevant period for the 2023 progress report is **1 July 2021 to 30 June 2023 (or 1 April 2021 to 31 March 2023 for universities).**

Different components of a progress report may have different *reporting periods* that fall within the *relevant period*. The reporting period for a progress audit is **1 July 2022 to 30 June 2023 (or 1 April 2022 to 31 March 2023 for universities)**

The Commissioner acknowledges that entities received an extension on the submission of their first GEAP, which has shortened the period for implementing

GEAP strategies and measures ahead of reporting on progress. As such, the change your organisation has been able to achieve in the relevant period may be impacted.

Figure 1 - Reporting periods within the relevant period

2021	2022	2023

Defined entities (except universities)
1 Jul 2021 – 30 Jun 2023
GIAs, GEAP strategies and measures
(1 Jul 21 – 30 Jun 23)
Progress audit
(1 Jul 22 – 30 Jun 23)
*

Universities
1 Apr 2021 – 31 Mar 2023
GIAs, GEAP strategies and measures
(1 Apr 21 – 31 Mar 23)
Progress audit
(1 Apr 22 – 31 Mar 23)
*

Relevant period
Reporting period
* Snap shot measures date
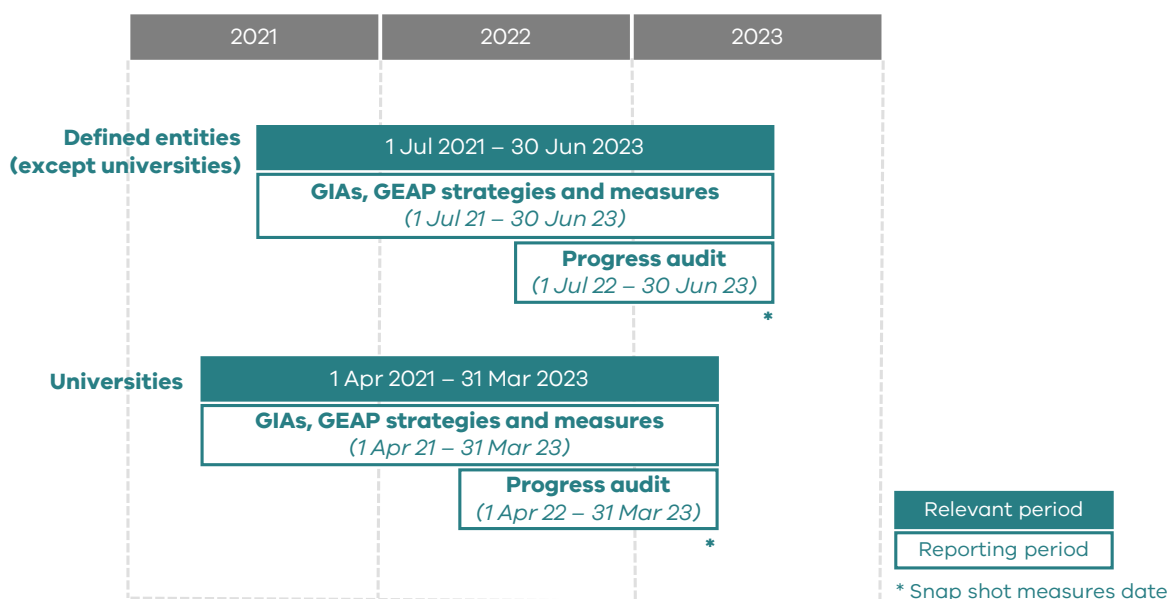
Privacy and confidentiality

It is important to maintain the privacy and confidentiality of your workforce throughout the progress audit process.

The Commission's responsibilities

We are required to comply with the information privacy principles (IPPs) in the Privacy and Data Protection Act 2014 (Vic) (PDP Act). The IPPs regulate the way personal information is handled, from collection to use and disclosure, security, accessibility and disposal.

We are also required to comply with the Health Records Act 2001 (Vic) (HR Act) when we collect and handle health information. When dealing with a systemic gender equality dispute under the Act, the Commission is also required to comply with the secrecy provisions at clause 46-46A of the Act.

We collect, hold, use and disclose personal information to:

- undertake our functions under the Act
- help to resolve gender inequality disputes that arise under the Act
- communicate updates to defined entities and the general public
- perform research and data analysis to achieve our functions under the Act
- promote ourselves and our functions, and
- obtain products and services for our organisation.

We may also collect, hold, use and disclose personal information for other purposes explained at the time of collection or for purposes:

- which are required or authorised by or under law or

- for which you have provided your consent.

Information provided through progress audit results will be de-identified (employees' names and personal identifiers such as employee numbers are not included). However, depending on the size of the defined entity, it may still be possible for people with access to this information to ascertain an individual's identity based on all the information that is collected. If this is the case, this means we may collect sensitive information and personal information about employees.

We will remove any personal information from progress audit results and Gender Equality Action Plans before they are further distributed or published, in accordance with the Act.

For further information on our privacy policy including why and how we collect information, who we may share personal information with, data quality and security, and other matters, please view the privacy policy on our website.

Your organisation's responsibilities

Your organisation is responsible for your own compliance with relevant privacy obligations, including under the PDP Act and HR Act, which requires you to collect, use, and disclose personal and health information in accordance with the IPPs and Health Privacy Principles (HPPs).

It is recommended that you seek and refer to your own organisation's guidance around privacy, confidentiality, and data protection to ensure that you maintain the privacy and confidentiality of your workforce and that you are compliant with relevant laws and regulations.

Visit the Office of the Victorian Information Commissioner' (OVIC) website for further privacy considerations for your organisation to comply with your obligations under the Act.

Other Victorian and Commonwealth laws

When conducting a progress audit, your organisation must have regard to your legal obligations under relevant Commonwealth and state legislation and industrial instruments, including but not limited to:

- The Fair Work Act 2009 (Cth) and other Commonwealth workplace relations legislation
- The Equal Opportunity Act 2010 (Vic) and the Charter of Human Rights and Responsibilities Act 2006 (Vic)
- The Sex Discrimination Act 1984 (Cth) and the Workplace Gender Equality Act 2012 (Cth)
- Enterprise agreements, workplace determinations and modern awards

The Gender Equality Amendment Regulations 2023

The regulations require you to use the progress report templates and complete a progress audit

New regulations relating to these guidelines have been passed and will be in operation on 30 September 2023. As such, the new regulations will apply to your progress report due on 20 February 2024. The new regulations prescribe the method and format for progress reports. The regulations:

- Require your progress report be submitted in the format approved by the Commissioner. The approved format has been published on the Commissioner's website. This means that you will be required to use the progress reporting templates published alongside these guidelines.
- Require you to demonstrate your progress in relation to the workplace gender equality indicators by completing a progress audit. A progress audit requires you to collect, compare, and submit workplace gender equality information to the Commissioner.

You can refer directly to the specific wording of the Gender Equality Amendment Regulations 2023 via the Victorian Legislation website.

The progress auditing process

Conducting a progress audit requires working closely with data custodians (that is, people who define, collect and manage the data in a business context) to gather data from various systems or parts of your organisation. For example, HR data, recruitment data and payroll data may all have separate processes to extract the required information for the progress audit.

It is important that everyone involved in the data collection process is aware of the sensitivities of collecting gender-disaggregated and intersectional data. For more information on how to maintain your employees' privacy, please refer to section Privacy and confidentiality above.

The following process is required to complete your progress audit.

- Stage 1 – prepare for your progress audit by designing your collection process.
- Stage 2 – complete the collection of your progress audit data.
- Stage 3 – analyse your progress audit data to determine your audit results.

The stages and high-level steps are outlined in the following figure.
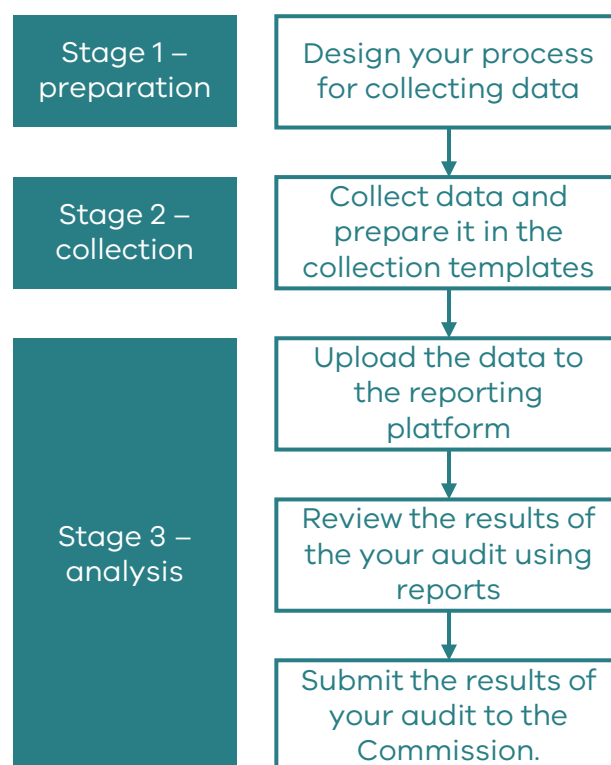

Figure 2 - Stages and steps in outline

This multi-stage process is like what you used to complete a workplace gender audit in 2021 in support of your Gender Equality Action Plan.

However, in 2023, the Commissioner has changed and improved the method for collecting, analysing and submitting your progress audit data. The changes aim to make it easier and quicker for you to analyse data by using tools within the reporting platform, rather than requiring you to develop your own offline analysis.
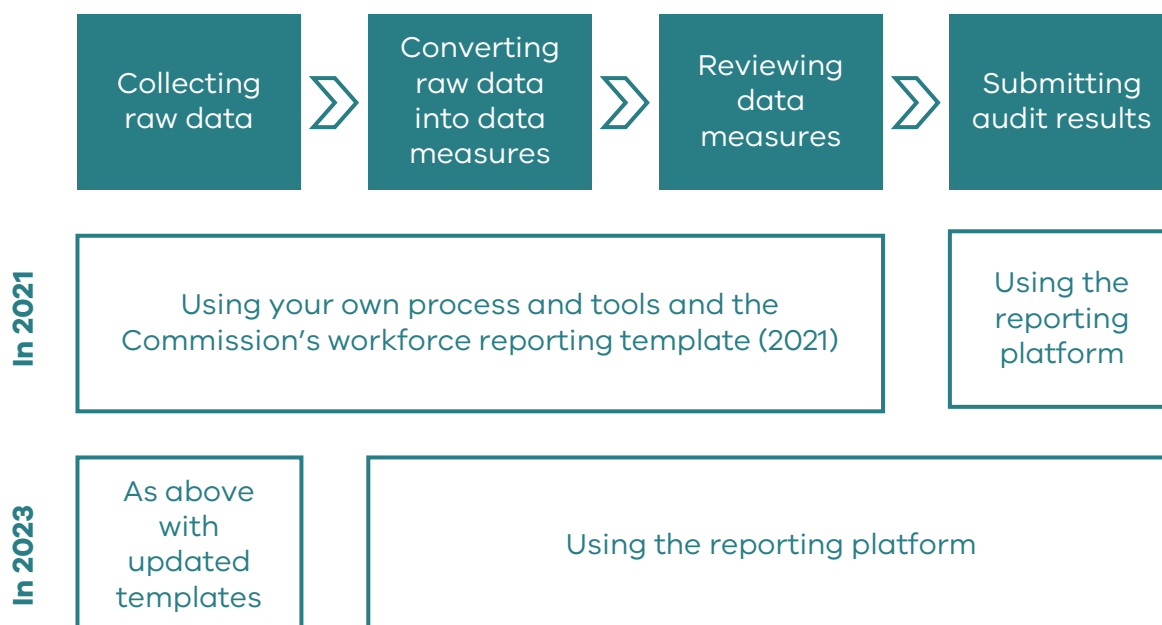
Collecting raw data	»	Converting raw data into data measures	»	Reviewing data measures	»	Submitting audit results

In 2021	Using your own process and tools and the Commission's workforce reporting template (2021)			Using the reporting platform

In 2023	As above with updated templates	Using the reporting platform	

Figure 3 - Change in process between 2021 and 2023

As indicated in the figure above, in 2021 your organisation collected and analysed data using a combination of your own tools and the Commission's workforce reporting template. Populating the audit required significant effort and doing so without introducing errors was difficult.

In 2023, the Commission has revised the audit process and the capabilities of the reporting platform so that the platform can convert your data into data measures for your progress audit. This will allow you to review and analyse your data using the inbuilt reports. Once reviewed and approved by your organisation, the results can be formally submitted to the Commission.

Note: Estimates for the time commitment for the audit process are not provided. This is because the effort required by each organisation can vary significantly depending on resource capacity and capability and the preparation approach taken.

Stage 1 – preparation

In this stage you will design the process and plan for what and how you'll collect your progress audit data. This will include:

- Identifying people who will be involved or responsible.
- Communicating to your workforce and executive if required.

- Identifying where the progress audit data is coming from.
- Deciding how you will convert your data to match the required format.
- Deciding how you will review your data so that it is correct and complete.
- Identifying and resourcing the necessary skills to support the process.
- Documenting and agreeing your process with people who will be involved.

When designing this process, consider the following.

1. Nominate a process owner that will be the main point of contact. They will manage the process for completing the audit and will be the owner of the progress audit data while the process is underway.

Note: Your **progress audit process owner** is distinct from your organisation's **reporting process owner** but can be the same resource.

The **progress audit process owner** is the main point of contact and will manage the process of completing the progress audit.

The **reporting process owner** is delegated by the head of your organisation to be the main point of contact for the organisation in relation to all obligations.

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2. Prepare your systems and processes so that your progress audit data will be securely managed. Do this while it is being prepared for submission using the Commission's reporting platform.
3. Decide whether and how to communicate to your workforce about why you are doing a progress audit and how it will be conducted.
4. Determine what workforce data you need to collect Appendix B: progress audit handbook provides the detail to help you understand what data is required and how it is defined.

Tip: A progress audit may contain a mixture of **required** and **optional** data. The number of required data elements has not increased in 2023 when compared to the 2021 audit. Consequently, you may be able to reuse some of the existing processes from your 2021 audit to gather the required data for 2023. If you can collect data marked as optional, you are encouraged to do so as it will help to develop a more complete picture of your workforce and enable greater insights.

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5. Decide where your workforce data will come from. Consider both existing systems (such as workforce management, recruitment, training and payroll) and existing gender equality data sets (such as workplace equality and respect self-

assessments, Athena SWAN or information from the Workplace Gender Equality Agency).

6. Identify and engage with the owners of these systems and existing data sets to decide how the workforce data will be extracted and prepared, including how you will check that the data is complete and correct.

7. Determine if you need to collect employee experience data. See Collecting employee experience data for your progress audit below for more information.

8. Identify any risks or challenges with collecting progress audit data and how you will address them.

9. Identify and resource the skillsets you will need to complete the process.

We strongly recommend that the people responsible for this work are skilled in the use of tools such as Excel and have sound data collection and analysis skills. If these skills are not available in your team, then you may wish to consider internal skills development, joining a community of practice, and/or engaging external expertise.

10. Document the steps you will follow, the responsibilities for completing those steps, their duration and order to complete. Provide opportunities for stakeholders involved to review and confirm the process and plan.

Collecting employee experience data for your progress audit

Data about your employee experiences forms part of a progress audit. This data is obtained from an employee experience survey and complements the workforce data to help you better understand gender inequality in your organisation.

There are two sources of this data

1. For organisations that participate in the Victorian Public Sector Commission's (VPSC) 2023 People Matter Survey (PMS), including the People matter survey for local government, the VPSC will collect and provide the employee experience data to the Commission on behalf of your organisation.

2. Organisations that **do not participate** in the 2023 PMS will be responsible for providing employee experience data to the Commission.

Organisations that **do not participate** in the 2023 PMS can administer the survey in-house (not recommended) or through a third-party provider. The survey questions and guidance on collecting employee experience data (including safety and anonymity protocols, survey methodology, specifications, organisational response, and referral protocols) are available on the progress audit page of our website.

Note that for organisations that choose to administer their own survey in-house or through a third-party provider the time commitment may be significant. Ensure time for preparing, executing, and gathering results from the survey is accounted for in your plan.

Stage 2 – data collection

In this stage, you will run the process you designed in stage one and gather the data into the necessary templates. The completed templates can be uploaded to the Commission's reporting platform to help you analyse the data and to determine your results from your progress audit.

1. After 30 June 2023, work with the relevant people and teams (using the process you designed in Stage 1 above) to collect and/or extract the data. The data you extract should be as at the last pay run immediately prior to the end of the reporting period i.e. 30 June 2023 (31 March 2023 for universities)
2. Perform data quality assurance, such as checking for duplicates or abnormal figures, so that the data is as accurate as possible.

Tip: This step is important. In later steps the reporting platform will also check the quality of your data, but it will not be able to detect these types of problems.

3. Load the data into the progress audit collection templates.
   a) All defined entities must populate the **workforce reporting template**.
   b) Defined entities that do not participate in the 2023 PMS should also populate the **employee experience reporting template**.

Tip: The **workforce reporting template** and **employee experience reporting template** are available on the progress audit page of our website.

4. Before uploading or publishing your progress audit data, you must remove any unnecessary personal information such as employee names.

Personal information means information or an opinion (including information or an opinion forming part of a database) that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be identified, from the information or opinion. It does not include information of a kind to which the *Health Records Act 2001* applies. This definition has been taken from section 3 of the *Privacy and Data Protection Act 2014*. Refer to Privacy and confidentiality for further information about your organisation's responsibilities.

Stage 3 – data analysis

1. Upload your progress audit data using the reporting platform. Follow the instructions in the reporting platform user guide.

Tip: The workforce reporting template captures data in a unit level format. We have designed it this way to help organisations prepare and validate their data most efficiently in 2023. In 2021, almost all organisations submitted unit level data. Unit level data can be analysed automatically by the data quality report (indicated below). This allows you to receive feedback about the quality and completeness of your data shortly after you upload it.

If your organisation would like to discuss submitting aggregate data, please contact us. Please note that you will need to prepare your data in a specialised version of the workforce reporting template, and that aggregate data cannot be analysed by the data quality report. That means you won't be able to receive feedback about the quality and completeness of your data until after February 2024 when the Commission evaluates your progress audit results as a part of evaluating your progress report.

2. Once uploaded, use the reporting platform to change the status of your progress audit to 'review'. The data you uploaded will be processed and compiled into reports. These will include:
   a) **Indicator reports:** present the data measures associated with each of the workplace gender equality indicators.
   b) **A data quality report:** helps you assess if your progress audit data meets our requirements.
   c) **Benchmarking and other reports:** may help you to analyse your progress audit data and compare it with your previous audit data or against your industry sector.

3. Using the reporting platform user guide, review your data quality report and address any data quality issues that have been highlighted.

The 'review' stage and the data quality report are new self-service features of the reporting platform in 2023.

By using the data quality report, you will be able to see any issues with the information you submitted and will be provided with guidance on how to resolve those issues.

After reviewing your data quality report, the reporting platform will allow you to make changes to your audit data without needing to contact the Commission.

Please note that the data quality report is only available if you upload unit level data.

4. Using the following section (Workplace gender equality indicator data measures) and the reporting platform user guide, analyse your data to assess the state and nature of gender inequality in your workplace.

Tip: guidance for how to use the reporting platform to support this analysis can be found in the reporting platform user guide on our website.

5. Finalise and submit the results of your progress audit and use this information in your progress report.

Tip: Refer to the progress report guidance for information about how to use the results of your progress audit to prepare your progress report.

Workplace gender equality indicator data measures

Categories of data

There are two categories of data for your progress audit: workforce data and employee experience data.

- **Workforce** data is taken from your internal data collection systems.

- **Employee experience** data is taken from your organisation's employee experience survey (see below for further guidance). The employee experience data will complement your workforce data to help you better understand gender inequality in your organisation.

Source of employee experience data

For organisations that participate in the Victorian Public Sector Commission's (VPSC) 2023 People Matter Survey (PMS)

The relevant questions for your progress audit have been included in the 2023 PMS. The VPSC will provide you with the relevant employee experience data for your progress audit.

In 2023, local councils can access an abridged version of the 2023 PMS for local government. The Commission will provide participating councils with the relevant employee experience data for your progress audit.

The VPSC will collect and provide the employee experience data to the Commission on behalf of your organisation. This means participating organisations will not need to complete and upload the employee experience reporting template.

For organisations that do not participate in the VPSC's 2023 People Matter Survey

For organisations who will administer the survey in-house (not recommended) or through a third-party provider, the survey questions and guidance on collecting employee experience data (including safety and anonymity protocols, survey methodology, specifications, organisational response and referral protocols) are available on our website.

For these organisations, you can submit your data to the Commission using the employee experience reporting template available on our website.

Data measures

The table below is a summary of the data measures taken from the **workforce** data. The data measures are categorised by the workplace gender equality indicators. The data relating to intersectional gender inequality coloured in blue is optional, but you are encouraged to include it where available.

The **employee experience** data measures, which will complement the workforce data, are available on our website.

You may wish to collect and analyse additional workforce data to inform your progress report, beyond the data measures below.

Refer to Appendix A and B for definitions of terms used in this section.

Workplace gender equality indicator data measures for 2023 (workforce data measures only)

Workplace gender equality indicators	Workforce data measures
1. Gender composition of all levels of the workforce	Gender composition at each level by employment basis as at the end of the audit reporting period
	Gender composition at each level by employment basis, and by Aboriginal and/or Torres Strait Islander identity, age, cultural identity, disability, religion or sexual orientation as at the end of the audit reporting period
2. Gender composition of governing bodies	Gender composition of the governing body as at the end of the audit reporting period
	Gender composition of the governing body by Aboriginal and/or Torres Strait Islander identity, age, cultural identity, disability, religion or sexual orientation as at the end of the audit reporting period
3. Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender	Mean and median base salary and total remuneration gender pay gap for the whole organisation, at each level, and for each employment basis, as at the end of the audit reporting period
	The average (mean and median) annualised full-time equivalent salary gap between genders (for both annualised base salary and total remuneration) by classification and employment basis across the whole defined entity, and by Aboriginal and/or Torres Strait Islander identity, age, cultural identity, disability, religion or sexual orientation
4. Sexual harassment in the workplace	Total number of sexual harassment complaints submitted during the audit reporting period
	The number of sexual harassment complainants recorded during the audit reporting period, by gender and type of complainant
	The number of sexual harassment complainants recorded during the audit reporting period, by gender and relationship to incident
	The number of sexual harassment complainants recorded during the audit reporting period, by gender and Aboriginal and/or Torres Strait Islander identity, age, cultural identity, disability, religion or sexual orientation
	The number of respondents to sexual harassment complaints submitted during the audit reporting period, by gender and workplace relationship to complainant
	The outcomes of any sexual harassment complaints submitted during the audit reporting period, including any settlement and/or non-disclosure agreements, by gender of complainant
	Actions your organisation has taken during the audit reporting period to prevent future incidents of sexual harassment in the workplace
	The number of sexual harassment complaints submitted during the audit reporting period that were handled internally, externally or both, by gender of complainant

Workplace gender equality indicators	Workforce data measures
	Level of complainant satisfaction with the outcomes of each complaint submitted during the audit reporting period, by gender of complainant
5. Recruitment and promotion practices in the workplace	Gender composition of people recruited during the audit reporting period, by level and employment basis
	Gender composition of employees who had a permanent promotion during the audit reporting period, by level and employment basis
	Gender composition of employees who participated in career development training during the audit reporting period, by level and employment basis
	Gender composition of employees who were awarded higher duties during the audit reporting period, by level and employment basis
	Gender composition of employees who were awarded internal secondments during the audit reporting period, by level and employment basis
	Gender composition of employees who exited the defined entity during the audit reporting period, by level and employment basis
	Gender composition of recruitment and promotion data by level, employment basis and Aboriginal and/or Torres Strait Islander identity, age, cultural identity, disability, religion or sexual orientation
6. Availability and utilisation of terms, conditions and practices relating to family violence leave, flexible working arrangements and working arrangements supporting workers with family or caring responsibilities	Gender composition of employees with and without formal flexible work arrangements, by level and employment basis, as at the end of the audit reporting period
	Gender composition of senior leaders working with flexible work arrangements, by type of flexible work arrangement, as at the end of the audit reporting period
	Gender composition of employees whose parental leave ended during the audit reporting period, by level, length of leave and by type of leave (paid or unpaid)
	Gender composition of employees who exited the defined entity during parental leave during the audit reporting period, by gender
	Gender composition of employees accessing family violence leave during the audit reporting period
	Gender composition of employees accessing carers leave during the audit reporting period
7. Gendered segregation within the workplace	Gender composition of ANZSCO occupation groups as at the end of the audit reporting period

Workplace gender equality indicator - survey questions

Please note that not every workplace gender equality indicator has associated survey questions. Indicators with survey questions are listed below.

Workplace gender equality indicators	Survey questions
1. Gender composition of all levels of the workforce	How do you describe your gender?
	What is your age range?
	Are you trans, non-binary or gender diverse?
	How do you describe your sexual orientation?
	Are you a person with disability?
	In which country were you born?
	How would you describe your cultural identity?
	Do you identify as Aboriginal and/or Torres Strait Islander?
	Do you speak a language other than English with your family or community?
	What is your religion?
	What have been your main places of work over the last 3 months?
	How many years have you been employed in your current organisation?
	Do you work full-time or part-time?
	What is your current employment status?
	What is your gross annual salary (non-executive) or total annual remuneration package (executive)?
	Are you the manager of one or more employees?
4. Sexual harassment in the workplace	I feel safe to challenge inappropriate behaviour at work
	My organisation takes steps to eliminate bullying, harassment and discrimination
	My organisation encourages respectful workplace behaviours
	During the last 12 months in your current organisation, have you experienced any of the following behaviours at work?
	Who behaved in that way?
	How often have you experienced the behaviour(s)?
	How did you respond to the harassment?
	What was your reason for not submitting a formal complaint?
	Were you satisfied with the way your formal complaint was handled?

Workplace gender equality indicators	Survey questions
5. Recruitment and promotion practices in the workplace	I am satisfied with the way my learning and development needs have been addressed in the last 12 months
	I am satisfied with the opportunities to progress in my organisation
	During the last 12 months in your current organisation, have you experienced any barriers to your success at work due to any of the following
	During the last 12 months in your current organisation, have you witnessed any barriers to the success of other employees related to any of the following
	I believe the recruitment processes in my organisation are fair
	I believe the promotion processes in my organisation are fair
	I have an equal chance at promotion in my organisation
6. Availability and utilisation of terms, conditions and practices relating to family violence leave, flexible working arrangements and working arrangements supporting workers with family or caring responsibilities	I am confident that if I requested a flexible work arrangement, it would be given due consideration
	My organisation would support me if I needed to take family violence leave
	My manager supports working flexibly
	Do you have responsibility for caring for any of the following people?
	Do you use any of the following flexible work arrangements?
	Have you requested any of the following adjustments at work?
	Why did you make this request?
	What was your experience with making this request?
7. Gendered segregation within the workplace	I can be myself at work
	I feel culturally safe at work
	I feel as if I belong at this organisation
	My organisation uses inclusive and respectful images and language
	In my workgroup work is allocated fairly, regardless of gender
	People in my workgroup treat each other with respect
	My manager treats employees with dignity and respect
	During the last 12 months in your current organisation, have you personally experienced bullying at work?
	What type of bullying did you experience?
	Who behaved in that way?

| Workplace gender equality indicators	Survey questions
	Did you tell anyone about the bullying?
	What was your reason for not submitting a formal complaint?
	Were you satisfied with the way your formal complaint was handled?
	During the last 12 months in your current organisation, have you personally experienced discrimination at work?
	What type of discrimination did you experience?
	Why were you discriminated against?
	Who behaved in that way?
	Did you tell anyone about the discrimination?
	Were you satisfied with the way your formal complaint was handled?
	What was your reason for not submitting a formal complaint?
	What is the single most important thing your organisation could do to create a more inclusive and respectful workplace?

Appendix A: glossary

Audit reporting period

The progress audit reporting period is the last 12 months of the relevant period.

For all defined entities except universities, the current audit reporting period is **1 July 2022 to 30 June 2023**.

For universities, the current audit reporting period is **1 April 2022 to 31 March 2023**, to align with Workplace Gender Equality Agency reporting periods.

Figure 4 - Reporting periods within the relevant period
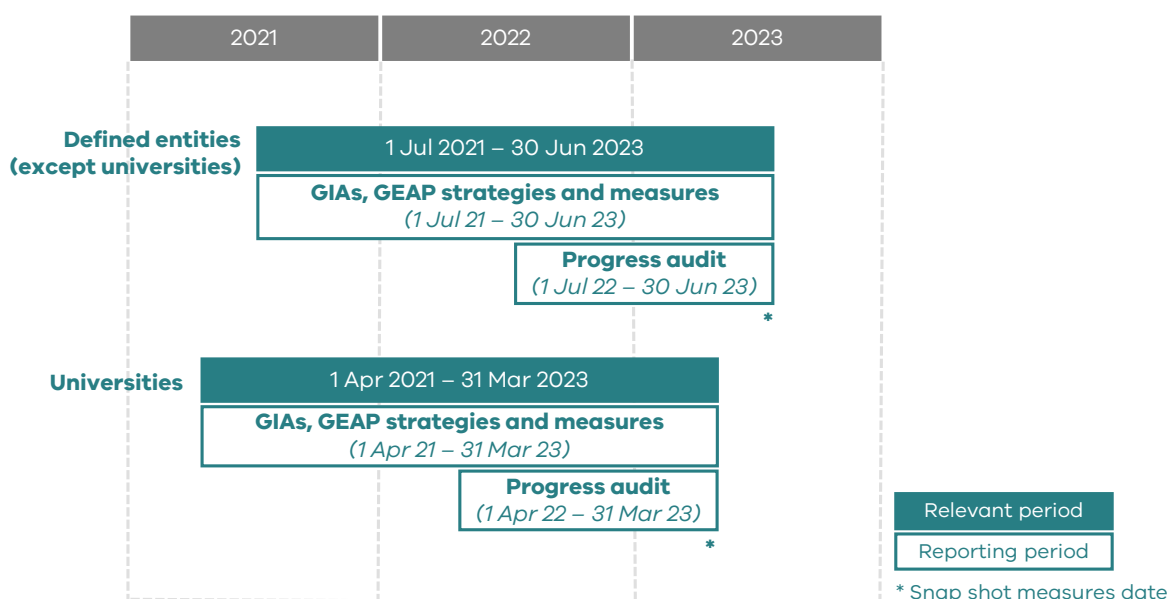
Defined entity

The Act applies to certain organisations that have 50 or more employees, including:

- public service bodies
- public entities
- special bodies
- local councils
- universities
- Court Services Victoria
- Office of Public Prosecutions (s5(1))

A full list of defined entities is available on our website. Throughout this guidance, defined entities are also referred to as 'organisations'.

Gender-disaggregated data

Gender-disaggregated data is data that is separated for people of different genders.

Your progress audit should be based on gender-disaggregated data, as this data is critical to assess the progress of gender equality in relation to each of the workplace gender equality indicators.

Gender Equality Action Plan (GEAP)

A Gender Equality Action Plan is a key requirement under the Act which includes strategies and measures that promote gender equality in the workplace of a defined entity, based on the results of a workplace gender audit. For more information on GEAPs, please visit our website.

Gender pay gap

The gender pay gap is the difference between women's earnings or people of self-described gender's earnings and men's earnings, expressed as a percentage of men's earnings.

The formula for the gender pay gap is expressed as follows:

$$\left(\frac{Pay\ received\ by\ men - Pay\ received\ by\ women}{Pay\ received\ by\ men}\right) \times 100\%$$

$$\left(\frac{Pay\ received\ by\ men - Pay\ received\ by\ people\ of\ self\text{-}described\ gender}{Pay\ received\ by\ men}\right) \times 100\%$$

A gender pay gap that is positive (greater than 0%) means that men were paid more than women or people of self-described gender. A gender pay gap that is negative (less than 0%) means that women or people of self-described gender were paid more than men.

The reporting platform's indicator reports will use these formulas to calculate your organisation's gender pay gap automatically from your employee dataset.

The reporting platform will calculate the gender pay gap based on both mean (average) and median pay.

Intersectional data

Intersectional data (in this context) is data that is separated by gender as well as attributes other than gender, such as Aboriginal and/or Torres Strait Islander identity, age, disability, ethnicity, gender identity, race, religion or sexual orientation.

Looking at data in this way is important. It helps us to understand how someone's experience of gender inequality might be worsened by the discrimination or disadvantage they may experience based on other attributes.

This concept, referred to in this guide as **intersectional gender inequality**, recognises that the experiences of an employee who is, for example, an Aboriginal woman, may differ from a non-Aboriginal woman or a woman with disability. Similarly, the experiences of an Aboriginal woman with disability, may differ from a non-Aboriginal woman without disability.

If available, it is recommended that you include **intersectional data** in relation to the workplace gender equality indicators.

Collecting and analysing this information in your progress audit will help you with preparing your progress report that considers the different systemic barriers that exist in your organisation.

In collecting, analysing and reporting this data, your organisation will need to be sensitive to employee safety, privacy considerations and allow employees the discretion to self-identify attributes. To learn more about intersectional gender inequality and intersectionality, please refer to the leading practice resources page on our website.

Mean

The mean, or average, of a set of values is found by adding all the values and dividing by the total number of values in the set.

Mean remuneration is commonly used in gender pay analysis. It can be skewed by one or a few individuals who have very high or very low salaries, especially for small groups.

Median

The median of a set of values is the middle value when the set is ordered from least to greatest. Half of the set of values are below the median, and half are above the median.

Median remuneration is not used in gender pay analysis as often as mean remuneration, but it can be useful when there are very high or very low salaries in your dataset.

Relevant period

Relevant period means the previous two financial years or other prescribed period prior to the original due date of the progress report. In the case of this progress report, the relevant period is **1 July 2021 to 30 June 2023 (or 1 April 2021 to 31 March 2023 for universities)**.

Different parts of a progress report will relate to different reporting periods that fall within the relevant period. The progress audit reporting period is the last 12 months of the relevant period.

For all defined entities except universities, the current progress audit reporting period is **1 July 2022 to 30 June 2023**.

For universities, the current progress audit reporting period is **1 April 2022 to 31 March 2023**, to align with Workplace Gender Equality Agency reporting periods.

Reporting platform

The Gender Equality Act reporting platform (the reporting platform) is how organisations use to submit and view their obligations including Gender Equality Action Plans, audit results and progress reports.

Access to the reporting platform is restricted to registered users.

Appendix B: progress audit handbook

In 2023, a progress audit comprises 5 datasets of workforce data and an employee experience dataset. The first section of this appendix describes what information belongs in each of the 5 workforce datasets. The second section of this appendix describes the fields within each of the 5 workforce datasets.

Some fields are limited to a particular set of accepted values. These values are listed in the format: Description (**Code**)

Items in both sections are tagged to help you understand what's changed since 2021.

Mandatory field	Your organisation must populate this field in 2023. The Commission won't be able to process your audit submission without it.
Pilot data field	This **optional** data is being collected on a trial basis in 2023. It was not part of the 2021 workplace gender audit.
New definition	The definition of this dataset or data field has changed significantly since the 2021 workplace gender audit.
Spec change	The accepted values for this field have changed since the 2021 workplace gender audit.
Format change	This data was part of the 2021 workplace gender audit but will be collected in a different way in 2023.

Datasets

- Employee
- Governing Body
- Sexual Harassment Complaints
- Family Violence Leave
- Organisation

Employee

Each row in this dataset represents **one employee** at your organisation.

Section 3 of the Act defines an employee as follows:

an employee, of a defined entity, means a person employed by the defined entity on a full-time, part-time, casual or fixed term basis (including an apprentice or trainee) but does not include—

    (a)   a contractor or subcontractor; or

    (b)   an outworker; or

    (c)   a person on a vocational placement; or

    (d)   a student gaining work experience; or

    (e)   a volunteer.

Your employee dataset should include every person who met the Act's definition of an employee at some point during the audit reporting period, even if they are no longer employed by your organisation.

Please note that board members – including those who are compensated on a sessional basis - must **not** be included in the employee dataset. Unpaid volunteers must also be excluded.

Data fields in this dataset:

- Unique reference
- Gender
- Aboriginal and/or Torres Strait Islander
- Age
- Cultural identity
- Disability status
- Religion
- Sexual orientation
- Employment basis
- Full-time equivalent (FTE)
- Level
- Employee type
- Active
- Recruited
- Exited
- Workforce group
- Occupation code
- Workplace postcode
- Home postcode
- Base salary
- Total remuneration
- Weekly pay
- Promoted
- Career development training
- Higher duties
- Internal secondment
- Formal flexible work arrangement
- Formal flexible work type
- Weeks of paid parental leave
- Weeks of unpaid parental leave
- Parental leave exit type
- Accessed carers leave

Governing body

Each row in this dataset represents **one governing body member** at your organisation, as at the end of the audit reporting period.

A governing body is the most senior group of people governing the operations of an organisation, such as the board, elected councillors (for local government), or executive committee of management.

If there are multiple boards or sub-committees of management, choose the most senior governing body for the purposes of this reporting (although you may wish to separately analyse the gender composition of the others as well).

For local government, the governing body of your organisation will be the elected councillors of your local government area.

Governing body members who are also employees should be included in both the Employee dataset and the Governing Body dataset.

If your organisation has no governing body, you should:

• Leave the Governing body dataset empty, and
• Use the Governing body data availability field to inform the Commissioner that you don't have a governing body.

Data fields in this dataset:

• Governing body member type
• Gender
• Aboriginal and/or Torres Strait Islander
• Age
• Cultural identity
• Disability status
• Religion
• Sexual orientation

Sexual harassment complaints

Each row of this dataset represents **one formal complaint of sexual harassment** within your workplace.

Sexual harassment is non-consensual or unwelcome sexual behaviour that could reasonably be expected to make a person feel offended, humiliated or intimidated. Sexual harassment may be physical, spoken or written (including through online spaces and social media platforms) and can be directed at, and perpetrated by, persons of any gender. A single incident can constitute sexual harassment, as can a broader pattern of behaviour.

The Commissioner recognises the sensitive nature of sexual harassment complaint data. By collecting this information separately from other employee data, organisations will be able to include sexual harassment complaint data in their audit submissions while preserving employees' confidentiality. Please refer to the Privacy and confidentiality section of this publication and the Commission's Privacy policy for additional guidance.

Add a row to this dataset for each formal complaint registered within the audit reporting period. Capture any complaint related to an incident in your workplace or as a part of external workplace activities. If a group of complainants filed a complaint together, record it as a single row in this dataset.

You should include complaints made internally to your organisation, as well as complaints made to an external agency (such as the Victorian Equal Opportunity and Human Rights Commission) regarding conduct within your workplace (where you have recorded information about these complaints).

Incidents that were reported informally (such as through an employee experience survey) but did not result in a formal complaint should **not** be included in this dataset.

Data fields in this dataset:

- Number of complainants
- Gender (Complainant)
- Aboriginal and/or Torres Strait Islander (Complainant)
- Age (Complainant)
- Cultural identity (Complainant)
- Disability status (Complainant)
- Religion (Complainant)
- Sexual orientation (Complainant)
- Complainant type
- Complainant relationship to incident
- Number of respondents
- Gender (Respondent)
- Respondent relationship to complainant
- Complaint outcomes
- Handling method
- Complainant satisfaction

For more information on the legal definition of sexual harassment and your obligations under the Equal Opportunity Act 2010, refer to the Victorian Equal Opportunity and Human Rights Commission Guideline 'Preventing and Responding to Workplace Sexual Harassment'.

If your organisation received no formal sexual harassment complaints during the audit reporting period, you should:

- Leave the Sexual harassment complaints dataset empty, and
- Use the Sexual harassment complaints data availability field to inform the Commissioner that you have no complaints to report.

Family violence leave

Each row of this dataset represents **one employee who accessed family violence leave** at your organisation during the audit reporting period.

The Commissioner recognises the sensitive nature of family violence leave data. By collecting this information separately from other employee data, organisations will be able to include family violence leave data in their audit submissions while preserving employees' confidentiality. Please refer to the Privacy and confidentiality section of this publication and the Commission's Privacy policy for additional guidance.

People of different genders, ages and cultural backgrounds have different experiences of family violence. The Commissioner encourages organisations to apply an intersectional lens to their family violence leave dataset, and to include this data in their audit submissions where it is safe to do so.

If no employees accessed family violence leave during the audit reporting period, you should:

- Leave the Family violence leave dataset empty, and
- Use the Family violence leave data availability field to inform the Commissioner that you have no leave takers to report.

Data fields in this dataset:

- Gender
- Aboriginal and/or Torres Strait Islander
- Age
- Cultural identity
- Disability status
- Religion
- Sexual orientation

Organisation

Use the organisation dataset to tell the Commissioner about your organisation and its audit data. It includes:

- Questions to help the Commissioner understand how to interpret your audit submission accurately;
- Space for your organisation to explain any missing data;
- Space for your organisation to note any places where it was unable to meet the Commissioner's audit data specifications; and
- Space to capture technical information about your submission, such as the version of the reporting template your organisation used.

Data fields in this dataset:

- Governing body data availability
- Reason governing body data unavailable
- Sexual harassment complaints data availability
- Reason sexual harassment complaints data unavailable
- Actions taken to prevent future sexual harassment
- Other actions taken to prevent future sexual harassment
- Family violence leave data availability
- Reason family violence leave data unavailable
- Workforce data commentary
- Gender data commentary
- Demographics and intersectionality data commentary
- Job and employment data commentary
- Remuneration data commentary
- Promotions, training, secondment and higher duties data commentary
- Flexible work and leave data commentary
- Governing body data commentary
- Sexual harassment data commentary
- Family violence leave data commentary

Fields in the employee dataset

- Unique reference
- Gender
- Aboriginal and/or Torres Strait Islander
- Age
- Cultural identity
- Disability status
- Religion
- Sexual orientation
- Employment basis
- Full-time equivalent (FTE)

- Level
- Employee type
- Active
- Recruited
- Exited
- Workforce group
- Occupation code
- Workplace postcode
- Home postcode
- Base salary
- Total remuneration
- Weekly pay

- Promoted
- Career development training
- Higher duties
- Internal secondment
- Formal flexible work arrangement
- Formal flexible work type
- Weeks of paid parental leave
- Weeks of unpaid parental leave
- Parental leave exit type
- Accessed carers leave

Unique reference

<div style="text-align: right">**Mandatory field**</div>

Employee dataset	Requirements for this data field:
Employee record number is a unique number that your organisation should assign to each employee in the Employee dataset. The record number must be unique (no duplicates). Rather than using an existing ID number (such as one assigned by a payroll or HR system), the Commission recommends assigning a randomised identifier to each employee specifically for use in this audit dataset. Organisations should maintain a secure record which maps each unique reference to identifiable employee records, but this would not be submitted to the Commission. This approach can help your organisation manage the risk of re-identification, as someone would need access to both the audit dataset **and** the secure mapping record in order to identify individual employees.	• Can include numbers, letters and punctuation marks • Each value must be unique

Gender

Employee dataset	Accepted values:
Gender is part of how someone understands who they are and how they interact with other people. Many people identify their gender as being 'woman' or 'man'. Some people understand their gender as a combination of these or neither. Gender can be expressed in different ways, such as through behaviour or physical appearance. A person's gender does not necessarily mean they have particular sex characteristics or a particular sexuality, or vice versa. The Commissioner recommends allowing an option for self-described gender with a free text option, in addition to 'woman' and 'man' when collecting gender data. For those people who identify with a self-described gender, their gender should be recorded in relevant systems using the term(s) provided by the employee. An individual with a self-described gender may identify as non-binary, trans, gender diverse, agender, genderqueer, genderfluid or using any other term. For the purposes of the progress audit, the Commissioner will collect data within three gender groups – women, men and self-described gender. Use the value 'Prefer not to say' for people who chose not to disclose their identity to your organisation.	• Woman (**W**) • Man (**M**) • Self-described (**S**) • Prefer not to say (**P**)

Aboriginal and/or Torres Strait Islander

Spec change

Employee dataset	Accepted values:
Use this field to indicate whether each person is Aboriginal and/or Torres Strait Islander. Use the value 'Prefer not to say' for people who chose not to disclose their identity to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Aboriginal and/or Torres Strait Islander (**B**) • Non Aboriginal and/or Torres Strait Islander (**A**) • Prefer not to say (**P**) • Data unavailable (**DU**)

Age

Spec change

Employee dataset	Accepted values:
Use this field to indicate the person's age range, as at the last day of the audit reporting period. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• 15-24 years (**A**) • 25-34 years (**B**) • 35-44 years (**C**) • 45-54 years (**D**) • 55-64 years (**E**) • 65+ years (**F**) • Data unavailable (**DU**)

Cultural identity

Employee dataset	Accepted values:
Cultural identity is the group to which a person feels they belong. This might be based on ancestry, tradition, language, geography and/or individual experience. Where possible, multiple responses should be collected for this data item to ensure respondents are able to list all groups with which they identify. If an employee has selected multiple cultural identities, format the selections as a list delimited with vertical bars like this: A|B|C Use the value 'Prefer not to say' for people who chose not to disclose their identity to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Aboriginal and/or Torres Strait Islander (**A**) • African (including Central, West, Southern and East African) (**B**) • Australian (**C**) • Central and/or South American (**D**) • Central Asian (**E**) • East and/or South-East Asian (**F**) • English, Irish, Scottish or Welsh (**G**) • European (including Western, Eastern and South-Eastern European, and Scandinavian) (**H**) • Maori (**I**) • Middle Eastern and/or North African (**J**) • New Zealander (**K**) • North American (**L**) • Pacific Islander (**M**) • South Asian (**N**) • Other (**O**) • Prefer not to say (**P**) • Data unavailable (**DU**)

Disability status

Employee dataset	Accepted values:
Use this field to indicate each person's disability status. Use the value 'Prefer not to say' for people who chose not to disclose their disability status to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• No disability (**A**) • With disability (**B**) • Prefer not to say (**C**) • Data unavailable (**DU**)

Religion

Employee dataset	Accepted values:	
Use this field to indicate each person's religion. Use the value 'Prefer not to say' for people who chose not to disclose their religion to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Buddhism (**A**) • Christianity (**B**) • Hinduism (**C**) • Islam (**D**) • Judaism (**E**)	• No religion (**F**) • Sikhism (**G**) • Other (**H**) • Prefer not to say (**I**) • Data unavailable (**DU**)

Sexual orientation

	Spec change
Employee dataset	**Accepted values:**
Use this field to indicate each person's sexual orientation. Use the value 'Prefer not to say' for people who chose not to disclose their sexual orientation to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Asexual (**A**) • Bisexual (**B**) • Don't know (**C**) • Gay or lesbian (**D**) • Pansexual (**E**) • Self-described (**F**) • Straight (heterosexual) (**G**) • Prefer not to say (**H**) • Data unavailable (**DU**)

Employment basis

Employee dataset	Accepted values:
Use this field to indicate the nature of each person's employment. For active employees report employment basis as at the end of the audit reporting period. For inactive employees, report employment basis as at the end of their employment. Classify employees based on your organisation's definition of full-time hours. This might be defined on: • a daily basis (typically 7.5, 7.6 or 8 hours per day), • a weekly basis (typically 37.5, 38 or 40 hours per week), or • a fortnightly basis (typically 75, 76 or 80 hours per fortnight). **Full-time** employees are engaged to work your organisation's definition of full-time hours. Their hours are guaranteed and reasonably predictable. **Part-time** employees are engaged to work less than your organisation's definition of full-time hours. They typically work regular hours each day, week or fortnight and have the same benefits as full-time employees on a pro-rata basis. **Ongoing / permanent** employees are engaged to work for an indefinite period of time until the employer or employee ends the employment relationship. **Fixed term** employees are engaged to work regular hours for a specific period of time or task, or until the employer or employee ends the employment relationship. This typically includes apprentices and trainees.	• Full-time ongoing / permanent (**FTO**) • Full-time fixed term (**FTT**) • Part-time ongoing / permanent (**PTO**) • Part-time fixed term (**PTT**) • Casual (**C**)

Casual employees are engaged to work without a firm advance commitment to ongoing work and guaranteed hours. Casual work arrangements can typically be terminated by the employee or employer without notice. Casual employees usually do not qualify for annual leave entitlements, and may be paid an additional loading or a higher rate of pay.	

Full-time equivalent (FTE)

Employee dataset	Requirements for this data field:
Use this field to capture the proportion of full-time hours that each employee is normally contracted to work, excluding overtime. For active employees, report FTE as at the end of the audit reporting period. For inactive employees, report FTE as at the end of their employment. Classify employees based on your organisation's definition of full-time hours. This might be defined on: • a daily basis (typically 7.5, 7.6 or 8 hours per day), • a weekly basis (typically 37.5, 38 or 40 hours per week), or • a fortnightly basis (typically 75, 76 or 80 hours per fortnight). Report FTE as a number with up to two decimal places, with full-time hours equal to 1.00 FTE. For example: • Someone who works 6 hours per day at an organisation with 8-hour workdays should be reported as 0.75 FTE. • Someone who works full-time hours on 3 of 5 days per week should be reported as 0.6 FTE. • Someone who works full-time hours on 9 of 10 days per fortnight should be reported as 0.9 FTE. You can leave this field blank for casual employees. If you want to estimate FTE for casual employees, we recommend using one of the following methods: • Calculate each casual employee's FTE based on the final pay period of the audit reporting period. Leave the field blank for casual employees who did not work in the final pay period of the year.	• Must be a number greater than 0 and less than or equal to 1 • Can include up to two decimal places • Blanks allowed

- Calculate each casual employee's FTE based on the last pay period that they worked (within the audit reporting period). - Calculate each casual employee's FTE by dividing the total number of hours they worked in the audit reporting period to the number of hours a full-time employee would have worked. You don't need to account for purchased leave arrangements when reporting FTE. Leave this field blank if your organisation can't provide this information at this time.	

Level

Employee dataset	Accepted values:
Use this field to indicate each person's level within your organisation, as at the end of the audit reporting period. For inactive employees, indicate each person's level as at the end of their employment. The values you assign in this field will allow you to look at each level of your organisation individually, on measures such as gender composition, pay equity and flexible work utilisation. Reserve the value 0 for the head of your organisation (your CEO or equivalent). From there, the Commissioner encourages organisations to use whatever classification framework will produce the most meaningful gendered analysis. For some organisations, the best approach might be to assign levels hierarchically. People who report directly to the CEO would be classified as level -1. People who report to someone at level -1 would be classified as level -2, and so on until all employees have been classified. For other organisations, it might be more useful to assign levels based on existing Enterprise Bargaining Agreements. For example, a VPS organisation might assign levels based on each employee's VPS grade. If neither of these approaches is likely to produce meaningful analysis for your organisation, the Commissioner recommends that your organisation develop its own classification framework. You should consider factors such as seniority, level of responsibility, reporting lines, and the nature of each employee's work. For example, an organisation might classify its senior leadership team as level -1, regardless of reporting line. It also might classify the CEO's executive assistant at the same level as other employees that perform similar roles, even though they report directly to the CEO.	• 0 • -1 • -2 • -3 • -4 • -5 • -6 • -7 • -8 • -9 • -10 • -11 • -12 • -13 • -14 • -15

Employee type

Employee dataset	Accepted values:
Use this field to indicate each person's level of responsibility in the organisation, as at the end of the audit reporting period. For inactive employees, indicate their level of responsibility as at the end of their employment. **Senior leaders** are employees with the authority and responsibility for planning, directing and controlling the activities of an organisation, directly or indirectly. This includes the head of your organisation as well as other executives. Use this field to indicate your organisation's senior leaders. Use the value 'Not a senior leader' for all other employees. If an employee holds more than one role, use the category that best reflects their substantive or main role. If an employee is acting on a higher duties assignment for a period of more than two weeks, use the category that best reflects their higher classification. If the assignment is shorter than two weeks, use the category that best reflects their substantive classification. If your organisation is unable to identify its senior leaders, use the value 'Data unavailable'.	• Senior leader (**A**) • Not a senior leader (**B**) • Data unavailable (**DU**)

Active

<div style="text-align: right">**Mandatory field**</div>

Employee dataset	Accepted values:
Your employee dataset should include every person who met the Act's definition of an employee at some point during the audit reporting period, even if they are no longer employed by your organisation. Use this field to indicate whether each person was actively employed at the end of the audit reporting period. Active employees are those who were paid for work or were on paid leave in the last full pay period of the audit reporting period. If a casual employee worked in the last pay period of the audit reporting period, record them as an active employee. If a casual employee did not work in the last pay period of the audit reporting period, record them as inactive.	• Yes (**Y**) • No (**N**)

Recruited

New definition | Spec change

Employee dataset	Accepted values:
Use this field to indicate whether each person was recruited during the reporting period. Record an employee as recruited if they commenced employment with your organisation at some point during the audit reporting period. If an employee was transferred into your organisation due to a machinery of government change, use the value 'Movement due to Machinery of Government'. The term 'machinery of government' refers specifically to the reallocation of functions and responsibilities between departments and ministers. This value should only be used by VPS Departments. If your organisation is unable to identify which employees were recruited during the reporting period, use the value 'Data unavailable'.	• Yes (**Y**) • No (**N**) • Movement due to Machinery of Government (**M**) • Data unavailable (**DU**)

Exited

New definition Spec change

Employee dataset	Accepted values:
Use this field to indicate whether each person exited your organisation during the reporting period. Record an employee as having exited if they ceased employment with your organisation at some point during the audit reporting period. This includes exits due to resignation, dismissal, redundancy or retirement. If an employee was transferred out of your organisation due to a machinery of government change, use the value 'Movement due to Machinery of Government'. The term 'machinery of government' refers specifically to the reallocation of functions and responsibilities between departments and ministers. This value should only be used by VPS Departments. If your organisation is unable to identify which employees exited during the reporting period, use the value 'Data unavailable'.	• Yes (**Y**) • No (**N**) • Movement due to Machinery of Government (**M**) • Data unavailable (**DU**)

Workforce group

<table>
<tr><td colspan="2">**New definition**   **Spec change**</td></tr>
<tr><td>**Employee dataset**</td><td>**Requirements for this data field:**</td></tr>
<tr>
<td>

The Commissioner recognises that some organisations include multiple distinct workforces. Examining these workforces individually can yield meaningful insights about the nature of workplace gender inequality that might not be evident at the organisation level. If your organisation includes several distinct workforces, you can use this field to sort your employees into groups of your choosing.

For example, an organisation that employs people under two Enterprise Bargaining Agreements (EBA) could define a workforce group for each EBA. A different organisation might prefer to define workforce groups for its administrative staff, as distinct from operations personnel.

The Commissioner encourages organisations to define workforce groups that facilitate meaningful analysis, and that do not duplicate information captured in other fields.

If the workforce groups you designate meet the specifications listed in the audit guidance, they may also be included in future research, reporting and publications that include your organisation's audit results.

Leave this field **blank** if you do not wish to segment your workforce for reporting and analysis.

</td>
<td>

- Free text – can use letters, numbers and punctuation

- No longer than 50 characters

- Can use up to 3 unique group names of your choosing

- Each group must include at least 10 people

- Group names must not include any sensitive or private information

- Blanks allowed

</td>
</tr>
</table>

Occupation code

Employee dataset	Requirements for this data field:
Use this field to indicate each person's occupation within your organisation. The values you assign in this field will allow you to measure the gender composition of different occupation groups in your organisation. Industry-specific guidance is available to help you assign occupation codes to your employees consistently and efficiently: • Local government: ANZSCO guidance for local councils • Health sector: Health sector data collection (PCR and ANZSCO guide) • All other organisations: ANZSCO coding guides Classify your active employees based on the role they held at the end of the audit reporting period. **You do not need to classify inactive employees**, but if you do, classify them based on the role they held at the end of their employment. If you're unable to classify all of your active employees using the coding guidance for your industry, you can also review a list of all accepted codes in the workforce reporting template. Abbreviations used in the accepted value list include: • nec: not elsewhere classified • nfd: not further defined To facilitate robust analysis, the Commissioner encourages organisations to use the most specific available occupation code within the hierarchy. For example, if your organisation has a Finance Manager, you should assign them to code 132211 (Finance Manager), rather than a less-specific manager code such as 100000 (Managers, nfd).	• Must be a valid 6-digit ANZSCO code (please refer to workforce reporting template for full list) • Blanks not allowed

If you are unable to map certain employees to ANZSCO codes, please use the code 099888 (Response inadequately described). You can also use this code for inactive employees. The accepted values for this field are drawn from the Australian and New Zealand Standard Classification of Occupations (ANZSCO), First Edition Revision 1.3. This is the same standard used by the Australian Bureau of Statistics to classify census and workforce survey respondents.	

Workplace postcode

<div style="float:right">Mandatory field</div>

Employee dataset	Requirements for this data field:
Use this field to indicate the postcode of the employee's primary or 'base' work location, as at the end of the reporting period. For inactive employees, use the postcode of their last primary work location. If possible, report the postcode where the employee works, not where the organisation is centrally located. If an employee works at multiple locations, use the postcode where they spend the most time. For field staff, use the postcode of the relevant depot. For remote workers, use the postcode of the primary office into which they report. If your organisation is unable to provide workplace postcodes for individual employees, use the postcode of your organisation's main office.	• Must be a valid 4-digit postcode • Blanks not allowed

Home postcode

Pilot data field

Employee dataset	Requirements for this data field:
Use this field to indicate the employee's home postcode, as at the end of the audit reporting period. For inactive employees, use their most recent postcode on record. Leave this field blank if your organisation can't provide this information at this time.	• Must be a valid 4-digit postcode • Blanks allowed

Base salary

Employee dataset	Requirements for this data field:
Base salary is the full-time equivalent annualised salary specified in the relevant employee agreement for the individual. You will need to determine the base salary for each of your organisation's **active** employees, as at the end of the audit reporting period. For inactive employees, enter -$999,999 in this field. You do not need to determine base salary for inactive employees. If an active employee commenced employment mid-way through the 12-month audit reporting period, you need to annualise their earnings. That means you should report what they would have been paid if they were employed for the full audit reporting period. If an active employee worked part-time, you need to convert their earnings to a full-time equivalent. That means you should report what they would have been paid if they were employed full-time. If a casual employee worked in the final pay period of the audit reporting period, you need to convert their earnings to an annualised full-time equivalent. That means you should report what they would have been paid if they worked the same number of hours and days as a full-time employee. Please refer to the Remuneration Resources page on our website if you aren't sure how to determine someone's annualised full-time equivalent base salary. Base salary should include:	• Must be a number greater than $0 for all active employees • Can include up to two decimal places • Double-check your data if any value is less than $40,000 for an active employee • Blanks not allowed • Enter -$999,999 for inactive employees

• Wages/salary payments • Annual leave, leave loading and long service leave • Carer/sick leave • Employer-funded parental leave • Penalty rates and shift loadings that are part of an employee's ordinary working hours • Casual loadings • Salary sacrificed amounts (such as employee superannuation contributions, car leases, childcare or rent) • Workers compensation Base salary should not include: • Employer superannuation contributions • Allowances • Overtime Base salary should never be lower than what someone would earn in a year working full-time on the national minimum wage. You should double-check your data if any active employee has a base salary below $40,000.	

Total remuneration

Employee dataset	Requirements for this data field:
You will need to determine total remuneration for each of your organisation's **active** employees, as at the end of the audit reporting period. For inactive employees, enter -$999,999 in this field. You do not need to determine total remuneration for inactive employees. To determine an active employee's total remuneration, start from their annualised full-time equivalent base salary. To it, add any other payments made to the employee during the audit reporting period. If a payment is the same fixed amount regardless of the number of hours an employee works, use the actual amount paid to the employee. Examples of fixed payments include: • First aid, clothing, accommodation or study allowances • Mobility payments • Fixed bonuses • Fixed discretionary pay • Overtime or penalty rates that are not part of an employee's usual working hours If the size of a payment depends on the number of hours an employee works (pro-rata), you may need to convert it to an annualised full-time equivalent amount. Examples of pro-rata payments include: • Employer superannuation contributions • Travel or meal allowances	• Must be a number greater than or equal to Base salary for active employees • Can include up to two decimal places • Blanks not allowed • Enter -$999,999 for inactive employees

Weekly pay	**Pilot data field**
Employee dataset	**Requirements for this data field:**
The Commission is piloting a new remuneration field in 2023: weekly pay. Participation is voluntary but could help us offer organisations a different way to meet their obligations in the future. Weekly pay is an estimate of an employee's base rate of pay for one week of work at full-time hours, as at the end of the audit reporting period. Leave this field blank for inactive employees. Your organisation might define full-time hours on: - a daily basis (typically 7.5, 7.6 or 8 hours per day), - a weekly basis (typically 37.5, 38 or 40 hours per week), or - a fortnightly basis (typically 75, 76 or 80 hours per fortnight). Include **only** the employee's base wages or salary, before deductions such as tax and salary sacrifice. Weekly pay should **not** include: - Penalty rates and shift loadings - Casual loadings - Employer superannuation contributions - Allowances - Overtime	- If provided, must be a number greater than $0 - Can include up to two decimal places - Double-check your data if any value is less than $800 for an active employee - Blanks allowed

| For employees paid on an hourly basis, calculate weekly pay by multiplying their hourly base rate of pay by the number of hours in one week at full-time hours.

For employees who are paid an annual salary, calculate weekly pay by dividing their annual salary by the number of weeks in the year.

Determine weekly pay based on the employee's last pay period worked within the 12-month audit reporting period.

Weekly pay should never be lower than what someone would earn in a week working full-time on the national minimum wage. You should double-check your data if any employee's weekly pay is below $800. | |

Promoted

Employee dataset	Accepted values:
Use this field to indicate which employees were promoted during the 12-month audit reporting period. A promotion refers to an existing employee being permanently appointed to a role at a classification higher than their previous role. This includes promotions awarded through competitive recruitment processes, as well as promotions awarded after a fixed period. This does not include temporary higher duties assignments or new roles at the same classification as the employee's previous role. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Yes, there was at least 1 occurrence within the reporting period (**Y**) • No, there were no occurrences within the reporting period (**N**) • Data unavailable (**DU**)

Career development training

New definition **Spec change**

Employee dataset	Accepted values:
Use this field to indicate which employees accessed career development training during the 12-month audit reporting period. Career development training opportunities assist employees to progress their careers by building on their capacity and skills. Common examples of career development training include: • Leadership courses • Training to build new skills such as project management or public speaking • VPS micro-credentials Please exclude activities that are not intended to advance the participant's career, such as: • Onboarding or routine requirements like Code of Conduct training • First aid and CPR courses • Routine training required to maintain an existing professional or trade certification Organisations are encouraged to develop their own operational definitions of career development training to facilitate a meaningful gendered analysis. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Yes, there was at least 1 occurrence within the reporting period (**Y**) • No, there were no occurrences within the reporting period (**N**) • Data unavailable (**DU**)

Higher duties

Employee dataset	Accepted values:
Use this field to indicate which employees had higher duties assignments during the 12-month audit reporting period. A higher duties assignment is a temporary internal arrangement where an employee moves into a higher classification for a period of more than two weeks. This does not include permanent promotions or lateral transfers at the same classification. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Yes, there was at least 1 occurrence within the reporting period (**Y**) • No, there were no occurrences within the reporting period (**N**) • Data unavailable (**DU**)

Internal secondment

Employee dataset	Accepted values:
Use this field to indicate which employees had internal secondments during the 12-month reporting period. A secondment is a temporary internal arrangement where an employee moves into another role at the same classification for a period of more than two weeks. This does not include higher duties assignments (at a higher classification than the employee's substantive role) or external secondments outside your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Yes, there was at least 1 occurrence within the reporting period (**Y**) • No, there were no occurrences within the reporting period (**N**) • Data unavailable (**DU**)

Formal flexible work arrangement

Employee dataset	Accepted values:
Use this field to indicate which employees had a formal flexible work arrangement in place, as at the end of the audit reporting period. Part-time or remote working arrangements that are mandated or instigated by an employer should not be considered flexible work arrangements. Examples of flexible work arrangements include: • Working more hours over fewer days • Flexible start and finish times • Working remotely on days chosen by the employee • Working part-time during hours or days chosen by the employee • Shift swap • Job sharing • Study leave • Purchased leave • Using leave to work flexible hours Please refer to any industrial instruments relevant to your organisation for other definitions and requirements related to flexible work. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Yes, there was at least 1 occurrence within the reporting period (**Y**) • No, there were no occurrences within the reporting period (**N**) • Data unavailable (**DU**)

Formal flexible work type

Employee dataset	Accepted values:
Use this field to indicate the types of formal flexible work arrangements in place for each person, as at the end of the audit reporting period. If the person used multiple types of flexible work, format the selections as a list delimited with vertical bars like this: A|B|C Don't include informal flexible work arrangements in this field. List only the flexible work types that the person actually used. Use the value 'Not on a formal flexible work arrangement' for people who did not use any type of formal flexible work arrangement. Use the value 'Data unavailable' if your organisation can't provide this information at this time. For more information about what qualifies as a formal flexible work arrangement, please refer to the Formal flexible work arrangement data field description. Prioritise gathering this data for senior leaders at your organisation, as 2021 baseline data on senior leaders is available at the industry and sector level.	• Flexible start and finish times (**A**) • Job sharing (**B**) • Purchased leave (**C**) • Shift swap (**D**) • Study leave (**E**) • Using leave to work flexible hours (**F**) • Working more hours over fewer days (**G**) • Working part-time (**H**) • Working remotely (**I**) • Another kind of flexible work arrangement not listed (**J**) • Not on a formal flexible work arrangement (**K**) • Data unavailable (**DU**)

Weeks of paid parental leave

Employee dataset	Requirements for this data field:
Use this field to capture how much paid parental leave each employee took. Complete this field for every employee whose parental leave **ended** during the 12-month audit reporting period. Parental leave may be classified as Primary Carers/Maternity/Birth Parent Leave or Partner/Secondary Carers Parental Leave. This also includes adoption or surrogacy-related leave. Report the full duration of paid parental leave the employee used, **even if a portion of it fell outside the 12-month audit reporting period**. For example, if your organisation's audit reporting period began on 1 July 2022, and an employee took paid parental leave from 20 June 2022 to 22 July 2022, you should report them as using 4 weeks of paid parental leave. Calculate the number of weeks of paid parental leave each person took based on the standard working week hours for that employee. For example, if the person worked 24 hours per week before taking parental leave, and they took 72 hours of paid parental leave, you should report them as using 3 weeks of paid parental leave. Parental leave taken at half pay should be apportioned between paid and unpaid weeks. For example, if someone took 12 weeks of parental leave at half pay, you should report them as using 6 weeks of paid parental leave and 6 weeks of unpaid parental leave.	• Must be a number greater than or equal to 0, or the value -999,999 • Can include up to two decimal places • Blanks not allowed

Enter 0 for people who did not take paid parental leave during the audit reporting period, and for people whose paid parental leave was still ongoing at the end of the audit reporting period.

Use the value -999,999 if your organisation can't provide this information at this time.

Weeks of unpaid parental leave

New definition

Employee dataset	Requirements for this data field:
Use this field to capture how much unpaid parental leave each employee took. Complete this field for every employee whose parental leave **ended** during the 12-month audit reporting period. Parental leave may be classified as Primary Carers/Maternity/Birth Parent Leave or Partner/Secondary Carers Parental Leave. This also includes adoption or surrogacy-related leave. Report the full duration of unpaid parental leave the employee used, **even if a portion of it fell outside the 12-month audit reporting period**. For example, if your organisation's audit reporting period began on 1 July 2022, and an employee took unpaid parental leave from 20 June 2022 to 22 July 2022, you should report them as using 4 weeks of unpaid parental leave. Calculate the number of weeks of unpaid parental leave each person took based on the standard working week hours for that employee. For example, if the person worked 24 hours per week before taking parental leave, and they took 72 hours of unpaid parental leave, you should report them as using 3 weeks of unpaid parental leave.	• Must be a number greater than or equal to 0, or the value -999,999 • Can include up to two decimal places • Blanks not allowed

Parental leave taken at half pay should be apportioned between paid and unpaid weeks. For example, if someone took 12 weeks of parental leave at half pay, you should report them as using 6 weeks of paid parental leave and 6 weeks of unpaid parental leave. Enter 0 for people who did not take unpaid parental leave during the audit reporting period, and for people whose unpaid parental leave was still ongoing at the end of the audit reporting period. Enter -999,999 if your organisation can't provide this information at this time.	

Parental leave exit type

Employee dataset	Accepted values:
Use this field to indicate whether or not the employee exited your organisation during parental leave. Use the value 'Voluntary' if the person voluntarily left the organisation during parental leave (for example, due to resignation). Use the value 'Involuntary' if the person involuntarily left the organisation during parental leave (for example, due to termination or redundancy). Use the value 'Not applicable' if the person did not leave the organisation during parental leave. This includes: • Employees who took parental leave, but did not exit the organisation • Employees who exited the organisation, but not during parental leave • Employees who did not take parental leave • Employees who did not exit the organisation Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Voluntary (**A**) • Involuntary (**B**) • Not applicable (**C**) • Data unavailable (**DU**)

Accessed carers leave

Employee dataset	Accepted values:
Use this field to indicate which employees accessed carers leave during the 12-month audit reporting period. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Yes, there was at least 1 occurrence within the reporting period (**Y**) • No, there were no occurrences within the reporting period (**N**) • Data unavailable (**DU**)

Fields in the governing body dataset

- Governing body member type
- Gender
- Aboriginal and/or Torres Strait Islander
- Age
- Cultural identity
- Disability status
- Religion
- Sexual orientation

Governing body member type

Governing body dataset	Accepted values:
Use this field to indicate which member of your governing body is the chair. For local government, the chair of your organisation's governing body is the mayor of your local government area.	• Chair (**A**) • Member (**B**)

Gender

Governing body dataset	Accepted values:
Gender is part of how someone understands who they are and how they interact with other people. Many people identify their gender as being 'woman' or 'man'. Some people understand their gender as a combination of these or neither. Gender can be expressed in different ways, such as through behaviour or physical appearance. A person's gender does not necessarily mean they have particular sex characteristics or a particular sexuality, or vice versa. The Commissioner recommends allowing an option for self-described gender with a free text option, in addition to 'woman' and 'man' when collecting gender data. For those people who identify with a self-described gender, their gender should be recorded in relevant systems using the term(s) provided by the employee. An individual with a self-described gender may identify as non-binary, trans, gender diverse, agender, genderqueer, genderfluid or using any other term. For the purposes of the progress audit, the Commissioner will collect data within three gender groups – women, men and self-described gender. Use the value 'Prefer not to say' for people who chose not to disclose their identity to your organisation.	• Woman (**W**) • Man (**M**) • Self-described (**S**) • Prefer not to say (**P**)

Aboriginal and/or Torres Strait Islander

Spec change

Governing body dataset	Accepted values:
Use this field to indicate whether each person is Aboriginal and/or Torres Strait Islander. Use the value 'Prefer not to say' for people who chose not to disclose their identity to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Aboriginal and/or Torres Strait Islander (**B**) • Non Aboriginal and/or Torres Strait Islander (**A**) • Prefer not to say (**P**) • Data unavailable (**DU**)

Age

Spec change

Governing body dataset	Accepted values:
Use this field to indicate the person's age range, as at the last day of the audit reporting period. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• 15-24 years (**A**) • 25-34 years (**B**) • 35-44 years (**C**) • 45-54 years (**D**) • 55-64 years (**E**) • 65+ years (**F**) • Data unavailable (**DU**)

Cultural identity

Governing body dataset	Accepted values:
Cultural identity is the group to which a person feels they belong. This might be based on ancestry, tradition, language, geography and/or individual experience. Where possible, multiple responses should be collected for this data item to ensure respondents are able to list all groups with which they identify. If an employee has selected multiple cultural identities, format the selections as a list delimited with vertical bars like this: A|B|C Use the value 'Prefer not to say' for people who chose not to disclose their identity to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Aboriginal and/or Torres Strait Islander (**A**) • African (including Central, West, Southern and East African) (**B**) • Australian (**C**) • Central and/or South American (**D**) • Central Asian (**E**) • East and/or South-East Asian (**F**) • English, Irish, Scottish or Welsh (**G**) • European (including Western, Eastern and South-Eastern European, and Scandinavian) (**H**) • Maori (**I**) • Middle Eastern and/or North African (**J**) • New Zealander (**K**) • North American (**L**) • Pacific Islander (**M**) • South Asian (**N**) • Other (**O**) • Prefer not to say (**P**) • Data unavailable (**DU**)

Disability status

Governing body dataset	Accepted values:
Use this field to indicate each person's disability status. Use the value 'Prefer not to say' for people who chose not to disclose their disability status to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• No disability (**A**) • With disability (**B**) • Prefer not to say (**C**) • Data unavailable (**DU**)

Religion

Governing body dataset	Accepted values:	
Use this field to indicate each person's religion. Use the value 'Prefer not to say' for people who chose not to disclose their religion to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Buddhism (**A**) • Christianity (**B**) • Hinduism (**C**) • Islam (**D**) • Judaism (**E**)	• No religion (**F**) • Sikhism (**G**) • Other (**H**) • Prefer not to say (**I**) • Data unavailable (**DU**)

Sexual orientation

Governing body dataset	Accepted values:
Use this field to indicate each person's sexual orientation. Use the value 'Prefer not to say' for people who chose not to disclose their sexual orientation to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Asexual (**A**) • Bisexual (**B**) • Don't know (**C**) • Gay or lesbian (**D**) • Pansexual (**E**) • Self-described (**F**) • Straight (heterosexual) (**G**) • Prefer not to say (**H**) • Data unavailable (**DU**)

Fields in the sexual harassment complaints dataset

- Number of complainants
- Gender (Complainant)
- Aboriginal and/or Torres Strait Islander (Complainant)
- Age (Complainant)
- Cultural identity (Complainant)
- Disability status (Complainant)
- Religion (Complainant)
- Sexual orientation (Complainant)

- Complainant type
- Complainant relationship to incident
- Number of respondents
- Gender (Respondent)
- Respondent relationship to complainant
- Complaint outcomes
- Handling method
- Complainant satisfaction

Number of complainants

Sexual harassment complaints dataset	Requirements for this data field:

Each row of this dataset represents one formal complaint of sexual harassment within your workplace. Use this field to capture the number of **complainants** associated with each formal complaint of sexual harassment. Unless a group of complainants filed a single complaint together, you should enter 1 in this field.
 	
A complainant is an employee, member of the governing body, or member of the public who makes a formal complaint of sexual harassment in a workplace or work-related setting.
 	
For complaints registered by an individual, enter 1 in this field. If known, please capture information about the complainant (such as gender and age) in the remaining complainant fields.
 	
For complaints registered by a group of people:
• Record the number of people in this field.
    o If you aren't sure how many people made the complaint, enter 1.
• Record the gender or genders of the complainant group.
• Enter '**Data unavailable**' for the remaining complainant identity fields:
    o Aboriginal and/or Torres Strait Islander
    o Age
    o Cultural identity
    o Disability status
    o Religion
    o Sexual orientation
	• Must be a whole number greater than 0
	
	• Blanks allowed

Gender (Complainant)

Sexual harassment complaints dataset	Accepted values:
Use this field to indicate the gender of a person or group of people who made a sexual harassment complaint. For more information and recommendations on how to collect gender-disaggregated data, please refer to the Gender data field description. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Woman or group of women (**W**) • Man or group of men (**M**) • Self-described or group of people of self-described gender (**S**) • Group of mixed genders, or prefer not to say (**P**) • Data unavailable (**DU**)

Aboriginal and/or Torres Strait Islander (Complainant)

Spec change

Sexual harassment complaints dataset	Accepted values:
Use this field to indicate whether the complainant is Aboriginal and/or Torres Strait Islander. Use the value 'Prefer not to say' for people who chose not to disclose their identity to your organisation. Use the value 'Data unavailable' for complaints made by a group of complainants, or if your organisation can't provide this information at this time.	• Aboriginal and/or Torres Strait Islander (**B**) • Non Aboriginal and/or Torres Strait Islander (**A**) • Prefer not to say (**P**) • Data unavailable (**DU**)

Age (Complainant)

Spec change

Sexual harassment complaints dataset	Accepted values:
Use this field to indicate the complainant's age range, as at the last day of the audit reporting period. Use the value 'Data unavailable' for complaints made by a group of complainants, or if your organisation can't provide this information at this time.	• 15-24 years (**A**) • 25-34 years (**B**) • 35-44 years (**C**) • 45-54 years (**D**) • 55-64 years (**E**) • 65+ years (**F**) • Data unavailable (**DU**)

Cultural identity (Complainant)

Sexual harassment complaints dataset	Accepted values:
Cultural identity is the group to which a person feels they belong. This might be based on ancestry, tradition, language, geography and/or individual experience. Where possible, multiple responses should be collected for this data item to ensure complainants are able to list all groups with which they identify. If a complainant has selected multiple cultural identities, format the selections as a list delimited with vertical bars like this: A|B|C Use the value 'Prefer not to say' for people who chose not to disclose their identity to your organisation. Use the value 'Data unavailable' for complaints made by a group of complainants, or if your organisation can't provide this information at this time.	• Aboriginal and/or Torres Strait Islander (**A**) • African (including Central, West, Southern and East African) (**B**) • Australian (**C**) • Central and/or South American (**D**) • Central Asian (**E**) • East and/or South-East Asian (**F**) • English, Irish, Scottish or Welsh (**G**) • European (including Western, Eastern and South-Eastern European, and Scandinavian) (**H**) • Maori (**I**) • Middle Eastern and/or North African (**J**) • New Zealander (**K**) • North American (**L**) • Pacific Islander (**M**) • South Asian (**N**) • Other (**O**) • Prefer not to say (**P**)

	• Data unavailable (**DU**)

Disability status (Complainant)   **Spec change**

Sexual harassment complaints dataset	Accepted values:
Use this field to indicate the complainant's disability status. Use the value 'Prefer not to say' for people who chose not to disclose their disability status to your organisation. Use the value 'Data unavailable' for complaints made by a group of complainants, or if your organisation can't provide this information at this time.	• No disability (**A**) • With disability (**B**) • Prefer not to say (**C**) • Data unavailable (**DU**)

Religion (Complainant)   **Spec change**

Sexual harassment complaints dataset	Accepted values:	
Use this field to indicate the complainant's religion. Use the value 'Prefer not to say' for people who chose not to disclose their religion to your organisation. Use the value 'Data unavailable' for complaints made by a group of complainants, or if your organisation can't provide this information at this time.	• Buddhism (**A**) • Christianity (**B**) • Hinduism (**C**) • Islam (**D**) • Judaism (**E**)	• No religion (**F**) • Sikhism (**G**) • Other (**H**) • Prefer not to say (**I**) • Data unavailable (**DU**)

Sexual orientation (Complainant)

Sexual harassment complaints dataset	Accepted values:
Use this field to indicate the complainant's sexual orientation. Use the value 'Prefer not to say' for people who chose not to disclose their sexual orientation to your organisation. Use the value 'Data unavailable' for complaints made by a group of complainants, or if your organisation can't provide this information at this time.	• Asexual (**A**) • Bisexual (**B**) • Don't know (**C**) • Gay or lesbian (**D**) • Pansexual (**E**) • Self-described (**F**) • Straight (heterosexual) (**G**) • Prefer not to say (**H**) • Data unavailable (**DU**)

Complainant type

Sexual harassment complaints dataset	Accepted values:
Use this field to indicate who made the sexual harassment complaint. Use the value 'Other' if the complainant doesn't fit into any of the complainant types listed, or for a group containing multiple types of complainants. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Employee or group of employees (**A**) • Governing body member or group of governing body members (**B**) • One or more members of the public alleging sexual harassment by an employee in your workplace (**C**) • Other (**D**) • Data unavailable (**DU**)

Complainant relationship to incident

Sexual harassment complaints dataset	Accepted values:
Use this field to indicate whether the complainant made a complaint on their own behalf, or with regard to an incident they witnessed. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Bystander or witness (**A**) • Person who was subject of sexual harassment (**B**) • Data unavailable (**DU**)

Number of respondents

Sexual harassment complaints dataset	Requirements for this data field:
Each row of this dataset represents one formal complaint of sexual harassment within your workplace. Use this field to capture the number of respondents associated with each formal complaint of sexual harassment. Unless a complaint was raised against a group of people, you should enter 1 in this field. A respondent is an employee, member of the governing body, or member of the public who has been alleged to have sexually harassed others in your workplace. For complaints regarding an individual respondent's conduct, enter 1 in this field. For complaints regarding the conduct of a group of respondents, record the number of people in this field. If you aren't sure of the size of the group, enter 1.	• Must be a whole number greater than 0 • Blanks allowed

Gender (respondent)

Sexual harassment complaints dataset	Accepted values:	
Use this field to indicate the gender of a person who was the subject of the sexual harassment complaint. For more information and recommendations on how to collect gender-disaggregated data, please refer to the Gender data field description. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Woman or group of women (**W**) • Man or group of men (**M**) • Self-described or group of people of self-described gender (**S**)	• Group of mixed genders, or prefer not to say (**P**) • Data unavailable (**DU**)

Respondent relationship to complainant

Sexual harassment complaints dataset	Accepted values:	
Use this field to indicate the respondent's workplace relationship to the complainant. Select the value that best describes the respondent or respondents. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• A client, customer, patient, stakeholder (**A**) • Colleague (**B**) • Group of colleagues (**C**) • Immediate manager or someone they supervise (**D**)	• Member of public (**E**) • Senior manager (**F**) • Data unavailable (**DU**)

Complaint outcomes

Sexual harassment complaints dataset	Accepted values:
Use this field to indicate the outcome of the sexual harassment complaint. If the complaint had multiple outcomes, format the selections as a list delimited with vertical bars like this: A|B|C Use the value 'No outcome' for complaints that have not been resolved yet. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• A job reference or reinstatement (**A**) • Access to a previously denied job opportunity or service (**B**) • An agreement to change or stop the behaviour (**C**) • An apology (**D**) • Disciplinary action against perpetrator (**E**) • Matter dismissed (**F**) • Matter referred to tribunal (**G**) • Non-disclosure or Confidentiality agreement (**H**) • Organisation financially compensated victim (**I**) • Perpetrator demoted (**J**) • Perpetrator dismissed (**K**) • Perpetrator financially compensated victim (**L**) • Removal of complainant from work area (**M**) • Removal of perpetrator from work area (**N**) • Other outcome (**O**) • No outcome / Currently ongoing (**P**) • Data unavailable (**DU**)

Handling method

Sexual harassment complaints dataset	Accepted values:
Use this field to indicate whether the sexual harassment complaint was handled internally, externally, or both. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Internally (**A**) • Externally (**B**) • Both internally and externally (**C**) • Data unavailable (**DU**)

Complainant satisfaction

Sexual harassment complaints dataset	Accepted values:
Use this field to indicate the complainant's satisfaction with the outcome of their complaint. Use the value 'Prefer not to say' if the complainant chose not to disclose their satisfaction with the complaint outcome. Use the value 'No outcome / Currently ongoing' for complaints that have not been resolved yet. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Very satisfied (**A**) • Satisfied (**B**) • Neutral (**C**) • Unsatisfied (**D**) • Very unsatisfied (**E**) • Prefer not to say (**F**) • No outcome / Currently ongoing (**G**) • Data unavailable (**DU**)

Fields in the family violence leave dataset

- Gender
- Aboriginal and/or Torres Strait Islander
- Age
- Cultural identity
- Disability status
- Religion
- Sexual orientation

Gender	Mandatory field
Family violence leave dataset	**Accepted values:**
Each row of this dataset represents one employee who accessed family violence leave at your organisation during the audit reporting period. Use this field to indicate the gender of each person who accessed family violence leave. Gender is part of how someone understands who they are and how they interact with other people. Many people identify their gender as being 'woman' or 'man'. Some people understand their gender as a combination of these or neither. Gender can be expressed in different ways, such as through behaviour or physical appearance. A person's gender does not necessarily mean they have particular sex characteristics or a particular sexuality, or vice versa. The Commissioner recommends allowing an option for self-described gender with a free text option, in addition to 'woman' and 'man' when collecting gender data. For those people who identify with a self-described gender, their gender should be recorded in relevant systems using the term(s) provided by the employee. An individual with a self-described gender may identify as non-binary, trans, gender diverse, agender, genderqueer, genderfluid or using any other term. For the purposes of the progress audit, the Commissioner will collect data within three gender groups – women, men and self-described gender. Use the value 'Prefer not to say' for people who chose not to disclose their identity to your organisation.	• Woman (**W**) • Man (**M**) • Self-described (**S**) • Prefer not to say (**P**)

Aboriginal and/or Torres Strait Islander

Pilot data field

Family violence leave dataset	Accepted values:
Use this field to indicate whether each person is Aboriginal and/or Torres Strait Islander. Use the value 'Prefer not to say' for people who chose not to disclose their identity to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Aboriginal and/or Torres Strait Islander (**B**) • Non Aboriginal and/or Torres Strait Islander (**A**) • Prefer not to say (**P**) • Data unavailable (**DU**)

Age

Pilot data field

Family violence leave dataset	Accepted values:
Use this field to indicate the person's age range, as at the last day of the audit reporting period. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• 15-24 years (**A**) • 25-34 years (**B**) • 35-44 years (**C**) • 45-54 years (**D**) • 55-64 years (**E**) • 65+ years (**F**) • Data unavailable (**DU**)

Cultural identity

Family violence leave dataset	Accepted values:
Cultural identity is the group to which a person feels they belong. This might be based on ancestry, tradition, language, geography and/or individual experience. Where possible, multiple responses should be collected for this data item to ensure respondents are able to list all groups with which they identify. If an employee has selected multiple cultural identities, format the selections as a list delimited with vertical bars like this: A|B|C Use the value 'Prefer not to say' for people who chose not to disclose their identity to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Aboriginal and/or Torres Strait Islander (**A**) • African (including Central, West, Southern and East African) (**B**) • Australian (**C**) • Central and/or South American (**D**) • Central Asian (**E**) • East and/or South-East Asian (**F**) • English, Irish, Scottish or Welsh (**G**) • European (including Western, Eastern and South-Eastern European, and Scandinavian) (**H**) • Maori (**I**) • Middle Eastern and/or North African (**J**) • New Zealander (**K**) • North American (**L**) • Pacific Islander (**M**) • South Asian (**N**) • Other (**O**) • Prefer not to say (**P**) • Data unavailable (**DU**)

Disability status

Family violence leave dataset	Accepted values:
Use this field to indicate each person's disability status. Use the value 'Prefer not to say' for people who chose not to disclose their disability status to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• No disability (**A**) • With disability (**B**) • Prefer not to say (**C**) • Data unavailable (**DU**)

Religion

Family violence leave dataset	Accepted values:	
Use this field to indicate each person's religion. Use the value 'Prefer not to say' for people who chose not to disclose their religion to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Buddhism (**A**) • Christianity (**B**) • Hinduism (**C**) • Islam (**D**) • Judaism (**E**)	• No religion (**F**) • Sikhism (**G**) • Other (**H**) • Prefer not to say (**I**) • Data unavailable (**DU**)

Sexual orientation

Pilot data field

Family violence leave dataset	Accepted values:
Use this field to indicate each person's sexual orientation. Use the value 'Prefer not to say' for people who chose not to disclose their sexual orientation to your organisation. Use the value 'Data unavailable' if your organisation can't provide this information at this time.	• Asexual (**A**) • Bisexual (**B**) • Don't know (**C**) • Gay or lesbian (**D**) • Pansexual (**E**) • Self-described (**F**) • Straight (heterosexual) (**G**) • Prefer not to say (**H**) • Data unavailable (**DU**)

Fields in the organisation dataset

- Governing body data availability
- Reason governing body data unavailable
- Sexual harassment complaints data availability
- Reason sexual harassment complaints data unavailable
- Actions taken to prevent future sexual harassment
- Other actions taken to prevent future sexual harassment
- Family violence leave data availability
- Reason family violence leave data unavailable
- Workforce data commentary
- Gender data commentary

- Demographics and intersectionality data commentary
- Job and employment data commentary
- Remuneration data commentary
- Promotions, training, secondment and higher duties data commentary
- Flexible work and leave data commentary
- Governing body data commentary
- Sexual harassment data commentary
- Family violence leave data commentary

Governing body data availability

Organisation dataset	Accepted values:
Use this field to indicate whether your organisation has included governing body data in its audit submission. Use the value 'Yes – we have entered data into the relevant worksheet' to indicate that you have provided data on your organisation's governing body members. Use the value 'No – we had no occurrences within the reporting period' to indicate that your organisation does not have a governing body. Use the value 'No – this data is not available' if your organisation can't provide this information at this time. Please provide further detail in the Reason governing body data unavailable field.	• Yes - we have entered data into the relevant worksheet (**Y**) • No - we had no occurrences within the reporting period (**N**) • No - this data is not available (reason provided in the relevant field) (**DU**)

Reason governing body data unavailable

Organisation dataset	Requirements for this data field:
Use this field to explain why your organisation is unable to provide governing body data. No explanation is required if your organisation does not have a governing body.	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Sexual harassment complaints data availability

Organisation dataset	Accepted values:
Use this field to indicate whether your organisation has included sexual harassment complaint data in its audit submission. Use the value 'Yes – we have entered data into the relevant worksheet' to indicate that you have provided data on formal complaints of sexual harassment registered during the audit reporting period. Use the value 'No – we had no occurrences within the reporting period' to indicate that your organisation had no formal complaints of sexual harassment registered during the audit reporting period. Use the value 'No – this data is not available' if your organisation can't provide this information at this time. Please provide further detail in the Reason sexual harassment complaints data unavailable field.	• Yes - we have entered data into the relevant worksheet (**Y**) • No - we had no occurrences within the reporting period (**N**) • No - this data is not available (reason provided in the relevant field) (**DU**)

Reason sexual harassment complaints data unavailable

Organisation dataset	Requirements for this data field:
Use this field to explain why your organisation is unable to provide sexual harassment complaints data. No explanation is required if you had no formal sexual harassment complaints within the audit reporting period.	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Actions taken to prevent future sexual harassment

`Mandatory field` `Spec change`

Organisation dataset	Accepted values:
List the actions your organisation has taken within the audit reporting period to prevent future sexual harassment in the workplace. If your organisation has taken several of the listed actions, format the selections as a list delimited with vertical bars like this: A|B|C Use the value 'Other' if your organisation took an action that isn't listed here. You can provide more detail in the Other actions taken to prevent future sexual harassment field. Use the value 'No actions taken' if your organisation did not take any actions to prevent future sexual harassment within the audit reporting period.	• Communication campaigns (**A**) • Improved complaints processes (**B**) • Leadership communication (**C**) • New policy or program (**D**) • Staff training (**E**) • Other (**F**) • No actions taken (**G**)

Other actions taken to prevent future sexual harassment

Organisation dataset	Requirements for this data field:
Use this field to list any other actions your organisation has taken to prevent future sexual harassment, beyond those captured in the previous field.	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Family violence leave data availability

Mandatory field **Format change**

Organisation dataset	Accepted values:
Use this field to indicate whether your organisation has included family violence leave data in its audit submission. Use the value 'Yes – we have entered data into the relevant worksheet' to indicate that you have provided data on those within your organisation who accessed family violence leave within the audit reporting period. Use the value 'No – we had no occurrences within the reporting period' to indicate that no one within your organisation accessed family violence leave within the audit reporting period. Use the value 'No – this data is not available' if your organisation can't provide this information at this time. Please provide further detail in the Reason family violence leave data unavailable field.	• Yes - we have entered data into the relevant worksheet (**Y**) • No - we had no occurrences within the reporting period (**N**) • No - this data is not available (reason provided in the relevant field) (**DU**)

Reason family violence leave data unavailable

Format change

Organisation dataset	Requirements for this data field:
Use this field to explain why your organisation is unable to provide family violence leave data. No explanation is required if you had no employees who accessed family violence leave within the audit reporting period.	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Workforce data commentary

Organisation dataset	Requirements for this data field:
This is an optional free-text field to tell the Commissioner about your employee dataset. Use this field to answer questions like: • Are any employees missing from your dataset? • If your organisation recently merged with another, does your data include employees from both entities?	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Gender data commentary

Organisation dataset	Requirements for this data field:
This is an optional free-text field to tell the Commissioner about the Gender field within your organisation's Employee dataset. Use this field to answer questions like: • How and when does your organisation collect gender data? • When your organisation collected this data, what values could be selected? • Does your organisation include a free-text field where people can describe their gender?	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Demographics and intersectionality data commentary	Format change
Organisation dataset	**Requirements for this data field:**
This is an optional free-text field to tell the Commissioner about the following fields within your organisation's Employee dataset: • Aboriginal and/or Torres Strait Islander • Age • Cultural identity • Disability status • Religion • Sexual orientation Use this field to answer questions like: • Does the data you provided differ from the specifications laid out in the audit guidance? • Which kinds of demographic data does your organisation collect? • Were you able to map your demographic data to the accepted value lists?	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Job and employment data commentary

Organisation dataset	Requirements for this data field:
This is an optional free-text field to tell the Commissioner about the following fields within your organisation's Employee dataset: • Employment basis • Full-time equivalent (FTE) • Level • Employee type • Active • Recruited • Exited • Workforce group • Occupation code • Workplace post code • Home post code Use this field to answer questions like: • Does the data you provided differ from the specifications laid out in the audit guidance? • Were you able to map your employees to the accepted value lists? • Were there any roles not covered by the ANZSCO coding guide you used? • Is your workforce spread across multiple work sites? Were you able to report a workplace post code specific to each site?	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Remuneration data commentary

Organisation dataset	Requirements for this data field:
This is an optional free-text field to tell the Commissioner about the following fields within your organisation's Employee dataset: • Base salary • Total remuneration • Weekly pay Use this field to answer questions like: • Does the data you provided differ from the specifications laid out in the audit guidance? • Are there unusual circumstances to explain why some of your employees have very low or very high remuneration values?	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Promotions, training, secondment and higher duties data commentary

Format change

Organisation dataset	Requirements for this data field:
This is an optional free-text field to tell the Commissioner about the following fields within your organisation's Employee dataset: • Promoted • Career development training • Higher duties • Internal secondment Use this field to answer questions like: • Does the data you provided differ from the specifications laid out in the audit guidance? • Which kinds of data does your organisation collect? • Were you able to transform the data you collect to match the specifications laid out in the audit guidance?	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Flexible work and leave data commentary

Organisation dataset	Requirements for this data field:
This is an optional free-text field to tell the Commissioner about the following fields within your organisation's Employee dataset: • Formal flexible work arrangement • Formal flexible work type • Weeks of paid parental leave • Weeks of unpaid parental leave • Parental leave exit type • Accessed carers leave Use this field to answer questions like: • Does the data you provided differ from the specifications laid out in the audit guidance? • What kinds of data does your organisation collect on flexible work arrangements? • Were you able to map your employees' flexible work arrangements to the accepted value list? • Were you able to report how long each employee took parental leave? • Were you able to report which employees accessed carers leave?	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Governing body data commentary

Organisation dataset	Requirements for this data field:
This is an optional free-text field to tell the Commissioner about your governing body dataset. Use this field to answer questions like: • Does the data you provided differ from the specifications laid out in the audit guidance? • Are any governing body members missing from your dataset? • What kind of governing body does your organisation have? • How are governing body members selected at your organisation?	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Sexual harassment data commentary

Organisation dataset	Requirements for this data field:
This is an optional free-text field to tell the Commissioner about your sexual harassment complaints dataset. Use this field to answer questions like: • Does the data you provided differ from the specifications laid out in the audit guidance? • Are any formal complaints missing from your dataset? • What kinds of data does your organisation collect on sexual harassment complaints? • Were you able to map your complaints data to the accepted value lists?	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Family violence leave data commentary

Organisation dataset	Requirements for this data field:
This is an optional free-text field to tell the Commissioner about your organisation's Family violence leave dataset. Use this field to answer questions like: • Does the data you provided differ from the specifications laid out in the audit guidance? • Which kinds of family violence leave data does your organisation collect?	• Free text – can use letters, numbers and punctuation • Limited to 5,000 characters • Blanks allowed

Appendix C: version history

Version	Section	Summary of changes
1.0	All	Initial version
1.2	Introduction	Changes made to reflect the release of the Gender Equality Amendment Regulations 2023.
1.3	Appendix B: progress audit handbook	Added accepted value codes in brackets alongside the existing descriptions.
1.4	The Progress auditing process: Stage 1 - preparation	Advice in pop-out box updated following discontinuation of the Panel of Providers.