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| 2025 Audit guidance |
| For duty holders under the Gender Equality Act 2020 |
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# Overview

## About

This guidance is for duty holders under the [*Gender Equality Act 2020*](https://www.legislation.vic.gov.au/in-force/acts/gender-equality-act-2020/004)(the Act).

Visit the Commissioner’s website for a [list of duty holders](https://www.genderequalitycommission.vic.gov.au/list-defined-entities).

Under the Act, duty holders must undertake a workplace gender audit every 4 years when they develop their gender equality action plan (GEAP).

In addition, the [Gender Equality Regulations 2020](https://www.legislation.vic.gov.au/in-force/statutory-rules/gender-equality-regulations-2020/) (the Regulations) require duty holders to undertake a progress audit when developing their progress report.

In years when both a GEAP and a progress report is due, a single audit supports both obligations. This guidance uses the term ‘audit’ to cover both types of audits.

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| **Note:** The guidance in this document applies whether you are undertaking your first audit or doing a progress report. |

Undertaking an audit helps you:

* understand gender inequality in your organisation
* identify what you need to do to address gender inequality using the [7 workplace gender equality indicators](https://www.genderequalitycommission.vic.gov.au/workplace-gender-equality-indicators) in the Act
* measure your progress against the workplace gender equality indicators.

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| **The workplace gender equality indicators are:**   1. Gender composition of all levels of the workforce 2. Gender composition of the governing bod 3. Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender 4. Sexual harassment in the workplace 5. Recruitment and promotion practices in the workplace 6. Availability and utilisation of terms, conditions and practices relating to family violence leave, flexible working arrangements, and working arrangements supporting employees with family or caring responsibilities 7. Gendered segregation within the workplace |

## What is an audit

An audit involves the collection and submission of two types of data for the reporting period.

* Workforce data – information about your employees and governing body. This is gathered from your internal data collection systems. For example, HR and payroll data.
* Employee experience data – information about the experiences your employees have in the workplace. This information is obtained through an anonymous survey of your workforce.

These two sets of information can be analysed to produce results that align to one or more gender equality indicators.

## Why audits are important

An audit helps you understand gender inequality in your workplace. It helps you see your progress towards workplace gender equality.

You can use audit data in your gender equality action plan (GEAP). It allows you to identify gaps, areas for improvement and challenges.

You can also compare audit data over time to track your achievements in relation to the workplace gender equality indicators.

Audits help you understand whether the strategies and measures in your GEAP are working.

They allow you to see where you need to focus.

They also help you determine the best strategies and measures for your next GEAP.

## Your reporting timeline

You must undertake an audit every 2 years. This begins with the audit submitted for your first GEAP.

You must submit your next audit by **1 December 2025** via the Commissioner’s [reporting platform](https://report.genderequalitycommission.vic.gov.au/application-dashboard).

### Audit reporting period

For most duty holders, your audit will cover data from the previous financial year.

That means for the 2025 audit, the reporting period is **1 July 2024 to 30 June 2025.**

Universities have a different reporting timeline. This aligns with their existing reporting obligations under the *Workplace Gender Equality Act 2012* (Cth)*.*

The reporting period for universities’ 2025 audit is **1 April 2024 to 31 March 2025**.

Figure 1a: Reporting periods within the relevant period – duty holders (except universities)

This image shows a timeline of audit relevant periods and submission dates for all duty holders except universities. 
For the 2025 audit, the relevant period is 1 July 2024 to 30 June 2025. The submission date is 1 December 2025.

Figure 1b: Reporting periods within the relevant period – universities

This image shows a timeline of audit relevant periods and submission dates universities. 
For the 2025 audit, the relevant period for universities is 1 April 2024 to 31 March 2025. The submission date is 1 December 2025.

## Your obligation timelines

### Gender equality action plans

You must submit a **gender equality action plan** (GEAP) every 4 years.

The next GEAPs are due on 1 May 2026.

### Progress reports

You must submit a **progress report** every second year after submitting a GEAP.

This means that every second progress report will be submitted alongside a new GEAP.

If you have previously submitted a GEAP, your progress report is due on 1 May 2026.

If you are submitting your first GEAP on 1 May 2026, you do not need to submit a progress report.

### Audits

You must undertake an **audit** every 2 years.

You must submit your audit data on or before 1 December 2025 via the Commissioner’s [reporting platform](https://report.genderequalitycommission.vic.gov.au/application-dashboard).

## What you need to do

Preparing, collecting and analysing your data can take time.

You should start setting up the systems you need as soon as possible.

This guidance corresponds with the following templates:

* [2025 Workforce reporting template](https://www.genderequalitycommission.vic.gov.au/sites/default/files/2025-04/2025-workforce-reporting-template.xlsx)
* [2025 Employee experience reporting template](https://www.genderequalitycommission.vic.gov.au/sites/default/files/2025-03/2025-employee-experience-reporting-template-v1.0.xlsx)

### Note that organisations participating in the People Matter Survey do not need to complete the 2025 employee experience reporting template.

### Part 1: Prepare your audit data

Part 1 of this guidance helps you prepare for your audit and collect your data.

We recommend you use the following steps.

* Step 1: Prepare for your audit
* Step 2: Collect your audit data

### Part 2: Complete your audit

Part 2 of this guidance helps you complete your audit, upload and review your audit data. It also provides instructions for submitting your audit via the reporting platform.

* Step 3: Upload your audit data
* Step 4: Review your audit reports
* Step 5: Modify and re-upload your audit data
* Step 6: Finalise and submit your audit

### Part 3: Analysing your audit results

Part 3 of this guidance outlines the workplace gender equality indicator data measures that are constructed from the data you have uploaded.

### Part 4: Audit handbook

‘Part 4: Audit handbook’ helps you understand the data you need to provide and how it is defined.

## Privacy and confidentiality

Everyone involved in data collection must understand the sensitivities of collecting gender-disaggregated and intersectional data.

You must maintain the privacy and confidentiality of your employees throughout the process.

Duty holders are responsible for their own compliance with relevant privacy laws, including the *Privacy and Data Protection Act 2014* (Vic) (PDP Act).

The Information Privacy Principles (IPPs) in Schedule 1 of the PDP Act set out the minimum standards for how Victorian public sector bodies should manage personal information.

For more information on how to maintain your employees’ privacy, please refer to the section on [Privacy and confidentiality](#_Privacy_and_confidentiality) in the Appendix.

# Part 1: Prepare your audit data

Preparing your audit data involves:

* designing, planning and completing your audit data collection
* loading the collected data into templates ready for uploading to the reporting platform.

## Step 1: Prepare for your audit by developing a plan

In this step, you will prepare a plan that guides you to complete the audit.

Your plan is specific to your organisation. The following points are suggestions only. You may need to consider other factors that are relevant to your organisation.

### 1.1 Identify the responsible people

Nominate an **audit process owner**. This person will:

* be the main point of contact for audit activities
* manage the process for completing the audit

be the owner of the audit data while the process is underway.

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| Note that your audit process owner can also be your reporting process owner. However, it does not have to be the same person. |

* The **audit process owner** is the main point of contact. They will manage the process of completing the audit.
* The **reporting process owner** is delegated by the head of your organisation to be the main point of contact for your organisation. They manage all obligations including the audit, GEAP and progress reports. They can authorise members of your organisation to have access to the reporting platform.

### 1.2 Prepare a records management approach

Consider where you will store and manage the information you are collecting.

This may include:

* setting up secure data storage locations for the data you are working on
* obtaining copies of the audit templates and keeping them in this location
* considering how you will manage and maintain current and previous versions of your audit data
* considering how you will document your processes and procedures for completing your audit (including this plan)
* considering how to make this information available to people involved in future reporting cycles (that is, in 2027, 2029 and so on). This will ensure your organisation retains the knowledge you develop.

Once you have determined where and how to store and manage your data, document these details in the audit plan.

### 1.3 Determine what data to collect

**Required** data is information that the Gender Equality Act requires you to collect and report on.

**Recommended** data is not mandatory but is recommended by the Commissioner. This data can help you measure your gender equality status and your progress.

[Part 4: Audit handbook](#_Part_4:_Audit_1) tells you about the data you need to collect and how it is defined.

Consider documenting the data you will be collecting in logical groupings. These should align with the sets of data you need to provide. This includes:

* data about employees
* data about governing body members
* data about sexual harassment incidents
* data about family violence leave takers
* information about the other workforce data (points 1 through 4) to help the Commissioner to interpret what has been provided
* data about the experiences of employees (if you’re not participating in the VPSC People matter survey)

For each set of data, summarise what you will collect and what you will not collect.

Table 1 sets out an example you may wish to follow for collecting employee data:

Table 1: Example for documenting the collection of employee related data

| Data element | Required or recommended? | Will it be collected? | Why not? |
| --- | --- | --- | --- |
| Gender | Required | Yes | - |
| Aboriginal and/or Torres Strait Islander | Recommended | Yes | - |
| Age | Recommended | Yes |  |
| Cultural identity | Recommended | Yes | - |
| Disability status | Recommended | Yes | - |
| Religion | Recommended | Yes |  |
| Sexual orientation | Recommended | No | Data not gathered from employees |
| Employment basis | Required | Yes | - |
| Full-time equivalent (FTE) | Recommended | Yes | - |
| Level | Required | Yes | - |
| Employee type | Required | Yes | - |
| Active | Required | Yes | - |
| Recruited | Required | Yes | - |
| Exited | Required | Yes | - |
| Et cetera | - | - | - |

### 1.4 Determine where your workforce data will come from

You will need to gather data from different systems and parts of your organisation. For example, personnel data, recruitment data, training data, payroll data may:

* live in more than one system
* have different system owners
* have different processes for requesting access to and being provided the data.

You may wish to expand your data collection plan to include the systems that you will collect the data from.

You will need to work closely with the people who manage these data systems.

Table 2: Example expanding on the planned list of collected data to show which system the data is being obtained from

| Data element | Required or recommended? | Will it be collected? | System |
| --- | --- | --- | --- |
| Gender | Required | Yes | Personnel system |
| Aboriginal and/or Torres Strait Islander | Recommended | Yes | Personnel system |
| Age | Recommended | Yes | Personnel system |
| Cultural identity | Recommended | Yes | Personnel system |
| Disability status | Recommended | Yes | Disability records system |
| Religion | Recommended | Yes | Personnel system |
| Sexual orientation | Recommended | No | - |
| Employment basis | Required | Yes | Payroll system |
| Full-time equivalent (FTE) | Recommended | Yes | Payroll system |
| Level | Required | Yes | Payroll system |
| Employee type | Required | Yes | Payroll system |
| Active | Required | Yes | Payroll system |
| Recruited | Required | Yes | Personnel system |
| Exited | Required | Yes | Personnel system |
| Et cetera | - | - | - |

For each of these systems, consider documenting:

* the system owner and their contact details
* the processes for requesting information from the system
* the processes for verifying the information you’ve gathered from the system is correct.

It is possible you will not always have a platform that stores the data you need. In this step, a system can be a platform (for example, a personnel management system) or a repository (for example, a spreadsheet).

You may also consider existing gender equality data sets to be systems from which you will gather data.

These can include:

* workplace equality and respect self-assessments
* Athena SWAN
* information from the [Workplace Gender Equality Agency](https://www.wgea.gov.au/).

You should identify and engage with the people who manage these systems and existing data sets. This will allow you to agree on how you will extract and prepare workforce data. This includes determining how you will check that the data is complete and correct.

### 1.5 Determine how you collect employee experience data

Data about your employee experiences forms part of an audit. This data is obtained from an employee experience survey.

It complements the workforce data to help you better understand gender inequality in your organisation.

There are 2 possible sources of this data:

* the People matter survey, including the People matter survey for gender equality reporting. These are administered by the Victorian Public Sector Commission (VPSC)
* an equivalent survey to the People matter survey for gender equality reporting.

#### If your organisation participates in the 2025 People matter survey

You will not need to take action to collect the survey data.

The survey will be delivered to employees by the VPSC. The required survey response data will be provided directly to the Commission on your organisation's behalf.

#### If your organisation does not participate in the 2025 People matter survey

You will need to take action to have survey data collected on behalf of your organisation.

You are required to provide the survey results data to the Commission as part of your audit.

If your organisation does not participate in the 2025 People matter survey, we **strongly recommend** you engage a specialist third-party survey provider. The provider will:

* administer the survey
* collect the survey responses from your employees
* prepare the survey response data for delivery to your organisation.

We **do not recommend** that you administer the survey in-house. Reasons for this include the following:

* Some of the demographic information requested is considered sensitive information under the PDP Act and *Privacy Act 1988* (Cth). This includes data about cultural identity and sexual orientation. Most other information would be considered personal information.
* Information about a person’s disability is also considered health information under the *Health Records Act 2001* (Vic). Therefore, the Health Privacy Principles will apply to that information.
* Other collected information, such as reports of sexual harassment and bullying, is extremely sensitive.
* Employee participation in the employee survey should be voluntary. All employees should be invited to participate anonymously.
* Employees are more likely to participate, and to do so openly and honestly, if they feel their anonymity is assured.

The [employee experience survey page of our website](https://www.genderequalitycommission.vic.gov.au/employee-experience-surveys-audit) provides more comprehensive information to support organisations that do not participate in the People matter survey.

This information includes:

* **practice notes** that describe safety and anonymity protocols, survey methodology, specifications, organisational response and referral protocols
* **survey questions** that the survey provider needs to deliver, including the available response options, question ordering and question routing
* **promotional guides**, **key messages** and **communications materials** to be used in communicating with employees and other stakeholders
* the **reporting template** that you must use to upload the results of your survey.

Ensure that sufficient lead time is built into your employee experience survey plan to enable:

* the contractual engagement of your third-party survey provider
* the provider to develop the survey
* the survey to be open to employees for the required period
* the survey provider to compile the results into the format required by the Commission.

### 1.6 Identify the skills and resources you need for your audit

We **strongly recommend** that the people responsible for this work are skilled with tools such as Excel. They should also have data collection and analysis skills.

You should consider engaging or assigning work to people with the following areas of knowledge.

#### Excel skills

You will be collecting data in spreadsheets to upload to the reporting platform.

While this guide provides a description of the data you need to collect, and how to describe the data, it will be useful to have skills to:

* write and use Excel formulas to translate your data in bulk from the way it is described in your systems (for example, gender = ‘woman’) into the way it needs to be described in the audit templates (gender = ‘W’).
* filter, sort and search within your data to look for issues, errors and unexpected data.

#### Payroll skills

Duty holders report that calculating remuneration values is one of the most challenging activities in preparing an audit.

Consider whether your payroll team can help to support this. They may be able to support you to complete the necessary calculations.

If these skills are not available in your organisation, then consider internal skills development, joining a [community of practice](https://www.genderequalitycommission.vic.gov.au/communities-practice) or engaging external expertise.

### 1.7 Time commitment

The time commitment required for an audit can vary widely by organisation.

It can depend on:

* the size of the organisation
* the kinds and comprehensiveness of data collection systems
* available resources
* skillsets of the people involved.

The following feedback from organisations about the 2023 progress audit may be useful in your planning:

* Almost half of duty holders began preparation for their audit 6 months before their audit was due.
* More than half of all duty holders needed:
  + 4 or more weeks to coordinate their audit
  + 4 or more weeks to collect their data
  + 4 or more weeks to prepare the data to put into the audit template
  + 2 or more weeks to validate and resolve issues with their data
  + 2 or more weeks to analyse data using reports.

Consider the above when preparing your timeline and determining when you should start key pieces of work. This will help to ensure you meet the deadline for submitting your audit.

### 1.8 Document your timeline, processes and responsibilities

You should document everything involved in this work, including:

* the steps you will follow
* who is responsible for completing those steps
* a timeline, including step durations and order to complete.

You should provide opportunities for other people involved to review and confirm the process and plan.

## Step 2: Collect your audit data

In this step, you will implement the process you designed in step 1 and gather the data in the templates.

### 2.1 Collect and extract the data

After 30 June 2025, work with the relevant people and teams (using the process you designed in step 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. That is, 30 June 2025 (31 March 2025 for universities).

For each field of data you are collecting, refer to the definition for the data in [Part 4: Audit handbook](#_Part_4:_Audit_1). Every field has a definition and instructions for how to calculate it, or what to include and what to exclude.

### 2.2 Perform data quality assurance

There are 4 parts of the audit process where data quality can be checked:

1. when collecting the data from your source systems
2. when preparing the audit template
3. when uploading the audit template to the reporting platform
4. using the data quality review report.

The first check is the most important as it can greatly increase the likelihood that your audit will be found to be compliant with the Act and Commissioner’s requirements.

Once your data has been collected, you should look for things like the following:

* Are there duplicates?
* Do the results make sense (for example, a base remuneration of more than $1)?
* Are there any gaps in the data?
* Are there any results that are not meaningful or that do not match the intent of the collection (for example, stating that all employees have formal flexible work arrangements because of hybrid working)?

Data quality checks 2, 3 and 4 noted above generally cannot detect these types of problems.

### 2.3 Load your data into the audit templates

All duty holders must populate the workforce reporting template.

Duty holders that do not participate in the 2025 People matter survey must also populate the employee experience reporting template.

You can download these templates on the [audit](https://www.genderequalitycommission.vic.gov.au/2025-audit-guidance) page of our website.

When loading data into the audit collection template, you will need to ensure that it meets the data requirements described in ‘Part 4: Audit handbook’.

Each field has an acceptable way of being represented – for example, gender has the following acceptable values (**in bold**) for each employee in the employee dataset.

* Woman (**W**)
* Man (**M**)
* Self-described (**S**)
* Prefer not to say (**P**)

You may need to transform your data from the format it was collected in into the acceptable values described above.

For example:

* you may need to transform from the gender values (‘woman’, ‘man’, ‘non-binary’, ‘trans’, ‘gender-diverse’) into acceptable values for the audit
* using the guidance in Part 4: Audit handbook for the gender field, you would transform:
  + ‘woman’ to ‘**W**’
  + ‘man’ to ‘**M**’
  + all other values to ‘**S**’ for self-described gender

Once you have transformed your data, load it into your audit template spreadsheet. Then follow the instructions listed on the ‘Instructions’ tab of the spreadsheet before uploading or publishing your audit data on the reporting platform.

These include privacy and validation actions described in the following sections.

### 2.4 Remove any personal identifying information

Before uploading or publishing your audit data, you must remove any personal or potentially identifying information.

Personal information means information, or an opinion, about an individual whose identity is apparent, or can reasonably be ascertained, from the information.

It has the same meaning as in section 3 of the *Privacy and Data Protection Act 2014*.

It does not include information of a kind to which the *Health Records Act 2001* applies.

Refer to the section on [Privacy and confidentiality](#_Privacy_and_confidentiality) in the Appendix for further information about your organisation’s responsibilities.

### 2.5 Validate your data in the workforce template

Validate your data in the workforce template before you upload it to the reporting platform.

This is the second type of data quality assurance activity described in ‘2.3 Load your data into the audit templates’.

It is largely automated, and it will take only a few minutes for most organisations.

Validating your data is important. Failing to do so can result in:

* being unable to upload your audit data to the reporting platform
* your audit being assessed as noncompliant.

Validation is run by a single button click in Excel. It can take a few minutes to complete.

Any issues found will be listed for review. Each issue will include a direct link to the data causing the issue.

The validation process checks that:

* every data value has been recorded with the correct acceptable values (for example, gender is recorded as ‘**W**’, ‘**M’**, ‘**S**’ or ‘**P**’).
* all required fields have been completed
* many of the values entered (if they are numbers) are in the expected range.

Please ensure you complete a fresh validation every time you make a change to the data in the template.

# Part 2: Complete your audit

Use the reporting platform to upload and submit your audit data to the Commissioner. Once uploaded, you can process your data and present it in reports.

Part 2 describes how to use the reporting platform to upload, review and submit your data to the Commission.

## Step 3: Upload your audit data

Upload your audit data to the reporting platform using the following steps:

1. Log into the [reporting platform](https://report.genderequalitycommission.vic.gov.au/application-dashboard)
2. Find your ‘Workplace gender audit’ obligation for 2025
3. Open the obligation by clicking on the ‘eye’ icon in the ‘Actions’ column
4. Under ‘Workforce data’, select ‘Unit Level (recommended)’
5. Click on ‘+ Choose an Excel file’ under the ‘All’ section (the first purple button)
6. Select your 2025 workforce reporting template and click ‘Open’ to upload your data. This will load all 5 data sets:
   1. Employee
   2. Governing body members
   3. Sexual harassment complaints
   4. Family violence leave takers
   5. Organisation.
7. If your organisation does not participate in the People matter survey, upload your employee experience data using the following steps –
   1. Click on the ‘+ Choose an Excel file’ under the ‘Employee Experience Data (Aggregated)’ section.
   2. Select your 2025 employee experience reporting template and click ‘Open’ to upload your data.
8. Upload your data, then scroll to the bottom of the page and click ‘Review’.
   1. It will take between 4–24 hours for your data to be processed so that you can review the data in the reporting platform’s reports.
   2. Step 4: Review your audit reports describes how to tell when this processing has been completed, and how to then review your audit results.

## Step 4: Review your audit data in reports

Once you have moved your audit to the ‘Review’ stage, the reporting platform will process your data. It will convert it into the form of data measures and prepare it for presentation in reports.

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| **Important note:** At the time of developing this guidance, changes are being made to the reporting platform’s reports. These changes:   * provide report measures (that is, tables, charts and figures) needed for the GEAP and progress report for 2025 * improve how the public can explore information on the Insights Portal * improve the usability of the indicator reports for analysis of your data * improve and extend the feedback you receive in the data quality report. This will maximise the likelihood of your audit being considered compliant and of high quality.   The information in this section may refer to the current design of the reports (that is, the same as 2023) before these changes have been made.  The changes to the reports will be delivered by July 2025. This guidance will be updated to reflect the changes. |

There are 5 reports that duty holders can access on the platform:

1. Indicator reports present the data measures associated with each of the workplace gender equality indicators. These are graphical reports.
2. Performance reports present data measures to show the change in your data over time.
3. Benchmark reports help you analyse your audit data and compare it with your previous audit data or against your industry sector.
4. Data quality reports help you assess if your audit data meets our requirements.
5. Public (preview) reports show you how your data will be presented when it is published on the public Insights Portal.

The first 3 of these reports primarily analyse your data. They are described further in [Part 3: Analysing your audit results](#_Part_3:_Analysing).

The final 2 reports (data quality and public preview) allow you to review your data before submission. We describe their operation further below.

You can access your reports by logging into the reporting platform and clicking on the ‘Reports’ tab at the top of the page.

Figure 2: Screenshot showing the ‘Reports’ tab



### 4.1 Checking your data is ready to review in reports

Before you review any report, ensure the reporting platform has successfully processed the data you uploaded in step 3. It can take 4–24 hours for data this to occur after you move the audit to a status of ‘Review’.

At the top of each report is a ‘Review time stamp’.

Figure 3: Screenshot of the ‘Review time stamp’

Screenshot of the reporting platform showing the ‘Review time stamp’ option. 

To be sure you are reviewing the most recently uploaded data in reports, check that the timestamp is after the time when you last moved your audit to a status of ‘Review’.

### 4.2 Using the data quality report

Click on the ‘Review’ tab to view your data quality report.

The data quality report will assess the quality and completeness of your data. It will show you if you have any errors or missing data. It will also provide guidance on how to resolve these issues.

**It is important to inspect the results of this report before submitting your audit**.

This report will help you to pick up issues that may:

* result in your audit being assessed as non-compliant
* result in parts of your audit data being marked as poor quality. This will prevent them from being shown in public reports about your organisations, and in industry and sector analysis undertaken by the Commission.

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

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

#### Structure of the report

Figure 4: Example data quality report

Screenshot of the reporting platform showing the Rule ID and datasets.

The report is presented in a table. Each row relates to one data rule. Your data is tested by this rule, and the results of the test are displayed.

For each rule, the following information is displayed:

* **Rule ID:** Clicking on this will link you to a detailed description of the rule, including guidance for addressing any issues.
* **Rule description:** Describes the rule. These are requirements that your data must meet to pass the rule.
* **Result:** Whether your data has passed or failed the rule.
* **Severity:** The severity of the issue if your data fails to pass the rule. These are listed as ‘Critical’, ‘High’, and ‘Low’. The ‘Severity levels’ section below sets out what each level means.
* **Impact to public data Insights Portal:** Whether the issue, if not resolved, could mean that part of your data cannot be published.

#### Severity levels

* **Low:** fornoting and review, your data may be excluded from CGEPS research
* **Medium:** some of your results may be missing from public reporting
* **High:** your data may be deemed non-compliant, and results may be missing from public reporting
* **Critical:** your data will be deemed non-compliant in most circumstances

#### Reviewing the report

You should review each item with a ‘Fail’ result to determine whether you can and should address it before you submit your audit.

Clicking on each Rule ID will open the audit data quality rules 2025. This will take you to the specific rule that failed. The information will tell you:

* what the requirement is for the data to be valid
* issues that may cause the data-quality rule to fail
* advice on how to address the issue.

#### Addressing issues

If you are required to, or wish to, address issues identified in the data quality report, you will need to:

* make those changes in the workforce reporting template
* validate the changes are correct in the workforce reporting template
* upload the data from the template to the reporting platform
* move the audit back to status ‘Review’ and confirm that the issues you resolved have passed the rule checks.

You can repeat this as many times as necessary **before** submitting your data. [Step 6: Finalise and submit your audit](#_Step_6:_Finalise) sets out how to submit your data.

[Step 5: Modify and re-upload your audit data](#_Step_5:_Modify) sets out the process to modify and update your audit data.

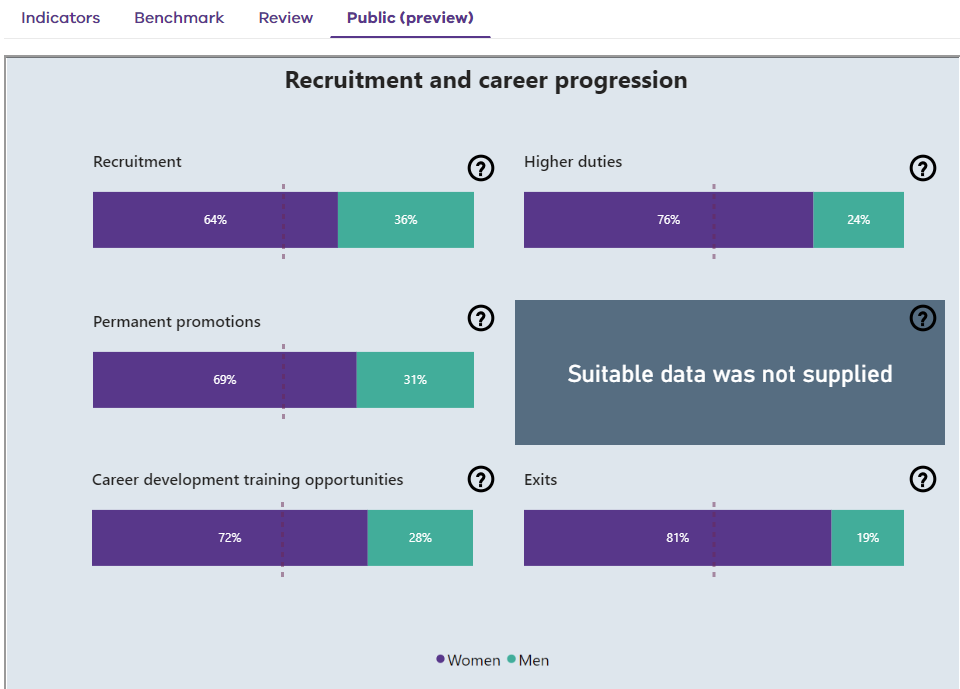
### 4.3 Reviewing your public (preview) report

When the Commissioner assess your audit is compliant with the Act, we will publish it on the [Insights Portal](https://insights.genderequalitycommission.vic.gov.au/application-dashboard). It will appear in both organisation and industry views.

You can see a preview of how your data will appear on the Insights Portal by reviewing the ‘Public (preview)’ report on the reporting platform.

Click on the ‘Public (preview)’ tab to view your public (preview) report.

Figure 5: Screenshot showing the public (preview)



Select the reporting year and confirm that you are viewing the most recent version of your audit data by checking the review time stamp. [4.1 Checking your data is ready to review in reports](#_4.1_Checking_your) provides further information on how to do this.

This report is a preview of how your data will be published and made visible to the public on the Commission’s [Insights Portal](https://insights.genderequalitycommission.vic.gov.au/application-dashboard).

|  |
| --- |
| **Important note:** If you are viewing the preview before we have completed your compliance assessment, the preview will be indicative, but it may not accurately reflect what will be published.  During compliance assessment, if part of your data is found to be poor quality, it will be omitted from public reporting. It will show a message that ‘Suitable data was not supplied’, as shown in the example figure above.  For the most accurate representation of your publicly reported data, please wait for your compliance feedback report. |

## Step 5: Modify and re-upload your audit data

As part of the audit review process, you can modify and re-upload your workforce reporting template as many times as you like. This is important, as your review may highlight data issues you need to correct.

Modifying and re-uploading your audit data is similar to the steps in ‘Step 1: Upload your audit data’. However, you will need to remove your existing 2025 audit data.

To re-upload your audit data:

* update the data in your workforce reporting template (Excel document)
* log in to the reporting platform and view your audit
* move your audit to a drafting state by clicking the ‘Edit’ button
* remove all 5 existing workforce data elements (Employee, Governing Body, Sexual Harassment, Family Violence Leave, and Organisation)
* add your updated workforce data by selecting ‘+Choose an Excel file’ in the ‘All’. This will re-populate all 5 data sets.
* once your data is uploaded, scroll to the bottom of the page and click ‘Review’.
  + It will take between 4–24 hours for your data to be processed so that you can review the data in the reporting platform’s reports.
  + Refer to ‘4.1 Checking your data is ready to review in reports’ to tell when this processing has been completed.

We encourage you to repeat these steps as many times as needed to ensure your data meets the requirements under the Act. This will reduce the likelihood that your audit is assessed as non-compliant. If this occurs, the Commissioner will return your audit for correction and re-submission.

## Step 6: Finalise and submit your audit

You can finalise and submit the results of your audit once you have addressed any data issues you have discovered in your data quality report (refer to ‘4.3 Review your data quality report’).

Please note that once you have submitted your audit, **you will** **no longer be able to edit your audit data**.

To submit your audit:

* open your audit in the [reporting platform](https://report.genderequalitycommission.vic.gov.au/application-dashboard) and scroll to the bottom of the page
* complete the 2 attestations:
  + ‘I acknowledge that my organisation has reviewed our “Quality review” report and, if applicable, our “Compliance outcome” report. I also confirm that we have addressed any feedback provided in either report.’
  + ‘I confirm that this submission has been approved by:’ – including the relevant approver information including their name and role.
* click the ‘Submit’ button.

# Part 3: Analysing your audit results

As noted in Part 2, [Step 4: Review your audit data in reports](#_Step_4:_Review), the reporting platform provides a set of pre-configured reports on your uploaded audit data. You can use these reports to analyse your audit data at any time after moving your audit to a status of ‘Review’.

Part 3 of this guidance describes how to analyse your audit results to:

* support the completion of your progress report
* support the completion of your GEAP
* conduct other analyses of your audit data.

|  |
| --- |
| **Important note:** At the time of developing this guidance, changes are being made to the reporting platform’s reports. These changes:   * provide report measures (that is, tables, charts and figures) needed for the GEAP and progress report for 2025 * improve how the public can explore information on the Insights Portal * improve the usability of the indicator reports for analysis of your data * improve and extend the feedback you receive in the data quality report. This will maximise the likelihood of your audit being considered compliant and of high quality.   The information in this section may refer to the current design of the reports (that is, the same as 2023) before these changes have been made.  The changes to the reports will be delivered by July 2025. This guidance will be updated to reflect the changes. |

## About reports and data measures

The reporting platform provides several reports.

Each report is a collection of small data calculators called data measures.

Most data measures are tables and charts. They are logically grouped together (for example, by indicator).

Some data measures support limited interactivity by allowing the viewer to select different calculation methods. Some data measures also allow the viewer to select filtering criteria to focus the measure to present information about a particular view of the data (for example, to show results for a particular age group).

Figure 6: Screenshot showing example report with data measures

Screenshot of the reporting platform showing the drop-dwon menu to select different calculation options.

## Using the reports for analysis

The following reports will be most useful for duty holders:

* The Performance report provides required and recommended data to include in your progress report and GEAP.
* The Indicators report – used to inspect the full range of your uploaded data at any point in time.

### Using the Performance report

Use the Performance report to analyse your audit data to include in your GEAP or progress report.

The report provides a view of a set of measures across each of the 7 gender equality indicators. You can (or must) provide these results in your GEAP or progress report.

It provides information from 2 perspectives:

* a point in time – that is, what your data looks like in any of the collection years (2021, 2023, 2025, et cetera).
* movement over time – that is, how your data changed between collection years.

#### Interacting with the performance report

|  |
| --- |
| **Note:** We will update this section of the audit guidance following release of the performance report. This will show you how users interact with the report. |

#### Recommended analyses

* For guidance on which measures from your audit to include in your GEAP and how to include them, refer to [2026 GEAP guidance](https://www.genderequalitycommission.vic.gov.au/gender-equality-action-plan-guidance-2026) .
* For guidance on which measures from your audit to include in your progress report and how to include them, refer to [2026 Progress report guidance](https://www.genderequalitycommission.vic.gov.au/2026-progress-report-guidance) .
* For general guidance on conducting analysis of your audit data, refer to [Analysing your workplace gender audit results](https://www.genderequalitycommission.vic.gov.au/analysing-your-workplace-gender-audit-results) .

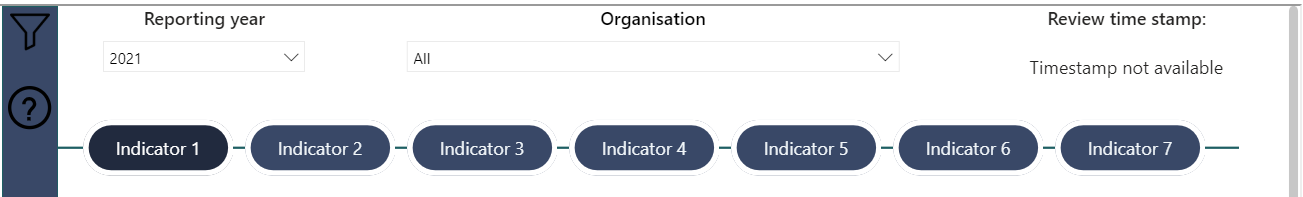
### Using the Indicators report

Use the Indicators report to inspect your data at a point in time in relation to each of the 7 gender equality indicators.

|  |
| --- |
| **Note:** We will update this section of the audit guidance following release of the updates to the Indicators report. |

To access the Indicators report, click on the ‘Indicators’ tab. You will be presented with a report, the top part of which looks like Figure 7.

Figure 7: Screenshot showing the top section of an example Indicators report



**Important!** Before using the indicator report, check that the audit data you moved to a status of ‘Review’ has been successfully processed by the reporting platform. Do this by:

* selecting your reporting year (2025)
* ensuring you are reviewing the correct and most recent version of your audit data by checking your data’s ‘Review time stamp’ (refer to ‘4.1 Checking your data is ready to review in reports’).

#### View your data measures

The steps to view data measures in this report are as follows:

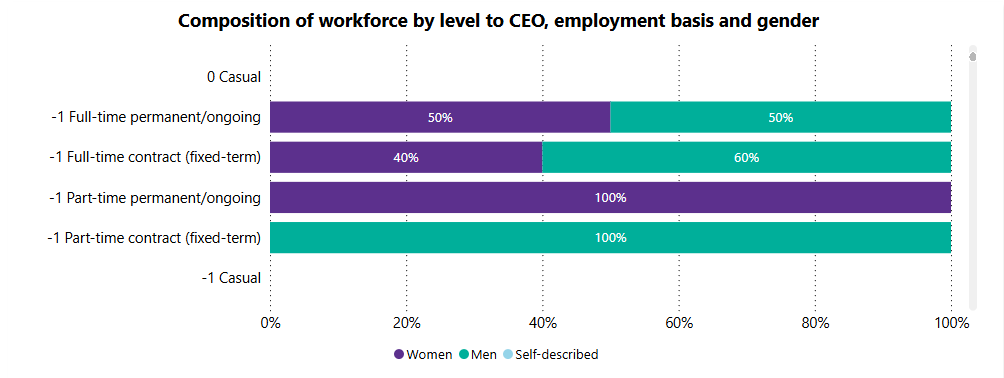
1. Select the ‘Reporting year’.
2. Select the desired indicator and type of data you wish to review – either ‘Workforce data’ or ‘Employee experience data’.
3. If the measure has different views, select the desired view. For example, the workforce data measure for equal remuneration has six different views that can be selected.
4. If you wish to filter the results you’re reviewing, select the appropriate filter (see section below for more detail).
5. View the results.
6. Export the results if you wish to work with the data locally.

#### About filters

You can use filters in the Indicators report to focus on the information you are most interested in. You can also use them to group information in more useful ways. Access the filters by clicking on the ‘funnel’ filter icon on the top far left of the report.

For example, the following figure shows the default view of the ‘Composition of workforce by level to CEO, employment basis and gender’ data measures in indicator 1.

Figure 8: Screenshot of the default view of data measures



Notice how the vertical axis has a row for each level combined with each possible employment basis. This may display many rows of results. The information might not be meaningful at this level of detail.

The filters to adjust the level of detail for indicator 1 are called ‘de-identification’ filters. To access the de-identification filters, click on the ‘funnel’ icon and select the ‘De-identification’ button.

There are 3 filters, with different levels of detail:

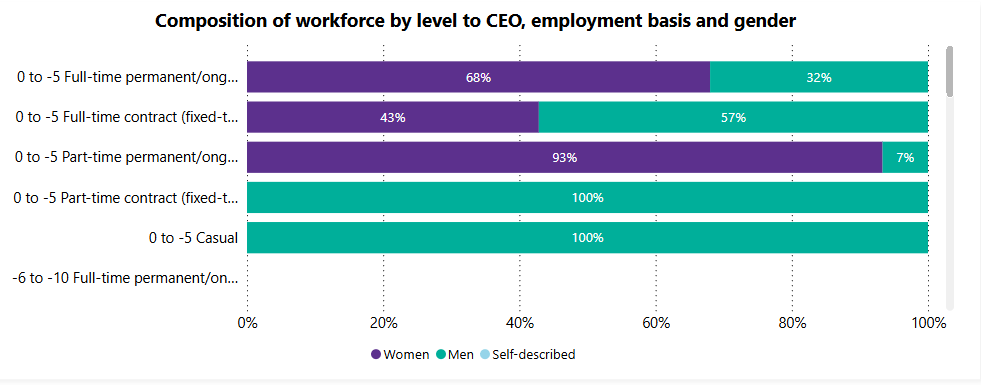
* Level to CEO granularity
* Employment basis granularity
* Privacy threshold

Figure 9: Screenshot of filter drop down menus



By adjusting the ‘level to CEO granularity’ filters to ‘group by fives’, the measure changes to the following figure.

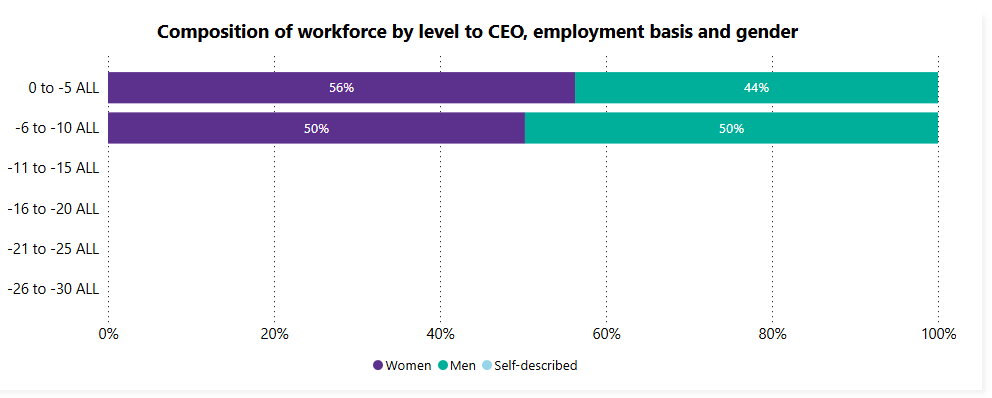
Figure 10: Screenshot of the data measure with ‘group by fives’ filter applied to ‘Level to CEO granularity’



Notice how each row now represents a set of 5 levels. However, these are still combined with a single employment basis per row. It is less fine than the previous figure, but there are many rows to inspect.

By adjusting the ‘Employment basis granularity’ filter to ‘No detail’, the measure changes to the following figure.

Figure 11: Screenshot of the data measure with ‘No detail’ filter applied to ‘Employment basis granularity’

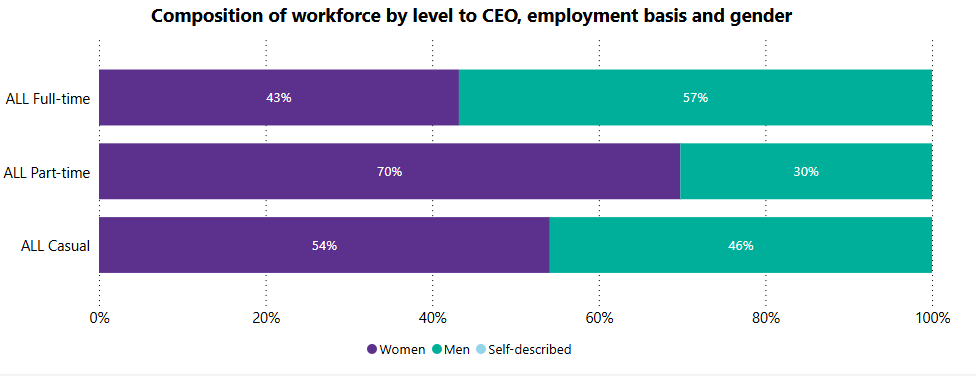


Notice how each row now represents only a set of 5 levels. It does not include an indicator of employment basis. There are few rows to inspect here.

In this form, the measure may be useful for comparing gender composition only with respect to level.

Similarly, the same measure can be adjusted to the other extreme, showing employment basis only and having no detail for level. The measure would then change to the following figure.

Figure 12: Screenshot of the data measure showing ‘Employment basis’ only



Notice how each row now represents an employment basis but shows no level detail.

Indicator 1 has filters for:

* Level to CEO granularity
* Employment basis granularity
* Privacy threshold (for hiding small result sets)
* Intersectionality (Aboriginality, Age, Cultural identity, Disability, Religion, Sexual orientation).

Indicators 2 through 7 have filters that differ based on the data they are presenting.

Employee experience data cannot be filtered by the reporting platform. If your organisation participates in the People matter survey, you may be able to apply limited filtering the Victorian Public Sector Commission’s reporting dashboard.

To access the People matter survey dashboard for your organisation, please use the [Request workforce and people matter survey data - VPSC](https://vpsc.vic.gov.au/workforce-data-state-of-the-public-sector/data-sets-and-results/request-workforce-and-people-matter-survey-data/) on the VPSC website.

# Part 4: Audit handbook

In 2025, an audit comprises 5 datasets of workforce data and an employee experience dataset. This guide:

* describes each dataset; and
* provides definitions for the fields within each dataset.

## General requirements when collecting and preparing data for each dataset

### About records and fields

If you are supplying data for any dataset, you will be supplying one or more records for the dataset. For example:

* In the employee dataset, an employee record is a single row and represents a single employee
* In the sexual harassment complaints dataset, a complaint record is a single row and represents a single complaint.

Each record contains one or more fields. For example:

* each employee record contains 32 fields (gender, age, et cetera).

And each field is either required or recommended.

### Required fields

A required field

* **must** contain correct and meaningful data
* **must** meet the definition described in this guide
* **must** be entered in the way described in this guide.

**Important note:** If a field is required and cannot be supplied in this way:

* your audit may not meet the requirements to be assessed as compliant with the Commissioner’s requirements
* your organisation’s public [Insights Portal](https://insights.genderequalitycommission.vic.gov.au/application-dashboard) report may have data gaps because a measure that relies on this field cannot be constructed from your data.

#### Example

* ‘Occupation’ is a required field in the ‘employee’ dataset.
* If each active employee was given the same code of 099888 (Response inadequately described), then the data would have no meaning. This is because it would not be possible to assess the occupational segregation of the workforce (indicator 7).
* The audit would be assessed as not compliant.

### Recommended fields

A recommended field:

* **should** be supplied if it is available
* **must** meet the definition described in this guide if it is supplied
* **must** be entered in the way described in this guide.

Failure to report data as described in this guide may impact the availability of related results on your [Insights Portal](https://insights.genderequalitycommission.vic.gov.au/application-dashboard) report.

|  |
| --- |
| **Important!** If a field is recommended, this does not automatically mean you can leave it blank. In many cases, you must enter a special value for a recommended field, even if you are not supplying any data. |

#### Example

* ‘Sexual orientation’ is a recommended field within the ‘employee’ dataset.
* If you have meaningful data to supply, it must both meet the definition, and be entered as an acceptable value (for example, ‘Prefer not to say’ would be entered as the value ‘H’).
* If you are not supplying data for this field, you would enter the value ‘DU’ to show the data is unavailable.

### About definitions

The remainder of part 4 lists field definitions. They are grouped by dataset. The same definition may repeat in some datasets (for example, the definition for religion appears in every dataset except for the organisation dataset).

Each field definition has a common layout as follows:

* The first part of the definition indicates whether the field is required or recommended.
* The ‘Definition’ heading provides a definition for the field and how to collect the data.
* The ‘Requirements and acceptable values’ heading indicates how to enter the data in the workforce reporting template.

### Summary of changes between 2023 and 2025

The structure of the audit and the data you are asked to collect is the same in 2025 as it was in 2023.

* There are 5 sets of workforce data to be collected (employee, governing body, sexual harassment, family violence and organisation).
* The workforce reporting template has a minor revision with improved instructions.

However, the following changes have been made to the audit in 2025:

* We have improved definitions for the data you collect.
* Some data is now required (that is, mandatory), when previously it was recommended (that is, optional).

|  |
| --- |
| Compliance implications for these changes  In 2025, some fields that were previously ‘recommended’ have been made ‘required’.  We made these changes because we need this data to measure your organisation’s state or progress in relation to the gender equality indicators.  This will help us to achieve the objectives of the Act to reduce gender inequality.  These changes reflect the Commissioner’s expectation that organisations will collect this data and use it to measure aspects of gender equality. However, failure to provide this data in 2025 will not automatically result in a non-compliant assessment.  If your organisation cannot provide this newly required data in 2025, you will include strategies in your 2026 GEAP to remedy this well before the next audit in 2027.  In 2025:   * fields that have been changed from ‘recommended’ to ‘required’ will continue to allow a ‘data unavailable’ or equivalent response (please note that the data unavailable option will not be available for these fields in 2027) * an audit where these newly required data fields are substantially or fully populated using the ‘data unavailable’ response, and where an appropriate explanation and proposed remedy has been provided in the relevant supporting area of the Organisation dataset, will not be assessed as non-compliant based on these fields alone.   The Commissioner expects that the newly required fields will be meaningfully and comprehensively populated in your 2027 audit and beyond.  This grace period is provided so you have 2 years to prepare to collect and report the newly required data in future reporting cycles. |

#### Employee dataset

We have changed the definitions and optionality (that is, whether a field is required or recommended) for fields in the employee dataset. The table below outlines these changes.

| Field | Nature of the changes |
| --- | --- |
| [Unique reference](#_Unique_reference) | The revised definition clarifies how to avoid employee reidentification while maintaining a link between the supplied data and the source records. |
| [Full-time equivalent (FTE)](#_Full-time_equivalent_(FTE)) | The revised definition describes how to calculate and report FTE for all employee types including casuals. |
| [Level](#_Level) | The revised definition clarifies reporting rules for heads of organisation. It provides advice on using a consistent approach across reporting years. |
| [Employee type](#_Employee_type) | The revised definition clarifies when to use this classification for employees acting on a higher duties assignment. |
| [Recruited](#_Recruited) | This field is required for all employee records in 2025. |
| [Exited](#_Exited) | This field is required for all employee records in 2025. |
| [Workforce group](#_Workforce_group) | The revised definition recommends limiting the number of workgroups used to aid in analysis. |
| [Occupation code](#_Occupation_code) | The revised definition makes the coding recommendations clearer. In particular, you should code at the 6-digit level wherever possible. The definition includes information about the forthcoming change to the new OSCA classification scheme from 2027. |
| [Base salary](#_Base_salary) | The revised definition provides greater clarity about requirements and inclusions. In particular, it describes annualisation and converting to full-time equivalent. |
| [Total remuneration](#_Total_remuneration) | The revised definition provides greater clarity on the requirements and inclusions. Updates to acceptable values ensure that full-time equivalent superannuation is included as a minimum requirement. |
| [Promoted](#_Promoted) | This field is required for all employee records in 2025. |
| [Career development training](#_Career_development_training) | This field is required for all employee records in 2025. The revised definition clarifies what career development training does not include. |
| [Higher duties](#_Higher_duties) | This field is required for all employee records in 2025. |
| [Internal secondment](#_Internal_secondment) | This field is required for all employee records in 2025. The revised definition provides guidance on how to enter results when an organisation does not offer internal secondments or has entered the same value for all employees. |
| [Formal flexible work arrangement](#_Formal_flexible_work) | This field is required for all employee records in 2025. The revised definition clarifies what a formal flexible work arrangement is. |
| [Formal flexible work type](#_Formal_flexible_work_1) | This field is required for all employee records in 2025. |
| [Weeks of paid parental leave](#_Weeks_of_paid) | This field is required for all employee records in 2025. The revised definition clarifies what parental leave that occurred outside of the reporting period should be included. |
| [Weeks of unpaid parental leave](#_Weeks_of_unpaid) | This field is required for all employee records in 2025. The revised definition clarifies what parental leave that occurred outside of the reporting period should be included |
| [Parental leave exit type](#_Parental_leave_exit) | This field is required for all employee records in 2025. |
| [Accessed carers leave](#_Accessed_carers_leave) | This field is required for all employee records in 2025. |

#### Governing body dataset

We did not change the definitions of the governing body dataset.

#### Sexual harassment dataset

We changed the overview text describing what sexual harassment data is, and what you should and should not include.

The table below sets out the changes to the definitions and optionality of data.

|  |  |
| --- | --- |
| [Number of complainants](#_Number_of_complainants) | This field is required for all complaint records in 2025. Blank is no longer an acceptable value. |
| [Gender (Complainant)](#_Gender_(Complainant)) | This field is required for all complaint records in 2025. |
| [Complainant type](#_Complainant_type) | This field is required for all complaint records in 2025. |
| [Complainant relationship to incident](#_Complainant_relationship_to) | This field is required for all complaint records in 2025. |
| [Number of respondents](#_Number_of_respondents) | This field is required for all complaint records in 2025. |
| [Gender (Respondent)](#_Gender_(Respondent)) | This field is required for all complaint records in 2025. |
| [Respondent relationship to complainant](#_Respondent_relationship_to) | This field is required for all complaint records in 2025. |
| [Complaint outcomes](#_Complaint_outcomes) | This field is required for all sexual harassment incident records in 2025. |
| [Handling method](#_Handling_method) | This field is required for all complaint records in 2025. |
| [Complainant satisfaction](#_Complainant_satisfaction) | This field is required for all complaint records in 2025. The revised definition indicates when complaint satisfaction is typically measured. |

#### Family violence leave dataset

We did not change the definitions of the family violence leave dataset

#### Organisation dataset

The table below sets out the changes to the definitions and optionality of data.

|  |  |
| --- | --- |
| [Governing body data availability](#_Governing_body_data) | The revised definition clarifies when further information will be required. |
| [Sexual harassment complaints data availability](#_Sexual_harassment_complaints_1) | The revised definition clarifies when further information will be required. |

## Employee dataset

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 –

* 1. a contractor or subcontractor; or
  2. an outworker; or
  3. a person on a vocational placement; or
  4. a student gaining work experience; or
  5. 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. This applies even if they are no longer employed by your organisation.

Please note: 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.

### Fields in the employee dataset

Click on the field name below to go to the definition, and requirements and acceptable values for each field.

* [Unique reference](#_Unique_reference) (required)
* [Gender](#_Gender_3) (required)
* [Aboriginal and/or Torres Strait Islander](#_Aboriginal_and/or_Torres_4)
* [Age](#_Age_3)
* [Cultural identity](#_Cultural_identity_3)
* [Disability status](#_Disability_status_3)
* [Religion](#_Religion_3)
* [Sexual orientation](#_Sexual_orientation_3)
* [Employment basis](#_Employment_basis_1) (required)
* [Full-time equivalent (FTE)](#_Full-time_equivalent_(FTE))
* [Level](#_Level) (required)
* [Employee type](#_Employee_type_1) (required)
* [Active](#_Active_1) (required)
* [Recruited](#_Recruited_1) (required)
* [Exited](#_Exited_1) (required)
* [Workforce group](#_Workforce_group_1)
* [Occupation code](#_Occupation_code_1) (required)
* [Workplace postcode](#_Workplace_postcode) (required)
* [Home postcode](#_Home_postcode)
* [Base salary](#_Base_salary_1) (required)
* [Total remuneration](#_Total_remuneration_1) (required)
* [Weekly pay](#_Weekly_pay_1)
* [Promoted](#_Promoted) (required)
* [Career development training](#_Career_development_training_1) (required)
* [Higher duties](#_Higher_duties_1) (required)
* [Internal secondment](#_Internal_secondment_1) (required)
* [Formal flexible work arrangement](#_Formal_flexible_work_2) (required)
* [Formal flexible work type](#_Formal_flexible_work_3) (required)
* [Weeks of paid parental leave](#_Weeks_of_paid_1) (required)
* [Weeks of unpaid parental leave](#_Weeks_of_unpaid_1) (required)
* [Parental leave exit type](#_Parental_leave_exit_1) (required)
* [Accessed carers leave](#_Accessed_carers_leave_1) (required)

### Unique reference (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.
* Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

Unique reference is an identifier that your organisation should assign to each employee in the Employee dataset. The reference must be unique (that is, there should be no duplicates).

Do not use a reference that could be used to reidentify an employee. This includes payroll numbers, personnel numbers, usernames or other identifiers for the employee that are known to your internal systems.

Instead, the Commission recommends

* generating and assigning a unique reference for each employee
* maintaining (in your own records) a mapping between the actual employee records, and the unique reference you have used for your audit.

Maintaining this mapping with the other materials and records you use to prepare your audit will help you to:

* locate the original data for each record in the employee dataset if the Commission has a question about your data, or you need to make a correction.

If you maintain this mapping, please ensure that you do not submit it to the Commission when uploading and submitting your audit.

For further information about risk of re-identification, please refer to [An introduction to de-identification – Office of the Victorian Information Commissioner](https://ovic.vic.gov.au/privacy/resources-for-organisations/an-introduction-to-de-identification/#re-identification).

#### Requirements and acceptable values

* Can include numbers, letters and punctuation marks
* Each value must be unique
* Do not include spaces

### Gender (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.
* Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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, record their gender 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 audit, the Commissioner will collect data within 3 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.

#### Requirements and acceptable values

* Woman (**W**)
* Man (**M**)
* Self-described (**S**)
* Prefer not to say (**P**)

### Aboriginal and/or Torres Strait Islander

This field is **recommended** for each employee.

* If you have available data for this field, we recommend you populate it for every employee record.
* If you do not have available data for this field, you must still populate it with an acceptable value.
* Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* Aboriginal and/or Torres Strait Islander (**B**)
* Non-Aboriginal and/or Torres Strait Islander (**A**)
* Prefer not to say (**P**)
* Data unavailable (**DU**)

### Age

This field is **recommended** for each employee.

* If you have available data for this field, we recommend you populate it for every employee record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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

This field is **recommended** for each employee.

* If you have available data for this field, we recommend you populate it for every employee record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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, collect multiple responses for this data item. This ensures respondents can list all groups with which they identify. If an employee selects 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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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**)
* Māori (**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

This field is **recommended** for each employee.

* If you have available data for this field, we recommend you populate it for every employee record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* No disability (**A**)
* With disability (**B**)
* Prefer not to say (**C**)
* Data unavailable (**DU**)

### Religion

This field is **recommended** for each employee.

* If you have available data for this field, we recommend you populate it for every employee record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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

This field is **recommended** for each employee:

* If you have available data for this field, we recommend you populate it for every employee record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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 (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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.

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.

#### Requirements and acceptable values

* Full-time ongoing/permanent (**FTO**)
* Full-time fixed term (**FTT**)
* Part-time ongoing/permanent (**PTO**)
* Part-time fixed term (**PTT**)
* Casual (**C**)

### Full-time equivalent (FTE)

This field is **recommended** for each employee.

* If you have available data for this field, we recommend you populate it for every employee record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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)
* a fortnightly basis (typically 75, 76 or 80 hours per fortnight).

Report FTE as a number with up to 2 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.

FTE must be reported for casual employees. You can estimate FTE for casual employees using one of the following methods.

**For casuals paid an hourly rate:**

* Calculate the FTE by comparing the casual employee’s average number of hours worked on their work days, excluding any hours paid as overtime, to your organisation’s standard workday.
  + average hours per day = (total hours worked in reporting period) divided by (total days worked in reporting period)
  + estimated FTE = (average hours per day) divided by (hours in standard workday)

**For casuals paid a daily rate:**

* Calculate the FTE by comparing the casual employee’s average number of days worked per week they worked in, excluding any time paid as overtime, to your organisation’s standard work week.
  + average days per week = (total days worked in reporting period) divided by (total weeks worked in reporting period)
  + estimated FTE = (average days per week worked) divided by (days in standard work week)

You do not need to account for purchased leave arrangements when reporting FTE.

#### Requirements and acceptable values

* Must be a number greater than 0 and less than or equal to 1
* Can include up to 2 decimal places
* Blanks allowed

### Level (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

Level indicates each employees’ level within your organisation as at the end of the reporting period.

The values you assign in this field will allow you to look at each level of your organisation individually. For each level, you will be able to view measures such as gender composition, pay equity and flexible work utilisation.

Assign level consistent with previous reports so you can examine changes in the measures over time.

Use level 0 to report the head of your organisation (your CEO or equivalent), and no other employees. Report exactly one employee at level 0 unless your organisation has multiple heads of organisation.

If you have more than one head of organisation, please provide an explanation in your [Workforce data commentary](#_Workforce_data_commentary_1) in the [Organisation dataset](#_The_organisation_dataset). Failure to provide a valid explanation may result in your audit requiring resubmission.

From level 0, 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 grades in 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 the executive assistant reports directly to the CEO.

#### Requirements and acceptable values

* 0
* -1
* -2
* -3
* -4
* -5
* -6
* -7
* -8
* -9
* -10
* -11
* -12
* -13
* -14
* -15

### Employee type (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 for ‘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 2 weeks at the end of the reporting period, use the category that best reflects their higher classification. If the assignment is shorter than 2 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’ **(DU**) (please note that the DU option will not be available for this field in the 2027 template).

#### Requirements and acceptable values

* Senior leader (**A**)
* Not a senior leader (**B**)
* Data unavailable (**DU**)

### Active (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.
* Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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.

#### Requirements and acceptable values

* Yes (**Y**)
* No (**N**)

### Recruited (required)

This field is **required** for each employee:

* This field must be populated meaningfully for every employee record

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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.

Use ‘Movement due to machinery of government’ for an employee transferred into your organisation during the reporting period due to a machinery of government change (that is, due to the reallocation of functions and responsibilities between departments and ministers).

an employee transferred into your organisation during the reporting period where your organisation has formed following an amalgamation of ceased organisations and the employee originated from one of the ceased organisations.

an employee transferred into your organisation during the reporting period from an organisation that has merged with your organisation.

If your organisation is unable to identify which employees were recruited during the reporting period, use the value ‘Data unavailable’ (DU)

Note: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* Yes (**Y)**
* No (**N**)
* Movement due to machinery of government (**M**)
* Data unavailable (**DU**)

### Exited (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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’ (DU)

Note: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* Yes (**Y**)
* No (**N**)
* Movement due to machinery of government (**M**)
* Data unavailable (**DU**)

### Workforce group

This field is **recommended** for each employee.

* If you have available data for this field, we recommend you populate it for every employee record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 2 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.

When applying workgroups to your employees, take care to avoid over stratifying your workforce. This this may make it difficult to make meaningful inferences using the groups. All groups should contain at least 10 active employees to be used in analysis.

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

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* No longer than 50 characters
* Each group must include at least 10 people
* Group names must not include any sensitive or private information
* Blanks allowed

### Occupation code (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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](https://www.genderequalitycommission.vic.gov.au/advice-local-government#anzsco-guidance-for-local-councils)
* health sector– [Health sector data collection](https://vpsc.vic.gov.au/data-and-research/workforce-data-collection/data-collection-guides-by-sector/health-sector-data-collection/) PCR and ANZSCO guide)
* all other organisations– [ANZSCO coding guides](https://vpsc.vic.gov.au/data-and-research/workforce-data-collection/anzsco-coding-guides/).

If you're unable to classify all 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.

**What you are required to do**

You must **classify** your active employees based on the role they held at the end of the audit reporting period.

You must have **a valid ANZSCO code** for every active employee.

You must **use meaningful classifications codes** to enable your data to be represented as indicators. This includes for gendered segregation in the workplace and equal remuneration for work of equal or comparable value.

**What you are encouraged to do**

You should classify your employees **at the 6-digit level**.

For example, if your organisation has a Finance Manager, you should assign them the code 132211 (Finance Manager), rather than a less-specific manager code such as 100000 (Managers, nfd). In 2023, almost 90% of employees were classified at the 6-digit level.

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. Otherwise use the code 099888 (Response inadequately described)

**What you must not do**

You should not use the **code 099888** (Response inadequately described) to describe the occupation of **active** employees – **except in limited instances** where you cannot identify a meaningful occupation code for an employee. However, you can 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.

**The standard will be changing from 2027 – an important note to help you prepare**

From 2027, the Commissioner is planning for the occupational classification scheme used for your audit to change from ANZSCO to OSCA. This will have an impact on your reporting.

The Occupation Standard Classification for Australia (OSCA) has been developed and adopted by the Australian Bureau of Statistics (ABS) and came into effect in June 2024 ([OSCA – Occupation Standard Classification for Australia, 2024, Version 1.0 | Australian Bureau of Statistics](https://www.abs.gov.au/statistics/classifications/osca-occupation-standard-classification-australia/2024-version-1-0)).

Agencies that have previously collected and used ANZSCO classification information are adopting or have already adopted OSCA. This includes the federal Workplace Gender Equality Agency (WGEA) and public sector commissions including the Victorian Public Sector Commission (VPSC).

OSCA continues to make use of 6-digit occupation classification codes and has the same five-level structure as ANZSCO.

However, occupations have been renumbered, retired, created, or have moved.

It will be necessary once the OSCA standard is adopted for the audit, that all your employees are re-coded to the new standard.

To do this most effectively, your employee occupations should be coded at the 6-digit level – for example,123456.

If possible, avoid coding at the coarser levels of the structure (1-digit major group – for example, 100000, 2-digit sub-major group – for example, 120000, 3-digit minor group – for example, 123000 or 4-digit unit group – for example, 123400)

**We strongly encourage** you to do this in 2025, as it will make the transition to OSCA simpler for you in 2027. It will also enable more accurate comparison of progress between 2025 and 2027.

The ABS already has tools to help organisations do this important work. The Commission will supplement these tools if it is beneficial.

Further information about the OSCA standard will be released with the 2027 progress audit guidance.

#### Requirements and acceptable values

* Must be a valid 6-digit ANZSCO code (please refer to workforce reporting template for full list)
* Blanks not allowed

### Workplace postcode (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 head office.

#### Requirements and acceptable values

* Must be a valid 4-digit postcode
* Blanks not allowed

### Home postcode

This field is **recommended** for each employee.

* If you have available data for this field, we recommend you populate it for every employee record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* Must be a valid 4-digit postcode
* Blanks allowed

### Base salary (required)

This field is **required** for each active employee.

* This field must be populated meaningfully for every employee record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

Base salary is the [full-time equivalent](#_Full-time_equivalent_(FTE)), [annualised](#_Annualisation_(annualising_pay)) 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.

If an employee is acting on a higher duties or secondment assignment for a period of more than 2 weeks at the end of the reporting period, report their base salary as though they had worked in that role for the entire reporting period. If the assignment is shorter than 2 weeks, report the salary from their substantive role.

For inactive employees, enter -$999,999 in this field. You do not need to determine base salary for inactive employees.

For active employees, including active casual employees, base salary should be reported as a full-time equivalent, annualised amount meaning that for:

* employees who commenced employment part-way through the 12-month audit reporting period need to have their salary annualised. That means you should report their base salary as if they had worked for the full year
* employees who 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. For most part time employees this can be calculated by dividing their part-time rate by their FTE.

Examples:

* The following simple examples demonstrate 2 types of annualisation, one for a less than 12-month period of employment, and one for a part-time employee. Note that these examples only consider the wage payments components of the annualised salary. Actual annualisation must consider all relevant components of the employees pay and those components are outlined in the section below.
  + Employee A was recently employed on the first of June 2025. Their annual base salary is $100,000 and they work a full-time load (i.e. FTE = 1.0). Their reported base salary would be entered as $100,000, not the amount they earned in the month between when they started in their role and the end of the reporting period of 30 June 2025.
  + Employee B works a part time 2-day week and has an FTE of 0.4. Their annual base salary is $40,000. Their reported base salary should be entered as $100,000 after converting their annual base salary to a full-time equivalent value by dividing $40,000 by 0.4.

For casual employees who worked in the final pay period of the audit reporting period, you still 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](http://www.genderequalitycommission.vic.gov.au/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 the following components:

* 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 and confirm that those values are correct, and valid.

Employees with a full-time equivalent base salary of less than $40,000 can be included if you advise us in the [Remuneration data commentary](#_Remuneration_data_commentary_1) within the [Organisation dataset](#_The_organisation_dataset) why the base salary is valid. Examples may include.

* employees below 18 years of age,
* trainees and apprentices
* disability employment programs such as employees paid under the Supported Employment Services Award.

When including an explanation for low base salaries, ensure you also include the ‘unique reference’ of the relevant employees to aid in the Commission’s review of the data.

#### Requirements and acceptable values

For Active employees:

* Must be a number greater than $0
* Can include up to 2 decimal places
* Must be annualised
* Must be converted to full-time equivalent
* Values below $40,000 must be explained
* Blanks not allowed

For inactive employees:

* Enter -$999,999
* Blanks not allowed

### Total remuneration (required)

This field is **required** for each active employee.

* This field must be populated meaningfully for every employee record.
* Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

Total remuneration is the [full-time equivalent](#_Full-time_equivalent_(FTE)), [annualised](#_Annualisation_(annualising_pay)) total take home pay of an employee, that is, the base salary plus any other payments made to the employee, including superannuation.

Total remuneration must be reported for all **active** employees as at the end of the reporting period.

For inactive employees, enter -$999,999 in this field. You do not need to determine total remuneration for inactive employees.

If an employee is acting on a higher duties or secondment assignment for a period of more than 2 weeks at the end of the reporting period, report the pro-rata elements of total remuneration as though they had worked in that role for the entire reporting period. If the assignment is shorter than 2 weeks, report their total remuneration based on their substantive role.

Total remuneration must be calculated as

* [base salary](#_Base_salary), **plus**
* annualised, full-time equivalent superannuation, **plus**
* all payments made to the employee during the audit reporting period.

Total remuneration must always be equal to or greater than base salary plus minimum superannuation.

Some of the payments included in total remuneration can be reported as the actual amount paid. Others need to be converted to their annualised, full-time equivalent amounts. Please see below for examples of inclusions and how to report them.

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.

#### Requirements and acceptable values

For active employees:

* Must be a number greater than or equal to [Base salary](#_Base_salary) plus superannuation
* Can include up to 2 decimal places
* Must be annualised
* Must be converted to full-time equivalent
* Blanks not allowed

For inactive employees:

* Enter -$999,999
* Blanks not allowed

### Weekly pay

This field is **recommended** for each employee.

* If you have available data for this field, we recommend you populate it for every employee record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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.

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.

#### Requirements and acceptable values

* If provided, must be a number greater than $0
* Can include up to 2 decimal places
* Double-check your data if any value is less than $800 for an active employee
* Blanks allowed

### Promoted (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

**Note**: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* 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 (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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

For this field career development training **does not** include:

* 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 cannot provide this information at this time.

**Note**: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* 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 (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 2 weeks. This does not include permanent promotions or lateral transfers at the same classification.

Use the value 'Data unavailable' if your organisation cannot provide this information at this time (DU)

**Note**: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* 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 (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 2 weeks. This does not include higher duties assignments (at a higher classification than the employee's substantive role) or external secondments outside your organisation.

If your organisation offered internal secondments during the audit period:

* but cannot determine whether the employee had an internal secondment, use the value ‘DU’
* and can determine that the employee did not have an internal secondment, use the value ‘N,
* and the employee had one or more occurrences of an internal secondment, use the value ‘Y’.

If your organisation did not offer internal secondments for any employee during the audit period, use the value ‘DU’.

If all of your employees have been entered with the value ‘N’ or ‘DU’ ensure that you add commentary to the [Promotions, training, secondment and higher duties data commentary](#_Promotions,_training,_secondment_1) section of the [Organisation dataset](#_The_organisation_dataset) to explain the reason why the data has been entered that way (DU)

**Note**: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* 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 (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.
* Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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, such as an employee’s position being advertised as part-time, should not be considered flexible work arrangements.

Only formal flexible work arrangements with the individual employee should be reported in this field. That is, an arrangement that has been requested by the employee, granted by the employer and documented/recorded accordingly.

Organisation-wide flexible work availability and the existence of flexible work policies are not formal flexible work arrangements in this context

To describe any organisation-wide flexible work arrangements (for example, hybrid work arrangement), please include details in the [Flexible work and leave data commentary](#_Flexible_work_and_1) section in the [Organisation dataset](#_The_organisation_dataset).

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 cannot provide this information at this time (DU)

**Note**: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* 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 (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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

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 cannot provide this information at this time.

**Note**: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

For more information about what qualifies as a formal flexible work arrangement, please refer to the [Formal flexible work arrangement](#_Formal_flexible_work) data field description.

#### Requirements and acceptable values

* 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 (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.
* Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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](#_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 the paid parental leave the employee used, **even if a portion of it fell outside the 12-month audit reporting period**.

For example:

* Your organisation's audit reporting period began on 1 July 2024.
* An employee took 13 weeks of paid parental leave starting on 1 June 2024 and concluding on 31 August 2024.
* You should report them as using the full 13 weeks of paid parental leave, even though 4 weeks of that leave fell outside of the audit period.

Where an employee has received more than one parental leave entitlement, only report the amount of parental leave taken for the entitlement that ended within the reporting period.

For example:

* An employee received 2 separate entitlements to parental leave.
* 20 weeks of leave were taken in and ended in 2020.
* 15 weeks of leave were taken in and ended in the audit reporting period in 2024.
* As the 15-week parental leave entitlement ended in the reporting period, only 15 weeks of parental leave should be reported.

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.

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 cannot provide this information at this time.

**Note**: as described in [Summary of changes between 2023 and 2025](https://dhhsvicgovau.sharepoint.com/sites/DFFH-FV-CGEPS-GRP/Shared%20Documents/Progress%20reports/Audit%20guidance/2025%20Audit%20guidance/Progress-audit-guidance-v1.4%20-%202025%20draft.docx#_Summary_of_changes), the ‘Data unavailable’ option (-999,999) for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

For employees who took parental leave that ended in the period:

* Must be a number greater than 0
* Can include up to 2 decimal places
* Blanks not allowed

For employees who did not take parental leave:

* Must be 0
* Blanks not allowed

For employees whose parental leave was ongoing at the end of the audit reporting period

* Must be 0
* Blanks not allowed

For employees where data is unavailable

* Must be -999,999
* Blanks not allowed

### Weeks of unpaid parental leave (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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](#_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 the unpaid parental leave, ending in the reporting period the employee used, **even if a portion of it fell outside the 12-month audit reporting period**.

For example:

* Your organisation's audit reporting period began on 1 July 2024.
* An employee took 13 weeks of unpaid parental leave starting on 1 June 2024 and concluding on 31 August 2024.
* You should report them as using the full 13 weeks of unpaid parental leave even though four weeks of that leave fell outside of the audit period.

Only report the amount of parental leave taken from the parental leave entitlement ending within the reporting period. Do not include parental leave from previous entitlements to parental leave.

For example:

* An employee received an entitlement to parental leave twice.
* 20 weeks of leave were taken in and ended in 2020.
* 15 weeks of leave were taken in and ended in the audit reporting period in 2024
* As only the second parental leave entitlement concluded in the reporting period, only 15 weeks of parental leave should be reported

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.

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 cannot provide this information at this time.

**Note**: as described in [Summary of changes between 2023 and 2025](https://dhhsvicgovau.sharepoint.com/sites/DFFH-FV-CGEPS-GRP/Shared%20Documents/Progress%20reports/Audit%20guidance/2025%20Audit%20guidance/Progress-audit-guidance-v1.4%20-%202025%20draft.docx#_Summary_of_changes), the ‘Data unavailable’ option (-999,999) for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

For employees who took parental leave that ended in the period:

* Must be a number greater than 0
* Can include up to 2 decimal places
* Blanks not allowed

For employees who did not take parental leave:

* Must be 0
* Blanks not allowed

For employees whose parental leave was ongoing at the end of the audit reporting period

* Must be 0
* Blanks not allowed

For employees where data is unavailable

* Must be -999,999
* Blanks not allowed

### Parental leave exit type (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.
* Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

**Note**: as described in [Summary of changes between 2023 and 2025](https://dhhsvicgovau.sharepoint.com/sites/DFFH-FV-CGEPS-GRP/Shared%20Documents/Progress%20reports/Audit%20guidance/2025%20Audit%20guidance/Progress-audit-guidance-v1.4%20-%202025%20draft.docx#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* Voluntary (**A**)
* Involuntary (**B**)
* Not applicable (**C**)
* Data unavailable (**DU**)

### Accessed carers leave (required)

This field is **required** for each employee.

* This field must be populated meaningfully for every employee record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time

**Note**: as described in [Summary of changes between 2023 and 2025](https://dhhsvicgovau.sharepoint.com/sites/DFFH-FV-CGEPS-GRP/Shared%20Documents/Progress%20reports/Audit%20guidance/2025%20Audit%20guidance/Progress-audit-guidance-v1.4%20-%202025%20draft.docx#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* 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**)

## Governing body dataset

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 board or elected councillors (for local government).

If your organisation has no governing body, you should:

* leave the Governing body dataset empty
* use the [Governing body data availability](#_Governing_body_data) field in the organisation dataset to inform the Commissioner that you don’t have a governing body.

### Fields in the governing body dataset

Click on the field name below to go to the definition, and requirements and acceptable values for each field.

* [Governing body member type](#_Governing_body_member) (required)
* [Gender](#_Gender_4) (required)
* [Aboriginal and/or Torres Strait Islander](#_Aboriginal_and/or_Torres_5)
* [Age](#_Age_4)
* [Cultural identity](#_Cultural_identity_4)
* [Disability status](#_Disability_status_4)
* [Religion](#_Religion_4)
* [Sexual orientation](#_Sexual_orientation_4)

### Governing body member type (required)

This field is **required** for each governing body member.

* This field must be populated meaningfully for every governing body member record.
* Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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.

#### Requirements and acceptable values

* Chair (**A**)
* Member (**B**)

### Gender (required)

This field is **required** for each governing body member.

* This field must be populated meaningfully for every governing body member record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 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.

#### Requirements and acceptable values

* Woman (**W**)
* Man (**M**)
* Self-described (**S**)
* Prefer not to say (**P**)

### Aboriginal and/or Torres Strait Islander

This field is **recommended** for each governing body member.

* If you have available data for this field, we recommend you populate it for every governing body member record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* Aboriginal and/or Torres Strait Islander (**B**)
* Non-Aboriginal and/or Torres Strait Islander (**A**)
* Prefer not to say (**P**)
* Data unavailable (**DU**)

### Age

This field is **recommended** for each governing body member.

* If you have available data for this field, we recommend you populate it for every governing body member record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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

This field is **recommended** for each governing body member.

* If you have available data for this field, we recommend you populate it for every governing body member record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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**)
* Māori (**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

This field is **recommended** for each governing body member.

* If you have available data for this field, we recommend you populate it for every governing body member record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* No disability (**A**)
* With disability (**B**)
* Prefer not to say (**C**)
* Data unavailable (**DU**)

### Religion

This field is **recommended** for each governing body member.

* If you have available data for this field, we recommend you populate it for every governing body member record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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

This field is **recommended** for each governing body member.

* If you have available data for this field, we recommend you populate it for every governing body member record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

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**)

## Sexual harassment complaints dataset

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](#_Privacy_and_confidentiality) section of this publication and the Commission’s [Privacy policy](https://www.genderequalitycommission.vic.gov.au/privacy-policy-commission-gender-equality-public-sector) 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 must include**

* Complaints recorded across all your formal complaint reporting systems – for example if you report complaints between employees separately from complaints involving patients, clients or members of the public for example, you must include the complaints from each system.
* Complaints made to your organisation.
* 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.
* Complaints made formally by employees and non-employees. This can include
  + An employee or group of employees
  + A governing body member or group of governing body members
  + A member of the public alleging sexual harassment by an employee in your workplace
  + Another category to the above that is appropriate to your organisation (e.g. patient, customer, supplier)
* Complaints made formally (as above) irrespective of whether the respondent (i.e. who the complaint is about) is an employee or non-employee. This can include
  + Clients, customers, patients and other stakeholders
  + Colleagues
  + Managers and leaders
  + Members of the public

**You must not include**

* Complaints that were reported through an employee experience survey but did not result in a formal complaint being recorded.

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](https://www.humanrights.vic.gov.au/resources/sexual-harassment-guideline/).

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

* leave the Sexual harassment complaints dataset empty
* populate the field [Sexual harassment complaints data availability](#_Sexual_harassment_complaints_1) in the [Organisation dataset](#_The_organisation_dataset) with the value ‘N’ to indicate that there were no occurrences of formally reported sexual harassment within the report period.

If your organisation received formal sexual harassment complaints but you are unable to provide the data for them, **your audit may be non-compliant with the Act**. You must

* leave the Sexual harassment complaints dataset empty
* enter the value ‘DU’ to represent that the data is not available in the [Sexual harassment complaints data availability](#_Sexual_harassment_complaints_1) field within the [Organisation dataset](#_The_organisation_dataset)
* provide a clear and valid explanation of why you were unable to provide the data in the [Reason sexual harassment complaints data unavailable](#_Reason_sexual_harassment_1) field.

### Fields in the sexual harassment complaints dataset

Click on the field name below to go to the definition, and requirements and acceptable values for each field.

* [Number of complainants](#_Number_of_complainants_1) (required)
* [Gender (Complainant)](#_Gender_(complainant)_1) (required)
* [Aboriginal and/or Torres Strait Islander (Complainant)](#_Aboriginal_and/or_Torres_6)
* [Age (Complainant)](#_Age_(complainant)_1)
* [Cultural identity (Complainant)](#_Cultural_identity_(complainant)_1)
* [Disability status (Complainant)](#_Disability_status_(complainant)_1)
* [Religion (Complainant)](#_Religion_(complainant)_1)
* [Sexual orientation (Complainant)](#_Sexual_orientation_(complainant)_1)
* [Complainant type](#_Complainant_type_1) (required)
* [Complainant relationship to incident](#_Complainant_relationship_to_1) (required)
* [Number of respondents](#_Number_of_respondents) (required)
* [Gender (Respondent)](#_Gender_(respondent)_1) (required)
* [Respondent relationship to complainant](#_Respondent_relationship_to_1) (required)
* [Complaint outcomes](#_Complaint_outcomes_1) (required)
* [Handling method](#_Handling_method_1) (required)
* [Complainant satisfaction](#_Complainant_satisfaction_1) (required)

### Number of complainants (required)

This field is **required** for each complaint.

* This field must be populated meaningfully for every complaint record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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
* 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:
  + Aboriginal and/or Torres Strait Islander
  + age
  + cultural identity
  + disability status
  + religion
  + sexual orientation.

#### Requirements and acceptable values

* Must be a whole number greater than 0

### Gender (complainant) (required)

This field is **required** for each complaint.

* This field must be populated meaningfully for every complaint record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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](#_Gender) data field description.

Use the value 'Data unavailable' if your organisation cannot provide this information at this time.

**Note**: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* 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)

This field is **recommended** for each complaint.

* If you have available data for this field, we recommend you populate it for every complaint record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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)

This field is **recommended** for each complaint.

* If you have available data for this field, we recommend you populate it for every complaint record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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)

This field is **recommended** for each complaint.

* If you have available data for this field, we recommend you populate it for every complaint record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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**)
* Māori (**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)

This field is **recommended** for each complaint.

* If you have available data for this field, we recommend you populate it for every complaint record.
* If you do not have available data for this field, you must still populate it with an acceptable value.
* Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* No disability (**A**)
* With disability (**B**)
* Prefer not to say (**C**)
* Data unavailable (**DU**)

### Religion (complainant)

This field is **recommended** for each complaint.

* If you have available data for this field, we recommend you populate it for every complaint record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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)

This field is **recommended** for each complaint.

* If you have available data for this field, we recommend you populate it for every complaint record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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 (required)

This field is **required** for each complaint.

* This field must be populated meaningfully for every complaint record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

Note: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* 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 (required)

This field is **required** for each complaint.

* This field must be populated meaningfully for every complaint record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

**Note**: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* Bystander or witness (**A**)
* Person who was subject of sexual harassment (**B**)
* Data unavailable (D**U**)

### Number of respondents (required)

This field is **required** for each complaint.

* This field must be populated meaningfully for every complaint record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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.

#### Requirements and acceptable values

* Must be a whole number greater than 0

### Gender (respondent) (required)

This field is **required** for each complaint.

* This field must be populated meaningfully for every complaint record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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](#_Gender) data field description.

Use the value 'Data unavailable' if your organisation cannot provide this information at this time.

**Note**: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* 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 (required)

This field is **required** for each complaint.

* This field must be populated meaningfully for every complaint record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

Definition

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 cannot provide this information at this time.

**Note**: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* 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 (required)

This field is **required** for each complaint.

* This field must be populated meaningfully for every complaint record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

**Note**: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* 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 (required)

This field is **required** for each complaint.

* This field must be populated meaningfully for every complaint record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

Use this field to indicate whether the sexual harassment complaint was handled internally, externally, or both.

Use the value 'Data unavailable' if your organisation cannot provide this information at this time.

**Note**: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* Internally (**A**)
* Externally (**B**)
* Both internally and externally (**C**)
* Data unavailable (**DU**)

### Complainant satisfaction (required)

This field is **required** for each complaint.

* This field must be populated meaningfully for every complaint record.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

Use this field to indicate the complainant's satisfaction with the outcome of their complaint.

Assessing satisfaction would be typically expected to occur when the process of handling a formal complaint is closed.

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 cannot provide this information at this time.

**Note**: as described in [Summary of changes between 2023 and 2025](#_Summary_of_changes), the ‘Data unavailable’ option for this field will be removed for the 2027 audit.

#### Requirements and acceptable values

* 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**)

## Family violence leave dataset

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](#_Privacy_and_confidentiality) section of this publication and the Commission’s [Privacy policy](https://www.genderequalitycommission.vic.gov.au/privacy-policy-commission-gender-equality-public-sector) for additional guidance.

People of different genders, ages and cultural backgrounds have [different experiences](https://www.aihw.gov.au/reports/domestic-violence/family-domestic-and-sexual-violence#risk) 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
* use the [Family violence leave data availability](#_Family_violence_leave_2) field to inform the Commissioner that you have no leave takers to report.

### Fields in the family violence leave dataset

Click on the field name below to go to the definition, and requirements and acceptable values for each field.

* [Gender](#_Gender_2) (required)
* [Aboriginal and/or Torres Strait Islander](#_Aboriginal_and/or_Torres_7)
* [Age](#_Age_5)
* [Cultural identity](#_Cultural_identity_5)
* [Disability status](#_Disability_status_5)
* [Religion](#_Religion_5)
* [Sexual orientation](#_Sexual_orientation_5)

### Gender (required)

This field is **required** for each family violence leave taker.

* This field must be populated meaningfully for every family violence leave taker record

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 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.

#### Requirements and acceptable values

* Woman (**W**)
* Man (**M**)
* Self-described (**S**)
* Prefer not to say (**P**)

### Aboriginal and/or Torres Strait Islander

This field is **recommended** for each family violence leave taker.

* If you have available data for this field, we recommend you populate it for every family violence leave taker record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* Aboriginal and/or Torres Strait Islander (**B**)
* Non-Aboriginal and/or Torres Strait Islander (**A**)
* Prefer not to say (**P**)
* Data unavailable (**DU**)

### Age

This field is **recommended** for each family violence leave taker.

* If you have available data for this field, we recommend you populate it for every family violence leave taker record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

Use this field to show the person's age range, as at the last day of the audit reporting period.

Use the value 'Data unavailable' if your organisation cannot provide this information at this time.

#### Requirements and acceptable values

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

This field is **recommended** for each family violence leave taker.

* If you have available data for this field, we recommend you populate it for every family violence leave taker record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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, you should collect multiple responses 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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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**)
* Māori (**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

This field is **recommended** for each family violence leave taker.

* If you have available data for this field, we recommend you populate it for every family violence leave taker record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

Use this field to show 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 cannot provide this information at this time.

#### Requirements and acceptable values

* No disability (**A**)
* With disability (**B**)
* Prefer not to say (**C**)
* Data unavailable (**DU**)

### Religion

This field is **recommended** for each family violence leave taker.

* If you have available data for this field, we recommend you populate it for every family violence leave taker record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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

This field is **recommended** for each family violence leave taker.

* If you have available data for this field, we recommend you populate it for every family violence leave taker record.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

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 cannot provide this information at this time.

#### Requirements and acceptable values

* 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**)

## Organisation dataset

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 describe actions your organisation will take to meet these specifications ahead of the next audit obligation
* space to capture technical information about your submission.

### Fields in the organisation dataset

Click on the field name below to go to the definition, and requirements and acceptable values for each field.

* [Governing body data availability](#_Governing_body_data_3) (required)
* [Reason governing body data unavailable](#_Reason_governing_body_1) (required)
* [Sexual harassment complaints data availability](#_Sexual_harassment_complaints_2) (required)
* [Reason sexual harassment complaints data unavailable](#_Reason_sexual_harassment_1) (required)
* [Actions taken to prevent future sexual harassment](#_Actions_taken_to_1) (required)
* [Other actions taken to prevent future sexual harassment](#_Other_actions_taken_1) (required)
* [Family violence leave data availability](#_Family_violence_leave_1) (required)
* [Reason family violence leave data unavailable](#_Reason_family_violence_1)(required)
* [Workforce data commentary](#_Workforce_data_commentary_1)
* [Gender data commentary](#_Gender_data_commentary_1)
* [Demographics and intersectionality data commentary](#_Demographics_and_intersectionality)
* [Job and employment data commentary](#_Job_and_employment_1)
* [Remuneration data commentary](#_Remuneration_data_commentary_1)
* [Promotions, training, secondment and higher duties data commentary](#_Promotions,_training,_secondment_1)
* [Flexible work and leave data commentary](#_Flexible_work_and_1)
* [Governing body data commentary](#_Governing_body_data_4)
* [Sexual harassment data commentary](#_Sexual_harassment_data_1)
* [Family violence leave data commentary](#_Family_violence_leave_4)

### Governing body data availability (required)

This field is **required**.

Refer to the requirements and acceptable values for this field below for how to populate this field.

Definition

Use this field to indicate whether your organisation has included [governing body](#_The_governing_body) data in its audit submission.

Use the value **Y** signifying ‘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 **N** signifying ‘No – we do not have a governing body’ to indicate that your organisation does not have a governing body.

Use the value **DU** signifying ‘No – this data is not available’ if your organisation cannot provide this information at this time. You must provide a valid reason for not providing governing body data in the [Reason governing body data unavailable](#_Reason_governing_body) field.

Failure to provide governing body data, where applicable, may have compliance implications

#### Requirements and acceptable values

* Yes - we have entered data into the relevant worksheet (**Y**)
* No - we do not have a governing body (**N**)
* No - this data is not available (reason provided in the relevant field) (**DU**)

### Reason governing body data unavailable (required)

This field is **required** depending on the response entered in the previous field.

* If you entered ‘**N**’ or ‘**DU**’ in the ‘Governing body data availability’ field, you must populate this field

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

If you entered ‘**N**’ or ‘**DU**’ in the [Governing body data availability](#_Governing_body_data_2) field, use this field to explain why your organisation is unable to provide governing body data.

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

### Sexual harassment complaints data availability (required)

This field is **required**.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

Use this field to indicate whether your organisation has included [sexual harassment complaint](#_The_sexual_harassment) data in its audit submission.

Use the value Y signifying '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 N signifying '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 DU signifying 'No – this data is not available' if your organisation cannot provide this information at this time. You must provide a valid reason in the [Reason sexual harassment complaints data unavailable](#_Reason_sexual_harassment) field.

#### Requirements and acceptable values

* 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 (required)

This field is **required** depending on the response entered in the previous field.

* If you entered ‘DU’ in the ‘Sexual harassment complaints data availability’ field, you must populate this field.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

Use this field to explain why your organisation is unable to provide [sexual harassment complaints](#_The_sexual_harassment) data.

No explanation is required if you had no formal sexual harassment complaints within the audit reporting period.

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

### Actions taken to prevent future sexual harassment (required)

This field is **required**.

* This field must be populated meaningfully.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

List the actions your organisation has taken within the audit reporting period to prevent future sexual harassment in the workplace.

Enter the acceptable values in bold for each of the actions listed to the right, not the full text definition.

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.

#### Requirements and acceptable values

* 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 (required)

This field is **required** depending on the response entered in the previous field.

* If you entered ‘**F**’ (Other) in the ‘Actions taken to prevent future sexual harassment’ field, you must populate this field.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

Use this field to list the other actions your organisation has taken to prevent future sexual harassment, beyond those captured in the previous field.

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

### Family violence leave data availability (required)

This field is **required**.

* This field must be populated meaningfully.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

Use this field to indicate whether your organisation has included [family violence leave](#_The_family_violence) data in its audit submission.

Use the value **Y** signifying ‘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 **N** signifying ‘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 **DU** signifying ‘No – this data is not available’ if your organisation cannot provide this information at this time. Please provide further detail in the [Reason family violence leave data unavailable](#_Reason_family_violence) field.

#### Requirements and acceptable values

* 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 (required)

This field is **required** depending on the response entered in the previous field.

* If you entered ‘**DU**’ in the Family violence leave data availability field, you must populate this field.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

Use this field to explain why your organisation is unable to provide [family violence leave](#_The_family_violence) data.

No explanation is required if you had no employees who accessed family violence leave within the audit reporting period.

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

### Workforce data commentary

This field is **recommended**.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

This is an optional free-text field to tell the Commissioner about your [Employee](#_The_employee_dataset) 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?

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

### Gender data commentary

This field is **recommended**.

* Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

This is an optional free-text field to tell the Commissioner about the [Gender](#_Gender_3) field within your organisation's [Employee](#_The_employee_dataset) 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?

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

### Demographics and intersectionality data commentary

This field is **recommended**.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

This is an optional free-text field to tell the Commissioner about the following fields within your organisation's [Employee](#_Organisation) dataset:

* [Aboriginal and/or Torres Strait Islander](#_Aboriginal_and/or_Torres)
* [Age](#_Age)
* [Cultural identity](#_Cultural_identity)
* [Disability status](#_Disability_status)
* [Religion](#_Religion)
* [Sexual orientation](#_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?

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

### Job and employment data commentary

This field is **recommended**.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

This is an optional free-text field to tell the Commissioner about the following fields within your organisation’s [Employee](#_The_employee_dataset) dataset:

* [Employment basis](#_Employment_basis)
* [Full-time equivalent (FTE)](#_Full-time_equivalent_(FTE))
* [Level](#_Level)
* [Employee type](#_Employee_type)
* [Active](#_Active)
* [Recruited](#_Recruited)
* [Exited](#_Exited)
* [Workforce group](#_Workforce_group)
* [Occupation code](#_Occupation_code)
* [Workplace post code](#_Workplace_post_code)
* [Home 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?

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

### Remuneration data commentary

This field is **recommended**.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

This is an optional free-text field to tell the Commissioner about the following fields within your organisation's [Employee](#_Organisation) dataset:

* [Base salary](#_Base_salary)
* [Total remuneration](#_Total_remuneration)
* [Weekly pay](#_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?

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

### Promotions, training, secondment and higher duties data commentary

This field is **recommended**.

Refer to the requirements and acceptable values for this field below for how to populate this field.

Definition

This is an optional free-text field to tell the Commissioner about the following fields within your organisation's [Employee](#_Employee_dataset) dataset:

* [Promoted](#_Promoted)
* [Career development training](#_Career_development_training)
* [Higher duties](#_Higher_duties)
* [Internal secondment](#_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?

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

### Flexible work and leave data commentary

This field is **recommended**.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

This is an optional free-text field to tell the Commissioner about the following fields within your organisation's [Employee](#_Employee_dataset) dataset:

* [Formal flexible work arrangement](#_Formal_flexible_work)
* [Formal flexible work type](#_Formal_flexible_work_1)
* [Weeks of paid parental leave](#_Weeks_of_paid)
* [Weeks of unpaid parental leave](#_Weeks_of_unpaid)
* [Parental leave exit type](#_Parental_leave_exit)
* [Accessed carers leave](#_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?

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

### Governing body data commentary

This field is **recommended**.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

This is an optional free-text field to tell the Commissioner about your [Governing body](#_Governing_body_dataset) 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?

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

### Sexual harassment data commentary

This field is **recommended**.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

This is an optional free-text field to tell the Commissioner about your sexual harassment complaintsSexual 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?

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

### Family violence leave data commentary

This field is **recommended**.

* If you have available data for this field, we recommend you populate it.
* If you do not have available data for this field, you must still populate it with an acceptable value.

Refer to the requirements and acceptable values for this field below for how to populate this field.

#### Definition

This is an optional free-text field to tell the Commissioner about your organisation's [Family violence leave](#_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?

#### Requirements and acceptable values

* Free text – can use letters, numbers and punctuation
* Limited to 5,000 characters
* Blanks allowed

# Appendix

## Privacy and confidentiality

It is important that you maintain the privacy and confidentiality of your employees throughout the audit process.

### The Commission’s responsibilities

We are required to comply with the [information privacy principles](https://ovic.vic.gov.au/privacy/information-privacy-principles-short-guide/) (IPPs) in the [Privacy and Data Protection Act 2014](https://www.legislation.vic.gov.au/in-force/acts/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](https://www.legislation.vic.gov.au/in-force/acts/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 duty holders and the 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 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 duty holder’s organisation, 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 audit results and GEAPs 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](https://www.genderequalitycommission.vic.gov.au/privacy-policy-commission-gender-equality-public-sector) on our website.

### Your organisation’s responsibilities

Your organisation is responsible for your own compliance with relevant privacy obligations, including under thePDP 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).

You should 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](https://ovic.vic.gov.au/privacy/resources-for-organisations/gender-equality-act-2020-and-privacy/)’ (OVIC) website for further privacy considerations for your organisation to comply with your obligations under the Act.

## Other Victorian and Commonwealth laws

When conducting an 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](https://www.legislation.gov.au/Series/C2022C00341) (Cth) and other Commonwealth workplace relations legislation
* the [Equal Opportunity Act 2010](https://www.legislation.vic.gov.au/in-force/acts/equal-opportunity-act-2010/) (Vic) and the [Charter of Human Rights and Responsibilities Act 2006](https://www.legislation.vic.gov.au/in-force/acts/charter-human-rights-and-responsibilities-act-2006/) (Vic)
* the [Sex Discrimination Act 1984 (Cth)](https://www.legislation.gov.au/Series/C2004A02868) and the [Workplace Gender Equality Act 2012](https://www.legislation.gov.au/Series/C2004A03332) (Cth)
* Enterprise Agreements, workplace determinations and modern awards.

## Glossary of terms

### Annualisation (annualising pay)

Annualisation refers to converting pay values that are paid pro rata (that is, a portion of) to a full year value for employees who did not work for the entire reporting year and reporting their base salary and total remuneration as though they had worked for the full year.

### Audit reporting period

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

For all duty holders except universities, the current audit reporting period is **1 July 2024 to 30 June 2025**.

For universities, the current audit reporting period is **1 April 2024 to 31 March 2025**, to align with Workplace Gender Equality Agency reporting periods.

Figure 1a: Reporting periods within the relevant period – duty holders (except universities)

This image shows a timeline of audit relevant periods and submission dates for all duty holders except universities. 
For the 2025 audit, the relevant period is 1 July 2024 to 30 June 2025. The submission date is 1 December 2025.

Figure 1b: Reporting periods within the relevant period – universities

This image shows a timeline of audit relevant periods and submission dates universities. 
For the 2025 audit, the relevant period for universities is 1 April 2024 to 31 March 2025. The submission date is 1 December 2025.

### 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 duty holders (defined entities) is available on [our website](https://www.genderequalitycommission.vic.gov.au/list-defined-entities). Throughout this guidance, defined entities are referred to as ‘duty holders’ and ‘organisations’.

### Full-time equivalent pay

Full-time equivalent pay refers to reporting remuneration figures as though all employees worked full-time. This means converting any pro rata elements of remuneration such as salary and superannuation to their full-time equivalent value and reporting base salary, total remuneration and weekly pay for part-time and casual employees as though they worked full-time. For most part-time employees, this conversion can be done by dividing their pro rata pay elements by their FTE.

For example, for an employee who works 0.8 FTE, and has a pro rata base salary of $80,000:

* full-time equivalent base salary = $80,000 divided by 0.8 = $100,000

### Gender-disaggregated data

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

Your audit must 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 [GEAP](https://www.genderequalitycommission.vic.gov.au/do-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.

### 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:

* ([pay received by men minus pay received by women] divided by [pay received by men]) multiplied by 100%
* ([pay received by men minus pay received by people of self-described gender] divided by [pay received by men]) multiplied by 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 Commission’s reporting platform’s indicator reports will use these formulas to calculate your organisation’s gender pay gaps automatically from your employee dataset.

The reporting platform will calculate the gender pay gaps based on both mean (average) and median base salary and total remuneration.

### 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 audit will help you with preparing a gender equality action plan and progress report that considers the different systemic barriers that may exist in your organisation.

In collecting, analysing and reporting this data, your organisation will need to be sensitive to employee safety, [privacy considerations](https://www.genderequalitycommission.vic.gov.au/how-do-i-maintain-my-employees-privacy) and allow employees the discretion to self-identify attributes. To learn more about intersectional gender inequality and intersectionality, please refer to the ‘Applying an intersectional approach’ section on our [leading practice resources](https://www.genderequalitycommission.vic.gov.au/leading-practice-resources#applying-an-intersectional-approach) webpage.

We recommend you also refer to our [Intersectionality at Work](https://www.genderequalitycommission.vic.gov.au/intersectionality-work) report, which provides insights and analysis of intersectional data collected by duty holders as part of the 2021 workplace gender audit.

### 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 extremely low or high salaries in your dataset.

### Relevant period

Relevant period means **1 July 2023 to 30 June 2025 (or 1 April 2024 to 31 March 2025 for universities)**.

Different parts of a progress report will relate to different reporting periods that fall within the relevant period. The 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 2024 to 30 June 2025**.

For universities, the current audit reporting period is **1 April 2024 to 31 March 2025**, to align with Workplace Gender Equality Agency reporting periods.

### Reporting platform

The [Gender Equality Act reporting platform](https://report.genderequalitycommission.vic.gov.au/) (the reporting platform) is what organisations must 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.

# Version history

| Version | Section | Summary of changes |
| --- | --- | --- |
| 1.0 | All | Initial version |
|  |  |  |
|  |  |  |
|  |  |  |