



Workplace gender audit 2021

Guidance for defined entities

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Introduction

Workplace gender audits are an essential part of helping your defined entity understand how it is performing in regard to the systems, structures, policies and practices that promote workplace gender equality.

An initial workplace gender audit will establish baseline organisational data on gender equality from which your defined entity can:

- ▶ Identify any critical gaps, areas for improvement and challenges to address in its [Gender Equality Action Plan](#)
- ▶ Monitor and assess progress made in relation to workplace gender equality including whether strategies and measures are effective.

This document contains guidance for conducting workplace gender audits under the *Gender Equality Act 2020* (the Act). This guidance is issued under section 47 of the Act. This means defined entities must have regard to this guidance when complying with their obligations under the Act.

This guidance sets out how to conduct a workplace gender audit, and the data measures to include in your entities' workplace gender audit. The guidance

should be read in conjunction with the **indicative reporting template in excel format**, noting that this will be updated when the Commission has developed its reporting platform in 2021.



Tip

Definitions and instructions to support this guide are included in [Appendix 1](#).

There are two categories of data for your workplace gender audit - **workforce** data and **employee experience** data. The **workforce** data should be extracted from your internal data collection systems. **Employee experience** data will complement your workforce data to help you better understand gender inequality in your defined entity.



Obligations relating to workplace gender auditing for defined entities

Under the Act, a defined entity must use the workplace gender audit to assess the state and nature of gender inequality in its workplace as at 30 June in the Gender Equality Action Plan reporting year (s11). The first reporting year is 2021.

The Act states that defined entities are required to undertake a workplace gender audit having regard to the following (s11(2)):

- ▶ The workplace gender equality indicators, namely:
 - ▶ Gender composition of all levels of the workforce
 - ▶ Gender composition of governing bodies
 - ▶ Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender
 - ▶ Sexual harassment in the workplace
 - ▶ Recruitment and promotion practices in the workplace
 - ▶ 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
 - ▶ Gendered segregation within the workplace
- ▶ Any prescribed gender equality targets or gender equality quotas in relation to the entity¹
- ▶ The compounded disadvantage or discrimination a person may experience based on Aboriginality; age; disability; ethnicity; gender identity; race; religion; or sexual orientation, in addition to gender
- ▶ Any other matters that the defined entity considers relevant
- ▶ Any other prescribed matters²

Your defined entity's first workplace gender audit must be based on gender-disaggregated data as at 30 June 2021 (s11(3)(a)). If available, the workplace gender audit must also be based on data about Aboriginality, age, disability, ethnicity, gender identity, race, religion and sexual orientation (s11(3)(b)).

Intersectional gender inequality

Section 6(8) of the Act outlines that gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience based on Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes. For the purposes of this guidance, the Commission refers to this concept as “**intersectional gender inequality**”.

The results of a workplace gender audit must be included in your Gender Equality Action Plan (GEAP) (s10(1)(a)). For further details on how to include the results of your workplace gender audit in your GEAP, see [our website](#).

Before publishing the GEAP, including workplace gender audit data, a defined entity must remove any personal information³ (s51(1)).

Other relevant Victorian and Commonwealth laws

When conducting a workplace gender audit, defined entities must have regard to legal obligations they may have under 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 2020* (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

¹ There are no targets or quotas prescribed in regulations under s17(1) of the Act at this stage.

² There are no prescribed matters under the Act at this stage.

³ Personal information has the same meaning as it has in section 3 of the Privacy and Data Protection Act 2014: 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 ascertained, from the information or opinion, but does not include information of a kind to which the Health Records Act 2001 applies.

Gender-disaggregated and intersectional data

Gender-disaggregated data is data that is separated for people of different genders, for example, women, men and people of self-described gender⁴.

Your workplace gender audit must be based on gender-disaggregated data (s11(3)(a)), as this data is critical to assess the state and nature of gender inequality in the workplace and to develop evidence-based strategies and measures to address gender inequality.

Intersectional data (in this context) is data that is separated by gender as well as attributes other than gender, such as Aboriginality; age; disability; ethnicity; gender identity; race; religion; or sexual orientation.

Looking at data in this way is important. It helps us understand how someone's experience of gender inequality might be compounded 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, **intersectional data** must also be used for your workplace gender audit (s11(3)(b)). If this data is not yet available, you should consider how you can collect this in the future and include this as an action in your Gender Equality Action Plan (GEAP).

Collecting and analysing this information in your workplace gender audit will help you prepare your GEAP in a way that considers the different systemic barriers that exist in your defined entity.

In collecting, analysing and reporting this data, your defined entity will need to be sensitive to employee safety, privacy considerations and allow employees the discretion to self-identify.



⁴ See Appendix 1 for further information on 'self-described gender'.

Preparing for data collection

Conducting a workplace gender audit requires working closely with data custodians to gather data from various systems or parts of your defined entity. For example, HR data, recruitment data and payroll data may all have separate processes to extract the required information for the workplace gender audit. We recommend engaging the teams or people across your defined entity who will be able to assist you with data collection as early as possible.

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 visit [our website](#).

We recommend allocating at least 16-20⁵ working days to conduct a workplace gender audit (in terms of preparation, data collection and analysis). The process may take longer if your defined entity undertakes a more extensive consultation and/or a more detailed analytical approach.



⁵ Estimated guide only. The time required to undertake a workplace gender audit may be longer for your particular organisational context. This timeframe is based on the estimated time commitment indicated by participants in the Gender Equality Act Implementation Pilot run by the Department of Premier and Cabinet (DPC) in 2019-20.

Workplace gender auditing process

We recommend the following process is undertaken to complete your workplace gender audit.

Stage 1 – Preparatory stage **Stage 2 – Data collection and analysis stage**

1. Nominate a responsible gender equality audit data custodian within your defined entity and ensure you have appropriate filing systems and data security for storing the data in advance of uploading it to the Commission's reporting platform
2. Communicate with your workforce about why you are undertaking a workplace gender audit process, how you will be going about it and anticipated timeframes. Also explain that you will be undertaking a consultation process following the audit to help inform the development of your GEAP⁶
3. Using the table of data measures below, map each data measure with an associated data source from across your defined entity⁷ (suggested time commitment: 3 days). Where data is unavailable, consider whether you can establish a new method of collecting that data ahead of the audit deadline of 30 June 2021. If not, include this as an action in your GEAP
4. Speak with the people or teams who can help extract data from relevant systems or files, to establish a process and timeline for data collection (suggested time commitment: 2 days). This may include workforce data, recruitment data, training data, payroll data and employee experience survey data
5. Identify any risks or challenges with collecting workplace gender audit data, and work with colleagues to resolve issues where possible (suggested time commitment: 1 day)
6. As soon as possible after 30 June 2021, work with the relevant people and teams (identified in the preparatory stage above) to collect and/or extract data (table of data measures set out below) for your workplace gender audit (suggested time commitment: 3 days)
7. Perform data quality assurance, such as checking for duplicates or abnormal figures, to ensure that the data is as accurate as possible (suggested time commitment: 2 days)⁸
8. Analyse your data to assess the state and nature of gender inequality in your workplace (suggested time commitment: 4 days)⁸
9. Finalise the results of your workplace gender audit and use this information as the basis for consultations⁹ for your GEAP development (suggested time commitment: 3 days not including consultation)

For information on how to develop your GEAP, including conducting meaningful consultation, please refer to the GEAP guidance on [our website](#).

⁶ Further guidance about how to engage and communicate with your workforce about your obligations under the Gender Equality Act 2020 will be available on our website in early 2021.

⁷ You may identify existing gender auditing mechanisms in your workplace, which will complement the results of your workplace gender audit in your GEAP development process. For example, this may include Workplace Equality and Respect self-assessments, Athena SWAN or Workplace Gender Equality Agency related information.

⁸ The Commission will provide further guidance on performing data quality assurance and data analysis in early 2021.

⁹ Guidance on how to undertake meaningful consultation is included in the Gender Equality Action Plan guidance available on [our website](#).



Workplace gender audit data measures

There are two categories of data for your workplace gender audit, **workforce data** and **employee experience data**. The **workforce data** should be extracted from your internal data collection systems. **Employee experience data** will complement your workforce data to help you better understand gender inequality in your defined entity.

For defined entities that participate in the Victorian Public Sector Commission's (VPSC) People Matter Survey 2021

The relevant questions for your workplace gender audit have been incorporated into the People Matter Survey. The VPSC will provide you with the relevant employee experience data for your workplace gender audit by July 2021.

For defined entities that do not participate in the VPSC's People Matter Survey 2021

The Commission has worked with the VPSC to provide local councils with access to an abridged version of the People Matter Survey. The VPSC will provide participating councils with the relevant employee experience data for their workplace gender audit by July 2021.

For defined entities who choose to administer the survey in-house (not recommended) or through a third-party provider, the survey questions and guidance on collecting employee experience data (including associated victim safety, organisational response and referral protocols) are available on [our website](#).

Data measures

The table below is a summary of all the **workforce** data required for your workplace gender audit. The data measures are categorised according to the workplace gender equality indicators in the Act. The data relating to **intersectional gender inequality** coloured in green should be included where available¹⁰, and where the group size is large enough to protect anonymity. The **employee experience** data measures, which will complement the workforce data, are available on [our website](#).

An **indicative excel reporting template** can be downloaded from our website. This template will allow you to see how your workforce data might be provided to the Commission when you submit your GEAP (note that this format will be subject to change as the Commission develops the online reporting platform over the coming months).

You may wish to collect and analyse additional workforce data to inform your GEAP, beyond the data measures below. However, only the measures below will be able to be entered into the reporting template¹¹.



Tip

Check Appendix 1 for definitions and further explanations of underlined terms.

¹⁰ If you do not currently collect data relating to intersectional gender inequality, please consider including a strategy or measure in your GEAP that focuses on building this data collection capacity.

¹¹ Based on feedback from defined entities during the first audit and GEAP development process in 2021, the Commission may expand its reporting platform to include optional additional audit measures for subsequent reporting periods.

Workplace gender audit measures 2021

1 Gender composition of all levels of the workforce



WORKFORCE DATA MEASURES

Gender composition at each classification by employment basis as at 30 June 2021¹² (Table 11)

Gender composition at each classification by employment basis, and by Aboriginality, age, disability, ethnicity and race, religion and sexual orientation as at 30 June 2021 (Sheet 1a)

EMPLOYEE EXPERIENCE DATA MEASURES

N/A

2 Gender composition of governing bodies



WORKFORCE DATA MEASURES

Gender composition of the governing body as at 30 June 2021 (Table 21)

Gender composition of the governing body by Aboriginality, age, disability, ethnicity and race, religion and sexual orientation as at 30 June 2021 (Sheet 2a)

EMPLOYEE EXPERIENCE DATA MEASURES

N/A

3 Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender



WORKFORCE DATA MEASURES

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, including governing body, for the last pay period before 30 June 2021. (Table 31)

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 Aboriginality, age, disability, ethnicity and race, religion and sexual orientation, for the last pay period before 30 June 2021. (Sheet 3a)

EMPLOYEE EXPERIENCE DATA MEASURES

N/A

4 Sexual harassment in the workplace



WORKFORCE DATA MEASURES

The number of sexual harassment complaints from 1 July 2020 to 30 June 2021, by gender and classification of complainant or type of complainant if not a member of your workforce (Table 41)

The number of sexual harassment complaints from 1 July 2020 to 30 June 2021, by gender and Aboriginality, age, disability, ethnicity and race, religion and sexual orientation

The classification and gender of respondents to sexual harassment complaints from 1 July 2020 to 30 June 2021

The outcomes of any sexual harassment complaints including any settlement and/or non-disclosure agreements from 1 July 2020 to 30 June 2021

EMPLOYEE EXPERIENCE DATA MEASURES

Available on [our website](#)*.

¹² For universities, these reporting dates may differ to align with Workplace Gender Equality Agency reporting periods. The Commission will provide specific guidance for Universities on these dates in early 2021.

5 Recruitment and promotion practices in the workplace



WORKFORCE DATA MEASURES

Gender composition of people recruited from 1 July 2020 to 30 June 2021, by classification and employment basis (Table 5.1)

Gender composition of employees who have had a permanent promotion from 1 July 2020 to 30 June 2021, by classification (Table 5.2)

Number of people who participated in career development training opportunities from 1 July 2020 to 30 June 2021, by gender and classification

Gender composition of employees who have been awarded higher duties from 1 July 2020 to 30 June 2021, by classification and employment basis (Table 5.3)

Gender composition of employees who have been awarded internal secondments at the same level from 1 July 2020 to 30 June 2021, by classification and employment basis (Table 5.4)

Gender composition of people who exited the defined entity, by Aboriginality, age, disability, ethnicity and race, religion and sexual orientation, from 1 July 2020 to 30 June 2021

Gender composition recruitment and promotion data by Aboriginality, age, disability, ethnicity and race, religion and sexual orientation, from 1 July 2020 to 30 June 2021 (Sheet 5a)

EMPLOYEE EXPERIENCE DATA MEASURES

Available on [our website](#)*.

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



WORKFORCE DATA MEASURES

Proportion of employees with formal flexible work arrangements, by gender, classification and employment basis, as at 30 June 2021 (Table 6.1)

Number of senior leaders working with flexible work arrangements, by gender and type of flexible work arrangement, as at 30 June 2021 (Table 6.2)

Number of people who have taken parental leave from 1 July 2020 to 30 June 2021, by gender, classification, length of leave and by type of leave (paid or unpaid) (Table 6.3)

Number of people who exited the defined entity during parental leave from 1 July 2020 to 30 June 2021, by gender (Table 6.4)

Number of people accessing family violence leave from 1 July 2020 to 30 June 2021, by gender (Table 6.5)

Number of people accessing carers leave from 1 July 2020 to 30 June 2021, by gender (Table 6.6)

EMPLOYEE EXPERIENCE DATA MEASURES

Available on [our website](#)*.

7 Gendered segregation within the workplace



WORKFORCE DATA MEASURES

Gender composition of employees by occupation per ANZSCO codes as at 30 June 2021

EMPLOYEE EXPERIENCE DATA MEASURES

Available on [our website](#)*.

* Employee experience data measures will be included in the VPSC's People Matter Survey (PMS) in 2021, and organisations who participate in the PMS will receive the relevant data from the VPSC. The relevant survey questions are available on [our website](#), along with guidance for organisations who do not participate in the PMS.

Appendix 1: Definitions and instructions

This resource describes the data definitions to be applied when doing a workplace gender audit under the Gender Equality Act.

Definitions

ANZSCO codes

ANZSCO codes are drawn from the Australian and New Zealand Standard Classification of Occupations (ANZSCO) First Edition Revision 1.2.

Guidance on ANZSCO coding for public sector entities is available through the VPSC's ANZSCO coding guides (vpsc.vic.gov.au/resources/anzsco-coding-guides/). The Commission will provide specific guidance for local councils on ANZSCO coding in mid 2021.

Career development training opportunities

Career development training opportunities assist staff to progress their careers by building on their capacity and skills through specific training. This may include training opportunities that are specifically designed for preparing staff for career progression or promotion within your defined entity.

Classification (level)

The classification is the grade or level of the employee within the defined entity. For the purposes of this reporting, classification should be separated by reporting levels from the most senior level in your defined entity, for example CEO or equivalent. This means that someone who reports directly to the CEO is classified as level -1, someone who is two reporting levels from the CEO is level -2 and so on. If the CEO or equivalent of the defined entity reports directly to the governing

body, members of the governing body should be listed as Level +1.

If your defined entity has an existing Enterprise Bargaining Agreement which incorporates a classification structure which sets out levels of the defined entity, we recommend using the existing classification structure as a basis for your reporting levels to CEO, to avoid duplicative work.

The Commission will provide further guidance for defined entities on classification by level to the CEO in early 2021. .

Complaint (Sexual Harassment)

A complaint is a formal report of sexual harassment lodged internally with an employer or an external agency, requiring a formal and individualised response. This may include internally reported complaints to HR or Work Health & Safety Officers, or externally reported complaints to the Victorian Equal Opportunity and Human Rights Commission (VEOHRC), the Australian Human Rights Commission (AHRC), relevant unions, the Victorian Ombudsman, WorkSafe or any other relevant state or national bodies.

For the purposes of this audit, this should include all complaints that relate to members of your workforce. This includes complaints that involve a member of your workforce (either as a complainant or respondent) and members of the public, customers, clients or patients (either as a complainant or a respondent). The complaint must have arisen in your workplace or as part of external workplace activities.

Intersectional gender inequality

Section 6(8) of the Act outlines that gender inequality may be compounded by other forms of disadvantage or discrimination that a person

may experience based on Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes. For the purposes of this guidance, the Commission refers to this concept as “**intersectional gender inequality**”.

The concept of intersectional disadvantage or discrimination is sometimes called intersectionality. Intersectionality explains how people may experience overlapping forms of discrimination or disadvantage based on social characteristics such as (but not limited to) sex, gender identity, sexual orientation, ethnicity, language, religion, class, socioeconomic status, gender identity, ability or age.

To learn more about intersectional gender inequality and intersectionality, please refer to the [Leading practice resources](#) page on our website.

Defined entities

The Act applies to defined entities that have 50 or more employees, including: public service bodies, public entities, special bodies, local councils, universities, Court Services Victoria

and the Office of Public Prosecutions (s5(1)). A full list of defined entities is available at www.genderequalitycommission.vic.gov.au/list-defined-entities.

Employee

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.

Employment basis

Whether a person is employed on a full-time, part-time, casual, ongoing/permanent or fixed term/contract basis (including an apprentice or trainee).



Flexible working

Flexible working is defined as access to one or more of the following arrangements, as chosen by the employee.

- ▶ Working more hours over fewer days
- ▶ Flexible start and finish times
- ▶ Working remotely (negotiated by the employee – i.e. not as a requirement under COVID-19 restrictions)
- ▶ Working part-time (negotiated by the employee only)
- ▶ Shift swap
- ▶ Job sharing
- ▶ Study leave
- ▶ Purchased leave
- ▶ Using leave to work flexible hours

Note that **part-time or remote working arrangements that are mandated or instigated by an employer and/or by government requirements relating to COVID-19 restrictions are not considered flexible working**. There may be other definitions and requirements relating to flexible working in industrial instruments relevant to your defined entity.

Full time equivalent (FTE)

The proportion of a full-time week that the employee is normally contracted to work, excluding overtime.

A full working week equals 1 FTE. (e.g. 38 hours in a 38-hour week or 40 hours in a 40-hour week).

A part time working week is less than 1 FTE. (e.g. 4 days in working week [30.2 hours in a 38-hour week] is an FTE of 0.8).

The FTE for casuals should be based on the number of hours worked in the last pay cycle of the reporting period.

A full-time staff member with a purchased leave arrangement is 1 FTE.

Do not include those with 0 FTE.

Convert to FTE

Payment for any employee who did not work full-time hours

Any pro-rata payment for an employee who worked part-time or casual hours

Do not convert to FTE:

Any fixed payment – report this as the actual amount you paid

Gender Equality Action Plan (GEAP)

A GEAP is a key requirement under the Gender Equality Act 2020 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 or people of self-described gender's and men's average full-time base annualised salary earnings, expressed as a percentage of men's earnings. For the purposes of your workplace gender audit, analysis is focused on the pay gap for each classification.

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

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

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

A gender pay gap that is positive (i.e. >0) means that the average annualised full-time salaries of men are greater than women, while a gender pay gap that is negative (i.e. <0) means that the average annualised full-time salaries of women or people of self-described gender are greater than men.

The above formula is embedded within the indicative reporting template and will automatically calculate once unit level data is entered. There is no need to write any formulae into the reporting template.

The reporting template will calculate the gender pay gap for each classification based on both mean (average) and median.

The mean (or average) salary is calculated by summing the salaries of individuals within a classification band and dividing the sum by the number of people at that classification. It is the most commonly used measure, but it can be skewed by one or more individuals who have extremely high or extremely low salaries, especially if there is a low number of number of people for that classification. In such cases, the mean (average) salary may be a less useful measure.

The median salary is the middle salary from a list of salaries arranged in ascending or descending order. It may be more useful than the mean (average) when there are extreme values in the dataset as it is not affected by extreme values.

By looking at both the mean and median salary for each classification by gender, you will be able to gain a better understanding of the gender pay gap in your defined entity.

Governing body

A governing body is a group of people governing the operations of a defined entity, such as a board, council, or 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 analyse the gender composition of the others as well).

For local government, the governing body of your defined entity will be the Councillors of your local government area.

Not all defined entities have a governing body.

Higher duties

Higher duties assignments refer to temporary internal arrangements where an employee moves into a higher classification for a period of more than two weeks. For the purposes of the workplace gender audit, the number of staff in higher duties is defined as the number of staff at each classification who are not in their substantive role and are in a position at a higher classification as at 30 June 2021.

Parental leave

Parental leave refers to both paid and unpaid parental leave, which may be classified as Primary Carers/Maternity/Birth Parent Leave or Partner/Secondary Carers Parental Leave.

Include all people who have taken any type of parental leave over the last 12 months, and how many weeks of paid and unpaid leave they have taken. The number of weeks should be calculated based on standard working week hours for the relevant employees (eg if someone takes 24 hours of parental leave during a week, and their standard working week is 24 hours, this would count as 1 week of parental leave)

Promotion

Promotion refers to an existing employee being 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. It does not include lateral transfers (at the same classification) or temporary higher duties opportunities.

Recruitment

Recruitment refers to people who have been newly appointed to a role from both internal (roles filled by employees within the defined entity) and external (roles filled by people from outside of the defined entity) recruitment processes. It does not include people who have been promoted.

Remuneration (base salary)

The full-time annual base salary in the relevant Award/Agreement for the employee's classification, not actual earnings. Exclude employer contribution to superannuation. Include any packaged or salary sacrificed component, annual leave, leave loading, long service leave, workers compensation payments, penalty rates. Figures must be gross, for a complete pay year, and converted to the equivalent of 1 FTE.

For example, if a person is hired to a position where the FTE is \$80,000 per annum, regardless of the actual time worked (whether part-time/full-time or over 6- or 12-month period), the annual base salary should be recorded as \$80,000.

Annualise

A pro-rata payment for an employee who has not worked the full 12 months of your reporting period

A fixed allowance you pay at intervals, if an employee has only received part of it

Do not annualise

Any fixed payment such as a bonus – report this as the actual amount you paid

Overtime

An irregular or ad-hoc allowance such as for meals or travel

Further guidance on calculating annual base salary for specific sectors can be found on the [VPSC's website](#).

Remuneration (Total remuneration)

Total remuneration includes base salary plus any additional benefits whether payable directly or indirectly, whether in cash or in a form other than cash.

It includes bonuses, superannuation, overtime and penalties paid on overtime, allowances (first aid, meals, footwear and clothing, accommodation, transport, gym membership, study etc.) and any other amounts (for example discretionary pay, cashed out annual leave, etc.).

This does not include an amount you pay under the government-funded paid parental leave scheme.

This figure should also be used for all senior leaders.

Self-described gender

For the purposes of your workplace gender audit, we will be collecting data within three categories – women, men and self-described gender.

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 Commission 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 more information on gender-inclusive language, please refer to: www.vic.gov.au/inclusive-language-guide.

Senior leaders

Senior leaders are executive staff who have significant management responsibility, that is, their primary role is to provide leadership and strategic direction for other staff members. This could include the Chief Executive Officer, Directors and Group Managers. Defined entities may select who to define as senior leaders for the purposes of a workplace gender audit, as appropriate to their organisational context.

Secondments

Secondments refer to temporary internal arrangements where an employee moves into a another role at the same classification for a period of more than two weeks.

This should only include internal secondments, and should not include secondments external to your defined entity.

