

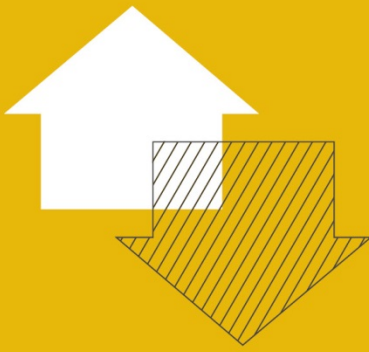


Gender equality benchmarks

Technical user manual

25 November 2014





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Introduction

The *Workplace Gender Equality Agency* ('the WGEA' or 'the Agency') is an Australian Government statutory authority charged with promoting and improving gender equality in Australian workplaces. The Agency administers the *Workplace Gender Equality Act 2012 (Act)*, under which relevant employers—non-public sector organisations with 100 or more employees—are required to submit annual compliance reports to the Agency.

Commencing with the 2013-2014 reporting period, annual compliance reports contain data on a range of reporting matters, using standardised categories and grouped under six gender equality indicators (GEIs):

- GEI 1: Gender composition of the workforce
- GEI 2: Gender composition of governing bodies/boards
- GEI 3: Equal remuneration between women and men
- GEI 4: Availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities
- GEI 5: Consultation with employees on issues concerning gender equality in the workplace
- GEI 6: Any other matters specified by the Minister in a legislative instrument. From the 2013-14 reporting period, the reporting matters in relation to GEI 6 relate to sex-based harassment and discrimination in the workplace.

Also for the first time in this reporting period, compliance reports were submitted via a new online reporting system, developed specifically for this purpose. Among other things, the data collected in compliance reports is used to develop customised, confidential benchmark reports.

Who reports to the WGEA?

- All relevant employers under the Act are required to report to the WGEA annually.
- A relevant employer is a non-public sector employer with 100 or more employees in Australia for any six months or more of a reporting period. The six months do not have to be consecutive. All employees (headcount, not full-time equivalent) should be counted. This includes full-time, part-time, casual and temporary employees of the employer (including all of its subsidiaries employing employees in Australia).
- For employers that are part of a corporate group, the 100 or more employees' threshold is applied to the combined total of employees in Australia of the parent corporation plus the employees of any subsidiaries.
- If a relevant employer's total number of employees then falls below 100, it must continue to report until its total number of employees falls below 80 for six months or more of the particular reporting period. The six months do not have to be consecutive.
- There are some organisations in the benchmarks dataset that legitimately have less than 100 employees (because they belong to a corporate structure where the total number of employees in the group is 80 or more).

About benchmarks

Customised confidential benchmark reports represent unique and unprecedented sources of information about gender equality in Australian workplaces. The gender equality benchmarks provided by the Agency give individual organisations the opportunity to compare their performance against groups of other organisations. Measuring an organisation's performance against comparison groups allows them to identify areas of strength, along with opportunities to further improve overall performance against each of the six GEIs.

Organisations are able to use the WGEA benchmark reports to track performance over time, compare performance against other groups of organisations, understand and learn from trends and develop strategies to improve gender equality performance over time.

The benchmarks presented in the reports were developed in consultation with employers through the Agency's User Working Group and Implementation Consultative Group in late 2013. The reports were tested, together with the gender strategies toolkit and other benchmarks education products with a group of employers in October 2014.

Accessing benchmark reports

If your organisation has submitted an annual compliance report for the 2013-2014 reporting period, you will have access to the customised benchmark reports through the online portal.¹ Multiple reports are available to reporting organisations and provide benchmarks with comparison information against groups of other organisations by industry and/or size.

Types of reports

Organisations can choose to download individual reports with the following comparison groups:

- all reporting organisations
- industry division
- industry subdivision
- industry group
- industry class (if sample size is greater than 5)
- employee size category (by five categories)
- industry division and employee size category
- industry subdivision and employee size category
- industry group and employee size category
- industry class and employee size category.

If an organisation has 5000+ employees, they will have the choice of two additional reports:²

- all organisations in the 5000+ employee size category
- organisations in their industry division and in the 5000+ employee size category.

Given the extent of the data available to you, the Agency recommends you take your time going through each report to determine which ones will work best for your organisation. The 2013-2014 reporting period was the first time that the Agency provided data below the industry subdivision level.

What do these different reports show?

- **Your organisation compared to all other reporting organisations:** this report compares your organisation to all other reporting organisations. You can see the number of organisations in the comparison group under the header "sample size" on the benchmark report tab.
- **Industry reports:** these reports allow you to narrow your comparison group. Industry division represents the largest comparison group in your industry and industry class represents the smallest comparison group. Industries are coded according to the [Australian and New Zealand Standard Industrial Classification \(ANZSIC\) system](#) developed by the Australian Bureau of Statistics (ABS). This is the national framework for classifying industries according to the primary activities of organisations, and is commonly used for assigning organisations to an industry for classification purposes such as in the

¹ Details of any exceptions to this can be found under the section titled, "Excluded Reports".

² Organisations will not be able to choose a report of 5000+ with industry subdivision, group and class.

Australian Business Register. The WGEA benchmark reports draw on ANZSIC codes provided by each organisation when they reported to the WGEA.

- **Employee size reports:** these reports compare your organisation with others of similar workforce sizes, giving a more focused view of the data.
- **Industry reports filtered by employee size:** these reports combine industry sector and employee size in one report. These reports will only appear if there are more than five organisations in the comparison group. For example:

a university might like to view the comparison group which shows class level '8102 Higher Education' plus organisation size '1000+'

a general hospital might consider the most relevant comparison group to be at the industry class level, which would exclude psychiatric hospitals. However, a psychiatric hospital would not have access to a detailed report at the industry class level because there are fewer than five organisations in the comparison group selected.

Why so many benchmark reports?

Through consultation with benchmark report users, the WGEA found that most organisations preferred to obtain data that allowed them to compare their performance to groups of organisations as similar as possible to their own.

For this reason, the benchmark delivery system was designed to give employers the flexibility to choose their most relevant comparison group. For example, universities were keen to compare their gender performance with other universities, while the largest retailers were keen to compare themselves with other large-scale employers, regardless of their industry of operation.

Richer detail about your organisation's performance on these gender equality benchmarks can be obtained by looking at different types of comparison groups, and the Agency encourages organisations to consider downloading multiple reports to provide a more comprehensive overview of your relative gender equality performance.

The Agency is interested in your feedback on which reports you find most useful and why. There will be a link to a short feedback form available from the benchmarks tab of the portal where you can share your views.

About this manual

This manual has been developed to provide users of the confidential customised benchmark reports with technical information that can assist in the interpretation of benchmark results. In this manual, users will find:

- information about the data and how it was collected
- data checking processes and limitations
- notes on the coverage and reliability of the submitted data
- definitions of standardised terms and common statistical terminology
- details about how calculations were formulated and details of specific statistical treatments
- technical information about interpreting the results.

In addition to this technical user manual, there is also a *Benchmarks insights guide* that provides guidance on the interpretation of benchmarks, along with key insights and actions.

Data capture

Reporting period

When organisations report to the Agency, they provide a "snapshot in time" of their workforce during the reporting period. For the current dataset, employers chose one day in the reporting period 1 April 2013 to 31 March 2014 upon which to base their data, referable to the 12 months prior. For ease of computation, some organisations used the end of the financial year that falls in that reporting period as their "snapshot in time". Reports are due to be submitted between 1 April and 31 May annually for the previous reporting period.

Australian and New Zealand Standard Industrial Classification (ANZSIC)

Industries are coded according to the Australian and New Zealand Standard Industrial Classification (ANZSIC) system developed by the Australian Bureau of Statistics (ABS). It is the national framework for classifying business entities based on their primary activity. Primary activities of the organisation are based upon economic value added, or on the sales of goods and services, wages, number of employees or primary function of the organisation. For example, if the organisation had 90% of their staff working in one section of the business, the day-to-day business duties of this area would be considered their primary activity.

The ANZSIC system has a four-level hierarchical coding structure. This begins with a broad industry classification denoted by a letter (industry division). This is followed by three further classification levels, represented by a two-digit code (industry subdivision), a three-digit code (industry group) and a four-digit code (industry class), each differing in their level of detail.

For example, Organisation X, a health insurance company, is classified under the following industry categories:

- Division K - Financial and insurance services
- Subdivision 63 - Insurance and superannuation funds
- Group 632 - Health and general insurance
- Class 6322 - Health insurance

When reporting to the WGEA, each new employer provides an ANZSIC code at the class (four-digit) level. A relevant employer is only able to report on other organisations in its corporate structure that belong to the same ANZSIC division (for example Mining, Manufacturing etcetera). Relevant employers with less than 80 employees can be reported on by another organisation in their corporate structure, regardless of their ANZSIC division.

The [ABS website](#) provides specific definitions and a list of primary activities and exclusions for each industry class to assist in determining the correct industry classification. For further information, please refer to the ABS reference guide.

Reporting

In 2014, for the first time, organisations reported to the WGEA using a secure online reporting system. To report or access confidential benchmark reports via the online portal, relevant employers need an AUSKey. This AUSKey is a single identifier and password for secure login to, and submission of, information via a wide variety of government online services. For example, most organisations already have an AUSKey for communicating with the Australian Taxation Office.

As noted above, relevant employers are required to report against a set of six standardised GEIs. The precise reporting matters under each GEI are set by the relevant Minister in a legislative instrument before the commencement of the reporting period.

The reporting process involves uploading a workplace profile in a spreadsheet format and completing an online reporting questionnaire. Reporting organisations had the option to supply the workplace profile in aggregated or unit level form. A copy of the [questionnaire](#) and an accompanying reference guide are available on the WGEA website.

Data storage

Once an organisation submits their report online through the WGEA secure portal, the data is stored in a secure data warehouse. Only authorised Agency personnel have access to any of the remuneration data.

Data delivery

The data cut-off for the 2013-14 reporting period was implemented on October 16th, at close of business Perth time. Only reports submitted prior to this date are included in the WGEA dataset.

The data for benchmark reports is configured using a customised version of IBM Cognos Business Intelligence software.

An aggregated dataset without any remuneration or gender pay gap data is available via <http://data.gov.au/dataset> - an online service designed to provide the public with easy access to government data in useful formats and under open licences. A data visualisation program (the [Data Explorer](#)) also offers an easy way for public visitors to the WGEA website to explore the public data.

Confidentiality

As per the *Workplace Gender Equality Act 2012*, the Agency must ensure that all remuneration data provided to the WGEA is kept strictly confidential. Aggregated remuneration and gender pay gap data may be published so long as it does not disclose information about a specific employer or person.

The Agency has created a secure portal for the collection of confidential reporting data and also for the delivery of the benchmark reports. Only personnel from a relevant organisation with a current AUSkey can access the online portal and download their confidential benchmark report/s.

The WGEA has employed several methods to ensure that no remuneration data for any individual or organisation is identifiable. These include:

- The results of gender pay gap calculations are presented only as percentages in the benchmark reports (that is, no salary information is disclosed).
- The number of organisations in the comparison group for any benchmark report is always at least five. This ameliorates the risk of identifying an individual, employee or organisation from the data presented in a benchmark report. This treatment is in line with ABS guidelines for confidentialising datasets for public use. The ABS guidelines recommend a minimum group size of three to five cases.
- CEO remuneration data is not presented in any of the benchmarks. Usually there is only one CEO in an organisation, so it is not sensible to calculate an organisation-level gender pay gap for CEOs.

Data showing workforce composition and the responses of organisations to the reporting questionnaire are presented in each organisation's 'public report' (available on the WGEA website) and are not considered confidential.

The WGEA Dataset

The WGEA benchmark dataset includes the data from 4,354 reporting organisations that submitted reports prior to the data cut-off date. The data covers 3.9 million non-public sector employees across Australia, equating to approximately one-third of the Australian workforce of 11.6 million people (based on the ABS Labour Force Survey, May 2014).

The following table indicates the proportion of the total Australian labour force in each industry that is included in the WGEA dataset.

Table 1: The WGEA dataset - coverage of total Australian workforce

Industry (ANZSIC Division)	Employees in the workforce - (ABS Labour Force Survey)	Employees in the WGEA dataset (relevant employers)	The WGEA coverage of total workforce (share)
	('000)	('000)	(%)
Accommodation and Food Services	780.5	173.7	22.2
Administrative and Support Services	397.1	196.9	49.6
Agriculture, Forestry and Fishing	327.9	22.4	6.8
Arts and Recreation Services	190.6	95.1	49.9
Construction	1,033.0	143.3	13.9
Education and Training	924.2	381.5	41.3
Electricity, Gas, Water and Waste Services	146.4	45.5	31.0
Financial and Insurance Services	408.5	267.4	65.4
Health Care and Social Assistance	1,385.1	515.2	37.2
Information Media and Telecommunications	203.4	131.7	64.7
Manufacturing	921.5	371.9	40.3
Mining	264.6	190.2	71.9
Other Services	508.7	50.6	10.0
Professional, Scientific and Technical Services	937.6	288.3	30.7
Public Administration and Safety	730.2	27.4	3.8
Rental, Hiring and Real Estate Services	229.5	34.3	15.0
Retail Trade	1,234.8	648.6	52.5
Transport, Postal and Warehousing	585.7	207.8	35.5
Wholesale Trade	385.6	100.3	26.0
Total	11,595.0	3,891.9	33.6

Sources: ABS (2014), Labour Force, Australia, Detailed, Quarterly (cat. no. 6291.0.55.003) May Quarter used as a proxy for comparative purposes, because this time period is not significantly affected by major activities, such as public holidays. The WGEA (2014) reporting data 2013-14.

Based on a comparison of employees within the WGEA reporting organisations and the Australian workforce, by industry:

- The dataset provides best coverage in mining, financial and insurance services, and information media and telecommunications.
- The dataset has lower coverage in public administration and safety (where the public sector is a dominant employer), agriculture, forestry and fishing (where small to medium businesses are common) and other services (where small businesses dominate).

[Australia's gender equality scorecard](#) is available on the WGEA website and contains the top-level results of the 2013-14 reporting period.

Data checking

The WGEA dataset that feeds into the benchmarks has been compiled from the reports of individual employers. Extensive Agency resources have been applied to educate employers on what data needs to be provided.

Data follow-up processes

Data input validations were used wherever possible to ensure that the information submitted was screened for correct formats and ranges as it was being uploaded. If users attempted to upload data of an incorrect type (for example, text where a number was required), or outside an expected range (for example, a year in the past), they received an error message which asked them to correct their data and resubmit.

Not all errors were able to be prevented on input, so an iterative process of data checking was implemented.

Common errors that were found and followed up included:

- missing or incomplete ANZSIC codes
- salaries not averaged in aggregated workplace profiles
- salaries not converted to full-time equivalent and/or not annualised
- base salaries that were higher than total salaries for categories of employees
- organisations entering \$0 or \$1 salaries or other figures well below the national minimum wage
- workplace profiles that were incorrectly generated. These may have excluded whole management levels or categories, or included too many CEOs, or too many "+1" positions that are more senior than the CEO and report to someone overseas
- governing bodies/boards that appeared to have too many chairs or too many directors.

These data follow-ups involved emailing and telephoning organisations that appeared to have made errors in their workplace profile or reporting questionnaire. In some circumstances it was confirmed that the data submitted was indeed correct (for example, trade unions do have very large governing bodies; organisations that employ people who also receive a disability payment from the government may legitimately report very low salaries; managing partners who are equity partners may not receive a salary). In other instances, employers were requested to correct the data and resubmit their reports.

Thresholds were applied so that organisations that submitted a unit record workplace profile and had a very low incidence of error (depending on the size of the employer, if less than 5% or 10% of employees were affected by the error) they were not followed up. The rationale for this treatment was that low incidence errors would have very limited impact on the benchmark data.

The online reporting system will be updated for next year's reporting to enhance the data checking process.

Annualised and full-time equivalent salary data

Prior to submission, employers are required to annualise their salary data and convert it to full-time equivalent amounts. This means that if a person was employed for only part of the year, or employed on a part-time or casual basis, their salary data was presented as *if* they had worked full-time for the full year. The difference between men's earnings and women's earnings, when compared this way, cannot be attributed to women being more likely to work part-time.

Excluded reports

As at the data cut-off date, 102 organisations whose reports were considered to have notable data issues had not responded to Agency requests to review their data. These reports were excluded from the benchmark dataset and these organisations will not receive a benchmark report this year. It was not possible to include the data from partial reports in benchmarks. These excluded reports are profiled below.

Table 2: Industry breakdown of 102 reports excluded from the WGEA benchmarks' dataset

Division	Number of reports excluded from benchmark dataset	Number of reports included in benchmark dataset	Proportion of reports excluded from benchmarks
Accommodation and Food Services	9	248	3.6%
Administrative and Support Services	8	227	3.5%
Agriculture, Forestry and Fishing	1	42	2.4%
Arts and Recreation Services	2	98	2.0%
Construction	2	192	1.0%
Education and Training	17	491	3.5%
Electricity, Gas, Water and Waste Services	1	51	2.0%
Financial and Insurance Services	1	225	0.4%
Health Care and Social Assistance	11	539	2.0%
Information Media and Telecommunications	5	119	4.2%
Manufacturing	20	633	3.2%
Mining	2	162	1.2%
Other Services	4	130	3.1%
Professional, Scientific and Technical Services	6	433	1.4%
Public Administration and Safety	0	19	0.0%
Rental, Hiring and Real Estate Services	0	63	0.0%
Retail Trade	8	293	2.7%
Total	102	4,354	2.9%

Data limitations

ANZSIC

The industry data in the benchmark dataset is based on employers providing ANZSIC codes at the 1-industry class, or four-digit, level. For diverse organisations which operate a number of businesses where it is difficult to identify their primary activity, providing an industry class level ANSZIC code can be problematic.

For example, a large employer might have five subsidiaries; an aged-care centre, a psychiatric hospital, three private hospitals and a medical training centre. When they report to the WGEA they are required to provide a four-digit ANZSIC code that best describes their primary business preferably on the basis of total value added, or if that measurement is not known, on total sales, total wages or number of employees (see the [ABS website](#) for more on this)³.

In the example above, the employer might choose Hospitals (except psychiatric hospitals) (class 8401), even though they do in fact operate an aged care facility and a psychiatric hospital (both of which have separate industry class codes). The medical training centre that they also operate actually falls under an entirely separate industry - Education and training. If reporting correctly, this employer should submit a separate report for that subsidiary (particularly if the organisation employs more than 80 employees).

The Agency relies on employers supplying an accurate ANZSIC industry class code but few audits were conducted this year. Only where there was an obvious mismatch based on knowledge about an employer and the industry in which they operate have there been follow-ups about individual ANZSIC codes. If organisations had missing ANZSIC codes or entered only two-digit or three-digit codes they were contacted and asked to supply a four-digit code.

This means that when an employer generates a benchmark report at the three- or four-digit industry levels, they need to keep in mind that the data may not be *solely* representing all the industries in which the organisation operates.

If an employer has concerns about the results that appear in their benchmark reports, for instance, if the workforce composition shown is different in the industry class (four-digit code) than is believed to be the case, then they are advised to choose a comparison group that is less specifically defined, for example, industry subdivision (two-digit code) or industry group (three-digit code).

Coverage

All non-public sector employers with 100 or more employees are required to report to the WGEA. In 2012, the Agency conducted a 'coverage' project to determine if employers not reporting to the Agency were covered under the Act and register them for reporting in the future. It is estimated that around 90 percent of employers registered with the Australian Bureau of Statistics as employing 100 or more staff (as at 2013) are registered as relevant employers with the Agency. (For further information on coverage see the section above titled 'the WGEA Dataset'.)

Remuneration data

Known limitations of the benchmarks remuneration data provided by employers are summarised below:

- There are 0.4% of employee salaries that are below \$11,000, which is the minimum wage for 15 year olds. Most of these salaries are legitimate as there are employees under 15 years old or on a disability scheme payment in this dataset. There are legitimate cases where an employee has no salary (for example, in partnership structures; in some religious organisations; and when an individual is an equity partner in a firm and has not drawn a salary).
- It is possible that salaries of some part-time or casual employees have not been annualised and/or converted to full-time equivalent amounts.

³ The ABS use the concept of Economic Value Added as defined in the Australian System of National Accounts: Concepts, Sources and Methods of Employment).

- The data for casual employees includes a ‘casual loading’ and cannot be compared to non-casual employee data.
- For workplace profiles that were submitted in an aggregated format, it is possible that some salary data has not been averaged.
- Approximately 8% of employers reported the same base salary and total remuneration amounts (noting that this situation can be legitimate under certain circumstances for some employees– for example, contract, short-term, casual and other staff who do not receive employer superannuation contributions).

Definitions

Definitions of key terms in the workplace profile

Employment status

Employment status refers to the nature of employment: full-time, part-time, permanent, contract, or casual.

The table below provides definitions for each of these terms.

Employment status	Definition
Full-time	→ Employees who are engaged to work an average of 38 hours or more per week and whose hours are reasonably predictable with a guaranteed number of hours of work. Employers should refer to how a full-time week is defined in their specific business, for example 37.5 hours per week.
Part-time	→ Employees who are engaged to work less than an average of 38 ordinary hours per week and whose hours are reasonably predictable with a guaranteed number of hours of work.
Permanent	→ Employees who are engaged on a permanent basis in either a full-time or part-time capacity with a guarantee of certainty about their employment tenure and access to permanent employment benefits and entitlements.
Contract	→ An individual employed on a temporary basis in either a full-time or part-time capacity under a contract of service for the purposes of paragraph (a) of the definition of ‘employer’ under the <i>Act</i> (often referred to as a ‘fixed term contract’). → This also includes an individual employed on a temporary basis who is an independent contractor (is contracted <i>for services</i>) where she or he is doing the work normally undertaken by the employer and where the organisation has the capacity to give direction regarding what work is to be done and, if required, how it should be done.
Casual	→ An employee that works on an irregular and unsystematic basis, and has little or no expectation of the continuation of work or guaranteed income and has the ability to accept and reject work as they see fit.

Standardised occupational categories of managers and non-managers

To facilitate the standardisation of data, relevant employers are required to classify and report on managers and non-managers against standardised occupational categories. These definitions are provided below for each category of manager and non-manager.

Managers

Category	Definition
CEO (or equivalent)	<ul style="list-style-type: none"> → The Chief Executive Officer (CEO) (or equivalent, however named) is the highest ranking corporate officer (executive) or an administrator in charge of management of an organisation. The CEO (or equivalent) is reported on separately to other key management personnel. Examples of the CEO could (depending upon the nature of the organisation) also be the managing director, general manager, managing partner, principal or vice chancellor.
Key management personnel (KMP)	<ul style="list-style-type: none"> → Have authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity, in accordance with Australian Accounting Standards Board AASB124. → The KMP is a manager who represents at least one of the major functions of the organisation and participates in organisation-wide decisions with the CEO.
Other executives/general managers	<ul style="list-style-type: none"> → An 'other executive/general manager' holds primary responsibility for the equivalent of a department or a business unit. In a large organisation, this manager might not participate in organisation-wide decisions with the CEO.
Senior managers	<ul style="list-style-type: none"> → 'Senior managers' are charged with one or more defined function, department or outcome. They are more likely to be involved in a balance of strategic and operational aspects of management. Some decision making at this level would require approval from either of the two management levels above it. → 'Senior managers' are responsible for resourcing, a budget and assets (capital expenditure).
Other managers	<ul style="list-style-type: none"> → 'Other managers' plan, organise, direct, control and coordinate an operational function. They usually oversee day to day operations, working within and enforcing defined company parameters. → An 'other manager' is accountable for a defined business outcome which usually involves the management of resources that also includes time management, coordination of different functions or people, financial resources, and other assets (for example facilities or IT infrastructure). → Line managers would be included in this category.

Non-managers

Category	Definition
Professionals	→ Perform analytical, conceptual and creative tasks through the application of theoretical knowledge and experience in the fields of the arts, media, business, design, engineering, the physical and life sciences, transport, education, health, information and communication technology, the law, social sciences and social welfare.
Technicians and trades employees	→ Perform a variety of skilled tasks, applying broad or in-depth technical, trade or industry specific knowledge, often in support of scientific, engineering, building and manufacturing activities.
Community and personal service employees	→ Assist health professionals in the provision of patient care, provide information and support on a range of social welfare matters, and provide other services in the areas of aged care and childcare, education support, hospitality, defence, policing and emergency services, security, travel and tourism, fitness, sports and personal services.
Clerical and administrative employees	→ Provide support to managers, professionals and organisations by organising, storing, manipulating and retrieving information.
Sales employees	→ Sell goods, services and property, and provide sales support in areas such as operating cash registers and displaying and demonstrating goods.
Machinery operators and drivers	→ Operate machines, plant, vehicles and other equipment to perform a range of agricultural, manufacturing and construction functions, and move materials.
Labourers	→ Perform a variety of routine and repetitive physical tasks using hand and power tools, and machines either as an individual or as part of a team assisting more skilled workers such as Trades Workers, and Machinery Operators and Drivers.
Other	→ Employees whose work is not defined by above categories.
Graduate	→ Any person employed/recruited by an employer as a graduate (for example a graduate lawyer, graduate accountant etcetera). This does not refer to employees who may have a degree but who are not employed specifically as a graduate.
Apprentice	→ Any person employed by an employer as an apprentice. A trainee is not considered an apprentice so should not be included in this category.

Remuneration

From the 2013-14 reporting period relevant employers must provide remuneration data in the workplace profile.

Category	Definition
Annualised full-time equivalent base salary	→ The annual salary before tax, including salary sacrificed items, but excluding allowances, superannuation and any other additional payments.
Annualised full-time equivalent total remuneration	→ Includes base salary plus any additional benefits whether payable directly or indirectly, whether in cash or in a form other than cash. Includes bonus payments (including performance pay), superannuation, discretionary pay, overtime, other allowances and other (for example share allocations).
Bonus/performance pay (annualised full-time equivalent)	→ A payment in addition to base salary that is usually communicated with the employee at the beginning of a period, for example an annual target incentive, is performance related and based on a performance management process. Payment is usually made on an annual basis.
Superannuation (annualised full-time equivalent)	<ul style="list-style-type: none"> → A payment to an employee's regulated benefit fund available for her/him in retirement. → Employers are required by law to pay a proportion of an employee's salaries and wages into a superannuation fund.
Discretionary pay (annualised full-time equivalent)	→ Is a payment that is over and above the requirements of the position and is not part of the performance pay system. Sometimes referred to as "ad-hoc", it is not normally quantified in advance and is usually paid after the event.
Overtime	→ A payment in addition to base salary made to employees when they are required to work more than the ordinary hours of work or outside the ordinary spread of hours.
Other allowances (annualised full-time equivalent)	→ Other payments in addition to base salary. Examples include first-aid, meals, clothing, vehicle, and living away from home allowances.

Definitions of key terms in the benchmark report and technical user manual

Statistical terminology

Statistical methods and definitions used in calculating the various benchmarks.

Category	Definition
Percentage	<ul style="list-style-type: none">→ Parts per 100. A portion of a whole expressed as a number rather than a fraction.
Numerator	<ul style="list-style-type: none">→ In a percentage calculation, this is the top number of the calculation.→ It shows the number of parts that are in the calculation and is divided by the total number of parts.
Denominator	<ul style="list-style-type: none">→ In a percentage calculation, this is the bottom part of the calculation.→ It is used to divide the numerator and shows the total number of parts.
Median	<ul style="list-style-type: none">→ The middle value in an ordered sequence of numbers. When split in half, half the data will fall below the median and the other half will fall above the median.
Quartile	<ul style="list-style-type: none">→ Splitting an ordered sequence of numbers into equal quarters.→ There are 3 quartiles, that split the data into 4 quarters:<ul style="list-style-type: none">○ Quartile 1 = lower quartile = 25th percentile○ Quartile 2 = Median = 50th percentile○ Quartile 3 = upper quartile = 75th percentile
Percentile	<ul style="list-style-type: none">→ In an ordered sequence of numbers, the nth percentile indicates the value where n% are below it.→ The 25th percentile is the same as to the 1st quartile.
Average	<ul style="list-style-type: none">→ A measure that represents the centre of a data set.→ Is calculated by summing each individual unit and dividing by the total number of units.
Mean	<ul style="list-style-type: none">→ Another term for 'average' (see above).
Weighted average	<ul style="list-style-type: none">→ A weighted average is used when an average needs to be calculated from a set of averages.→ It is the average of a set of averages that is weighted by the number of units in each average.

Other

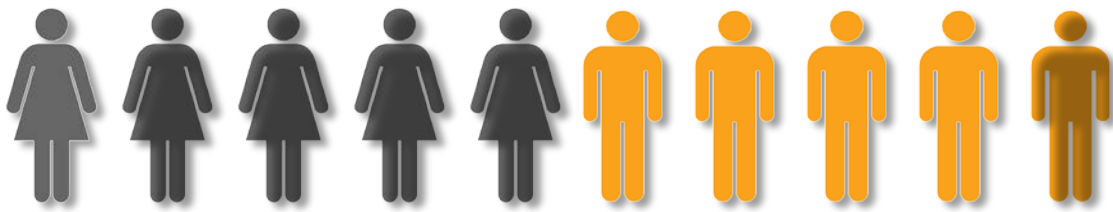
Category	Definition
Gender	→ Gender is defined as female or male as per the Act.
Gender pay gap (GPG)	→ Represents the difference between women's and men's average annualised full-time equivalent earnings, expressed as a percentage of men's earnings.

Calculations

This section is intended to clarify how benchmarks are calculated. Percentages are used throughout the benchmark report to enable comparisons between different industry categories or groups of different sizes.

The data collected by the WGEA comprises population level data. Arguments often put forward around applying tests of significance to population level data include the existence of measurement error and that data collection methods (despite having an entire population in scope) more often than not result in only a sample being collected, due to non-responses and other issues. It is important to note that the data collected in the WGEA reporting process is very different from drawing a random sample from a population and subsequently testing how representative this sample is. This population represents non-public sector organisations with 100 or more employees.

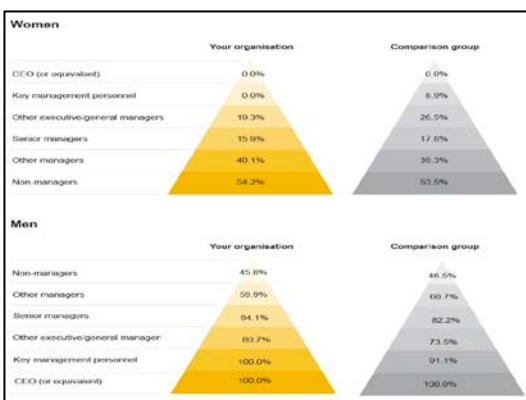
GEI 1: Gender composition of the workplace



Reporting under GEI 1 provides information about the gender composition of the workforce in a standardised format. It is intended to cover a range of workforce characteristics including occupation and employment status.

In addition to salary data collected as part of the workplace profile, relevant questions in the reporting questionnaire relate to the existence of formal policies or strategies to support gender equality in the workforce.

Benchmarks 1.1 – 1.6: Gender composition of the workplace



These benchmarks show the distribution of women and men by management level or occupational category and employment status. The measure of the percentage of employees is used to enable direct comparisons across different categories, as well as other organisations of similar size or function. These benchmark results have been calculated using data from the workplace profile.

Your organisation's results

To calculate the percentage each gender in a management level or occupational category and employment status, the number of employees of the specific gender were divided by the total number of employees.

For example, the formula for an occupation or management category is:

$$\text{Female percentage} = (y_1 + y_2 + y_3 + y_4 + y_5) / (n_1 + n_2 + n_3 + n_4 + n_5)$$

Where y = number of female employees in category

n = total number of employees in category

Category:

1 = permanent full-time

2 = permanent part-time

3 = contract full-time

4 = contract part-time

5 = casual

To illustrate, the table below shows a worked example of the percentage of female senior managers by employment status.

Organisation A

	Senior managers	Number of females (f)	Total employees (n)	Proportion female f/n (%)
1	Permanent full-time	25	60	41.6
2	Permanent part-time	15	25	60.0
3	Contract full-time	12	27	44.4
4	Contract part-time	6	9	66.6
5	Casual	2	4	50.0
	Total	60	125	48.0

The number of females and the total number of employees are summed to provide column totals. Next, the total number of females is divided by the total number of employees to obtain the percentage of female senior managers, which is 48.0% in this particular organisation.

Comparison group results

The benchmark for the comparison group is calculated similarly to that of an individual organisation, where all employees in the category of interest are included in the measure for the comparison group. For example, to calculate the percentage of females in the comparison group, the total numbers of females are summed and divided by the total number of employees in the comparison group. The table below shows a worked example.

Organisation	Number of females (f)	Total employees (n)	Proportion female f/n (%)
Org A	25	125	20.0
Org B	48	120	40.0
Org C	75	125	60.0
Org D	360	480	75.0
Org E	117	145	80.7
Total	850	1420	59.9

This benchmark calculation is disaggregated by gender and shows the total proportion of employees in a comparison group. This measure was chosen so that employers could see how their organisation aligns with the total proportion of employees in the comparison group. It is also in line with the statistical methodology the Agency uses in its fact sheets and statistical tools on its website.

Benchmark 1.6 shows the percentage of women and men in each non-manager occupational category. The occupational category ‘other’ has not been included in this benchmark as there is no set definition to indicate which skills, qualifications or experiences are required to be a member of this category. It would therefore not be meaningful for an organisation to compare their results in this category with other organisations, as there is no standardised definition.

Benchmark 1.7: Formal policies or strategies to support gender equality

This benchmark shows whether organisations have a formal policy or strategy to support gender equality. It also shows the proportion of organisations that do not have a policy or strategy and the reasons given for this.

This benchmark indicates whether organisations have formal policies or strategies to support gender equality in relation to a number of workplace matters, such as recruitment and promotions.

The benchmark is presented as a table, with the different types of policies or strategies listed in the rows and the “Yes” and “No” options displayed in the column headings. Two responses to the type of policy or strategy available - “Standalone policy/Standalone strategy” and “Policy within another policy/Strategy within another strategy” – were combined to create single categories, “Yes, has a policy” and “Yes, has a strategy”.

To calculate the percentage of organisations that have selected an option, the WGEA divided the number of organisations that have selected the particular option (e.g. “Yes, has a policy”) by the number of organisations in the comparison group. An organisation can select more than one response of the “Yes” or “No” options so the percentages in the row may not equal 100. Your organisation’s results are highlighted in yellow.

	Yes, has a policy	Yes, has a strategy	No	No, currently under development	No, insufficient human resources staff	No, don't have expertise	No, not a priority
Recruitment	30.3%	40.1%	10.5%	4.6%	7.7%	6.3%	13.5%
Retention	12.1%	10.8%	40.4%	14.7%	2.9%	15.4%	8.6%
Performance management processes	12.1%	10.8%	40.4%	14.7%	2.9%	15.4%	8.6%
Promotions	14.5%	13.0%	48.5%	17.6%	3.5%	18.5%	10.3%
Talent identification/identification of high potentials	11.6%	10.4%	38.8%	14.1%	2.8%	14.8%	8.3%
Succession planning	13.9%	12.4%	46.5%	16.9%	3.3%	17.7%	9.9%
Training and development	12.5%	11.2%	41.9%	15.2%	3.0%	16.0%	8.9%
Resignations	17.6%	15.7%	58.6%	21.3%	4.2%	22.4%	12.5%
Key performance indicators for managers relating to gender equality	21.1%	18.8%	70.4%	25.6%	5.1%	26.8%	15.0%
Gender equality overall	25.3%	22.6%	84.4%	30.7%	6.1%	32.2%	18.0%

GEI 2: Gender composition of governing bodies/boards



Reporting under GEI 2 provides information about the gender composition of governing bodies and boards in a standardised format. The term 'governing body' used in this indicator is broad, and means a board of directors, trustees, committee of management, council or other governing authority of the employer. Governing bodies and boards represent the highest level of decision-making responsibility in organisations.

Relevant questions in the reporting questionnaire relate to:

- the existence of governing bodies/boards.
- the gender composition of the governing bodies/boards and any gender targets set for them.

Benchmark 2.1: Gender composition of the governing bodies/boards

Benchmark 2.1: Gender composition of the governing body/board		
	Your organisation	Comparison group (%)
Female chair	Yes	2.5
Female director (%)	33.3	18.8
Male chair	No	98.5
Male director (%)	66.8	83.2

This benchmark shows the distribution of women and men in board chair positions and director positions. The percentages measure enables direct comparison with other organisations of similar size or function.

Your organisation's results

Chair

For an organisation that only has one governing body or board, the results for the chair will display as 100%, depending on the gender of the chair. For example if your organisation had a female chair your results in the table would look like this:

	Your organisation (%)	Comparison group (%)
Female chair/s	100.0	2.5
Male chair/s	0.0	97.5

For an organisation that has listed more than one governing body/board the results for the chair will be calculated as a percentage of all the chairs listed in the report. For example, if your organisation had five governing bodies/boards and two of these bodies/boards had a female chair and three had a male chair, your results in the table would look like this:

	Your organisation (%)	Comparison group (%)
Female chair/s	40.0	2.5
Male chair/s	60.0	97.5

Directors

The percentage of directors combines the number of chairs by gender and the number of other board members by gender to calculate the percentage of directors on the governing bodies/boards. If your organisation had one board with four females (one chair and three board members) and six males, the percentage of female and male directors would be 40% and 60%, respectively.

For organisations that have listed more than one governing body/board, each governing body's or board's gender composition is summed to provide an overall director percentage for each gender for all the governing bodies/boards listed.

Comparison group results

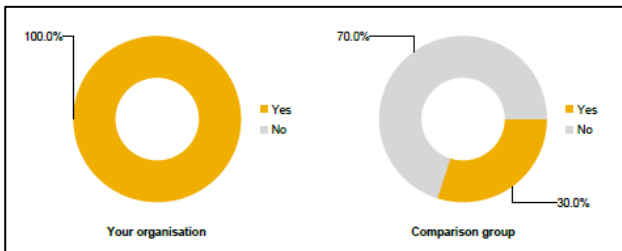
The gender composition of the comparison group is calculated in a similar way to organisations that have listed multiple governing bodies/boards. The number of chairs and board members by gender will be summed across all organisations in the comparison group in order to provide the figures to calculate the percentage of female or male chairs and directors. A worked example is displayed in the table below.

	Number of females	Number of males	Total	Female (%)
Chair/s	1	40	41	2.4
Board members	65	200	265	24.5
Directors	66	240	306	21.6

Benchmark 2.2: Target set for gender composition of governing bodies/boards

This benchmark shows two donut charts representing whether organisations have set targets for the gender composition of their governing bodies/boards. It does not indicate the nature of any targets.

As per the image at left, if your organisation has only one governing body/board, and replied "Yes" indicating that it does have a target set for gender composition, the chart displaying "Your organisation" on the left side will appear in yellow and the label will indicate 100%. Alternatively, if your organisation has only one governing body/board and replied "No" to indicate that it does not have a target set for gender composition, it will appear in grey for "No" and be labelled 0.0%.



If your organisation has multiple governing bodies/boards, the chart on the left will show the proportion of those governing bodies/boards that do have a target set for gender composition in yellow, and the proportion that do not have a target set in grey.

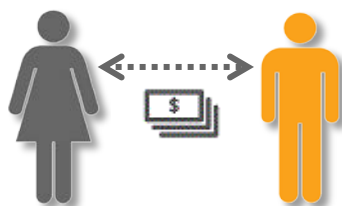
Not all reporting organisations have a governing body/board.

For the comparison group, the yellow part of the graph displays the proportion of governing bodies/boards that do have a target in place for the gender composition of their governing body/board as a proportion of the total number of governing

Benchmark 2.2: Target set for gender composition of governing bodies/boards

bodies/boards. Thus the denominator used in this calculation is the overall number of governing bodies/boards for all organisations.

GEI 3: Equal remuneration between women and men

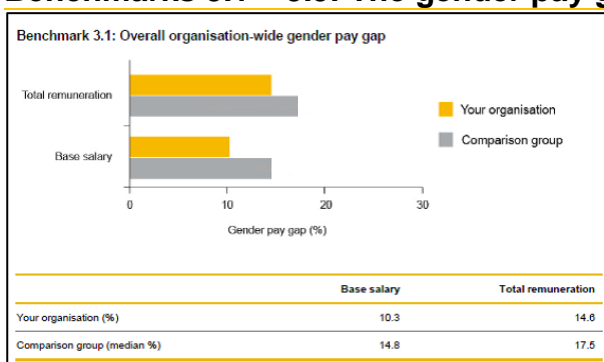


Reporting under GEI 3 provides information about the remuneration of women and men in a standardised format.

In addition to salary data collected as part of the workplace profile, relevant questions in the reporting questionnaire relate to:

- the existence of a formal policy or formal strategy on remuneration
- the inclusion and nature of gender pay equity objectives in formal remuneration policies or strategies
- whether any gender remuneration gap analysis has been undertaken
- any action taken as a result of a gender remuneration gap analysis.

Benchmarks 3.1 – 3.9: The gender pay gap



To show the gender pay gap, the difference in remuneration between women and men across manager categories and non-manager occupations, employment status and salary type is used to enable direct comparisons with other organisations of similar size or industry. These results have been taken from the workplace profile.

Your organisation's results

To calculate the average salary for a given group, a weighted average of salary data is taken across each organisation, weighted against the number of women or men in the specific category. This measure is used as some organisations submitted their organisation's salary data as an average in their aggregated workplace profile. This method ensures that we are not incorrectly averaging an average.

The formula for the average base salary of a professional female is:

$$\text{Weighted average base salary} = ((x_1 * y_1) + (x_2 * y_2) + (x_3 * y_3) + (x_4 * y_4) + (x_5 * y_5)) / (y_1 + y_2 + y_3 + y_4 + y_5)$$

Where x = average salary of professional females in category

y = number of professional females in category

Category:

- 1 = permanent full-time
- 2 = permanent part-time
- 3 = contract full-time
- 4 = contract part-time
- 5 = casual

Here is a worked example:

#	Professional	Average full-time equivalent base salary (x)	Number of females (y)	x * y
1	Permanent full-time	\$85,000	20	\$1,700,000.00
2	Permanent part-time	\$83,500	10	\$835,000.00
3	Contract full-time	\$92,350	5	\$461,750.00
4	Contract part-time	\$91,100	5	\$455,500.00
5	Casual	\$76,000	2	\$152,000.00
	Total		42	\$3,604,250.00
	Weighted average	\$85,815.48		

The average base salary in each row is multiplied by the number of females in that row to calculate the figures in the final column (x * y). These individual calculations are summed together to obtain the total. The final step is to divide the total in column x * y by the total number of females, which gives 3,604,250/42 = 85,815.48.

Once the weighted average has been calculated for each category the gender pay gap is calculated as the difference between the average of all female and all male earnings expressed as a percentage of male earnings.

To continue the example above, if the weighted average for a male professional in an organisation is \$92,346.56, then the gender pay gap for professionals would be:

$$1 - (85,815.48/92,346.56) = 7.1\%$$

The gender pay gap has been calculated in a number of different categories to show how it may vary across different employment statuses, levels of management, and occupational categories.

Comparison group results

Each organisation in the comparison group will have a gender pay gap calculated for each manager/non-manager category.

The method used for calculating the gender pay gap for the comparison group is important because it will influence how an organisation appears to align with that comparison group.

The benchmark for the comparison group is the median, which is where the middle gender pay gap sits in the distribution. To find the median, the organisations in the comparison group are ranked from the organisation with the largest gender pay gap to the one with the smallest. The gender pay gap of the organisation at the middle point is the median. The table below shows a worked example.

	Average full-time equivalent base salary (female)	Average full-time equivalent base salary (male)	Gender pay gap
Org F	\$45,700	\$50,000	8.6%
Org C	\$65,500	\$70,000	6.4%
Org H	\$46,000	\$48,900	5.9%
Org I	\$45,600	\$48,000	5.0%
Org D	\$52,300	\$55,000	4.9%
Org A	\$54,200	\$56,700	4.4%
Org G	\$58,700	\$61,000	3.8%
Org B	\$43,500	\$45,000	3.3%
Org E	\$56,000	\$57,800	3.1%

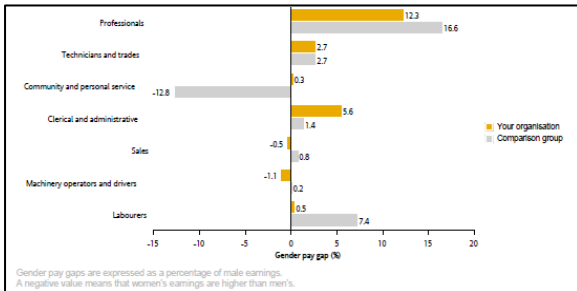
Organisations are arranged in descending order of the size of their gender pay gaps. Because there is an odd number of organisations, the middle or fifth gender pay gap can be taken as the median gender pay gap for the comparison group (4.9%). Note that if the comparison group has an even number of organisations, the median gender pay gap is taken as the lower of the two most central gender pay gaps (GPG) in a range.

The median has been chosen as the benchmark measure rather than the mean (or average) because an organisation's gender pay gap has the potential to have extreme values which may have undue influence on the average, whereas the median is not affected by skewed or extreme values.

Also, consider that all relevant organisations are required to report to the Agency. This means the correct types of statistical methods to use are those relating to populations rather than samples. The mean (as opposed to the median) is often used because it is a more "efficient" estimate of the population average. Since the relevant organisations here comprise the whole of the population, the result is not an estimate. For this reason, the relative efficiency between the mean and median does not apply and neither the mean nor the median is a more efficient estimator.

Fundamentally, the customised confidential benchmark reports are intended to allow reliable comparisons between the gender equality performance of one organisation and groups of other organisations. The best method of presenting central tendency for a group of organisations was investigated, including seeking expert advice from a professional consulting firm, who confirmed the median as the most appropriate measure of central tendency in this case.

Benchmark 3.6: Level by level gender pay gap for base salaries by occupation for non-managers

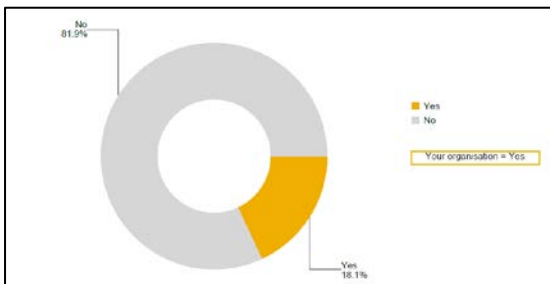


Benchmarks 3.6 and 3.6.1 show the percentage of women and men in each non-manager occupational category. The occupational category ‘other’ has not been included in this benchmark as there is no indication of the skills, qualifications or experiences needed to be a member of this category. It would therefore not be meaningful for an organisation to compare their results in this category with other organisations, as there is no standardised definition.

Benchmark 3.10: Policies and strategies that include specific gender pay equity objectives

This benchmark shows whether organisations have a policy or strategy that includes specific gender pay equity objectives. It also shows the reasons for not having such objectives.

The benchmark is reported in two sections. The first is a donut chart that shows the percentage of organisations that have formal policies and strategies that include specific gender pay equity objectives. The denominator for this calculation is the number of organisations that have a policy or strategy on remuneration in general. If an organisation does not have a policy or strategy on remuneration in general, it is not included in this calculation.

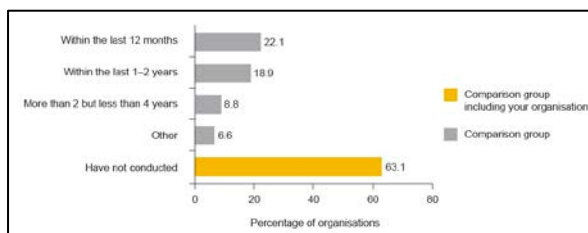


The second section comprises a table of the reasons selected by organisations for not including specific gender pay equity objectives in their remuneration policies and strategies. Percentages in this table are calculated by dividing the number of organisations that have chosen the corresponding reason by the total number of organisations that do not have policies and strategies that include a specific gender pay equity objective. An organisation can select more than one reason so this percentage may not equal 100. Where an organisation responded “No”, their results have been counted in the “No reason provided” category of the table. Your organisation’s results are highlighted in yellow.

Benchmark 3.11: Organisations that have conducted a gender remuneration gap analysis

This benchmark shows whether organisations have conducted a gender remuneration gap analysis, the main reasons for not having conducted one, and the length of time since that one was conducted.

The benchmark is presented in two parts. The first is a bar chart showing the percentage of organisations that have conducted a gender remuneration gap analysis by the length of time since it was conducted. The percentage is calculated as the number of organisations that selected the corresponding option divided by all organisations in the comparison group.

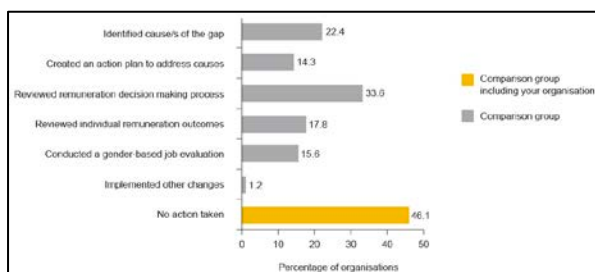


The second section displays a table of the reasons given for not conducting a gender remuneration gap analysis. The percentage of organisations in this table is calculated by dividing the number of organisations that have chosen the corresponding reason by the total number of organisations that did not conduct a gender remuneration gap analysis. An organisation can provide more than one reason so this percentage may not equal 100. Where an organisation responded “No”, their results have been counted in the “No reason provided” category of the table. Your organisation’s results are highlighted in yellow.

Benchmarks 3.12: Actions taken as a result of gender remuneration gap analysis

This benchmark shows the percentage of organisations that indicated they took specific actions in response to the results of a gender remuneration gap analysis. It also shows the reasons they selected for not taking action.

This benchmark is calculated from two questions: “Has a gender remuneration gap analysis been undertaken?” and “Were any actions taken as a result of your gender remuneration gap analysis?” An organisation can select from a list of actions if they have taken action, or select a reason for not taking any action.



The benchmark is presented in two parts. The first section is a bar chart showing the percentage of organisations that have taken action in response to a gender remuneration gap analysis. The percentage is calculated by dividing the number of organisations that selected the corresponding option by the total number of organisations that have conducted a gender remuneration gap analysis (organisations that selected “Yes” in benchmark 3.11).

The second section shows a table of the

Benchmarks 3.12: Actions taken as a result of gender remuneration gap analysis

standardised reasons given for not taking any action on the results of the gender remuneration analysis. The percentage of organisations in this table is calculated by dividing the number of organisations that have chosen the corresponding reason by the number of organisations that did not take action as a result of their gender remuneration gap analysis. An organisation can provide more than one reason so this percentage may not equal 100. Where an organisation just responded “No”, their results have been counted in the ‘No reason provided’ category of the table. Your organisation’s results are highlighted in yellow.

GEI 4: Flexible working arrangements and working arrangements supporting carers



Reporting under GEI 4 provides information about the availability and utility of employment terms, conditions and practices relating to:

- flexible working arrangements for employees
- working arrangements to support employees with family or caring responsibilities.

Relevant questions in the reporting questionnaire relate to:

- the existence of formal policies or formal strategies on flexible working arrangements and to support employees with family and caring responsibilities
- the availability of non-leave based measures to support employees with families and caring responsibilities
- Paid parental leave, and family and domestic violence support, are not presented in the benchmarks reports but the aggregate results are available through the WGEA data explorer on the wgea.gov.au website.

Benchmarks 4.1 and 4.2: Formal policies or strategies on flexible working arrangements, and to support employees with family and caring responsibilities, respectively

Benchmark 4.1: Formal policies or strategies on flexible working arrangements	
Policy or strategy	% of organisations
Policy	65.2
Strategy	33.2
No, because:	3.2
Currently under development	11.6
Insufficient human resources staff	12.4
Included in workplace agreement	3.1
Don't have expertise	3.3
Don't offer flexible work arrangements	7.8
Not a priority	22.5
No reason provided	1.1
Other	50.2

These benchmarks show whether organisations have formal policies or strategies on flexible working arrangements and formal policies and strategies to support employees with family and caring responsibilities.

These benchmarks are presented as a table showing the percentage of organisations that have a policy or strategy, and the percentage of organisations that selected each of the reasons for not having a policy or strategy. Some categories have been combined to create those in the table. For example, two responses to the type of policy or strategy available - “Standalone policy/Standalone strategy” and “Policy within another policy/Strategy within another strategy” – were combined to create single categories, “Policy” and “Strategy”.

The percentages in each of the first three rows are then calculated as percentages of all organisations in the comparison group. As the organisation may select that they have both some form of policy and some form of strategy, this percentage may not equal 100. From the fourth row, the tables show the reasons given for not having a formal policy or strategy. These percentages of organisations are calculated by dividing the number of organisations that have chosen the corresponding reason by the number of organisations that did not have a formal policy or strategy. Where an organisation responded “No”, their results have been converted into the “No reason provided” category of the table. An organisation can provide more than one reason so this percentage may not equal 100. Your organisation’s results are highlighted in yellow.

Benchmarks 4.3 and 4.4: Percentage of organisations that have formal and informal flexible working arrangements (by type) available to managers and non-managers, respectively

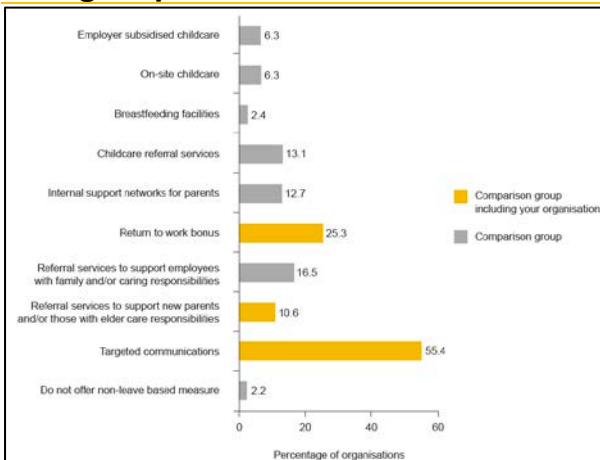
Benchmark 4.3: Percentage of organisations that have formal and informal flexible working arrangements (by type) available to managers

	Female		Male	
	Formal	Informal	Formal	Informal
Flexible hours of work	12.0	47.6	10.7	53.0
Compressed working week	13.3	22.1	12.8	13.8
Time-in-lieu	52.7	52.7	47.5	47.5
Telecommuting	23.4	23.4	23.4	23.4
Part-time work	60.8	60.3	54.1	54.3
Job sharing	11.2	11.2	11.2	11.2
Carer's leave	100.0	100.0	100.0	100.0
Purchased leave	20.1	20.1	20.1	20.1
Unpaid leave	20.1	20.1	20.1	20.1

These benchmarks show what types of formal and informal flexible working arrangements organisations make available to their employees, broken down by gender and by manager and non-manager categories. These benchmarks are presented as tables displaying the percentage of organisations that offer these types of arrangements.

To calculate the percentage of organisations that have each type of flexible working arrangement, the number of organisations that have chosen each type is divided by the number of organisations in the comparison group. For example, if there were 40 organisations in the comparison group and 30 of these organisations offered time-in-lieu to their non-managers, the percentage of organisations that offered this particular flexible working arrangement would be shown as 75.0%. Your organisation's results are highlighted in yellow.

Benchmark 4.5: Non-leave based measures to support employees with family and caring responsibilities



This benchmark shows the types of non-leave based measures organisations offer to support their employees with family and caring responsibilities.

The benchmark results are presented as a bar chart. Each non-leave based measure has been calculated by dividing the number of organisations that selected each type by the total number of organisations in the comparison group. For the bar that represents the percentage of organisations that do not offer any leave based measures, this has been calculated by dividing the number of organisations that selected at least one of the “No” responses in the first question, by the number of organisations in the comparison group. Your organisation’s results are highlighted in yellow.

GEI 5: Consultation on gender equality



Reporting under GEI 5 provides information about consultation that occurs between employers and employees on issues concerning gender equality in the workplace. Examples of consultation include employee surveys and focus groups.

Relevant questions in the reporting questionnaire relate to:

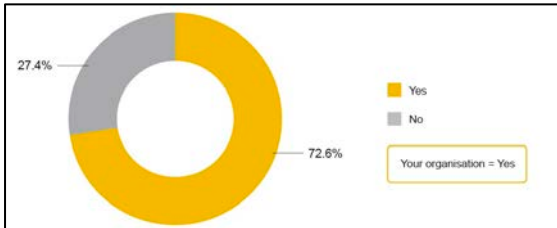
- whether employee consultation around gender equality issues in the workplace has taken place
- the type of consultation that has taken place
- categories of employees consulted.

Benchmark 5.1: Consultation with employees on gender equality in the workplace

This benchmark shows whether organisations consult with employees on gender equality in the workplace and, if not, their reasons for not consulting. The benchmark is presented in two sections – a donut chart and an accompanying table.

The chart shows the percentage of organisations that have consulted with employees on gender equality in the workplace. The denominator for this calculation is all organisations in the comparison group.

The table displays the percentage of organisations that selected each reason for not consulting with employees on gender equality in the workplace. The percentage of organisations in this table is calculated by dividing the number of organisations that have chosen the corresponding reason by the number of organisations that did not consult with employees on gender equality in the workplace. An organisation can provide more than one reason so this percentage may not equal 100. Where an organisation responded simply “No”, their results have been converted into the “No reason provided” category of the table. Your organisation’s results are highlighted in yellow.

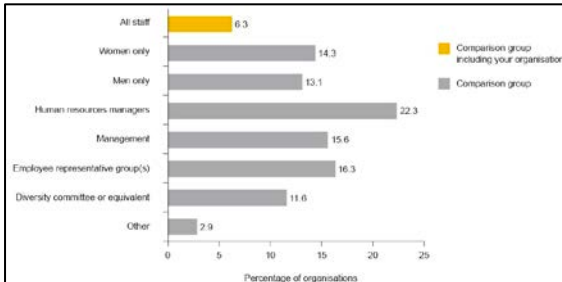


Benchmark 5.2: Mode of employee consultation

This benchmark shows what modes of employee consultation are undertaken by organisations on gender equality in the workplace. The benchmark is presented as a table showing the percentage of organisations that selected each mode. More than one response is permitted, so the percentages may not total to 100. Percentages were calculated by dividing the number of organisations in the comparison group that selected a mode of employee consultation by all organisations in the comparison group that have consulted with employees on gender equality in the workplace. Your organisation’s results are highlighted in yellow.

Benchmark 5.2: Mode of employee consultation		
	Your organisation	% of organisations
Survey	Y	89.2
Consultative committee or group	N	25.5
Focus groups	N	10.6
Exit interviews	Y	70.8
Performance discussions	Y	75.4
Other	N	10.9

Benchmark 5.3: Categories of employees consulted



This benchmark shows what categories of employees have been consulted by organisations about gender equality in the workplace. The benchmark is presented as a bar chart showing the percentage of organisations that selected each employee category. Of the first three responses, organisations could only select one of “All staff”, “Women only” or “Men only”. However, they were able to select more than one of the remaining responses, including “Human resource managers”, “Management”, “Employee representation group/s”, “Diversity committee or equivalent” or “Other”. More than one response is permitted, so the percentages may not sum to 100. Percentages were calculated by dividing the number of organisations in the comparison group that selected a particular category of employees by all organisations in the comparison group that consulted with employees on gender equality in the workplace. Your organisation’s results are highlighted in yellow.

GEI 6: Sex-based harassment and discrimination



Reporting under GEI 6 provides information on an organisation’s policies or strategies for preventing sex-based harassment and discrimination.

Relevant questions in the reporting questionnaire relate to:

- the existence of a formal policy or formal strategy on sex-based harassment
- the existence of a grievance policy within a formal policy or strategy on sex-based harassment
- training for managers on preventing sex-based harassment and discrimination.

Benchmark 6.1: Policies or strategies on sex-based harassment and discrimination prevention

This benchmark shows whether organisations have formal policies or strategies on sex-based harassment and discrimination prevention, reasons chosen for not having such policies or strategies.

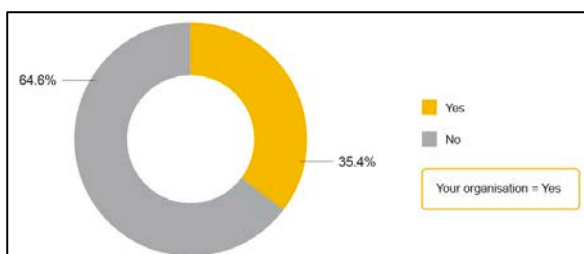
This benchmark is presented as a table showing the percentage of organisations that have a policy or strategy on the prevention of sexual discrimination and harassment, and the percentage of organisations that selected each of the reasons for not having a policy or strategy. Some categories have been combined to create those in the table. For example, two responses to the type of policy or strategy available - “Standalone policy/Standalone strategy” and “Policy within another policy/Strategy within another strategy” – were combined to create single categories, “Policy” and “Strategy”.

Benchmark 6.1: Policies or strategies on sex-based harassment and discrimination prevention	
Policy or strategy	% of organisations
Policy	65.2
Strategy	33.2
No, because:	13.2
Currently under development	11.6
Insufficient human resources staff	12.4
Included in workplace agreement	10.3
Don't have expertise	3.3
Not a priority	22.5
No reason provided	1.1
Other	50.2

Note the column percentages in this table do not necessarily add to 100% because multiple responses are allowable – for example, an organisation may have both a policy and a strategy.

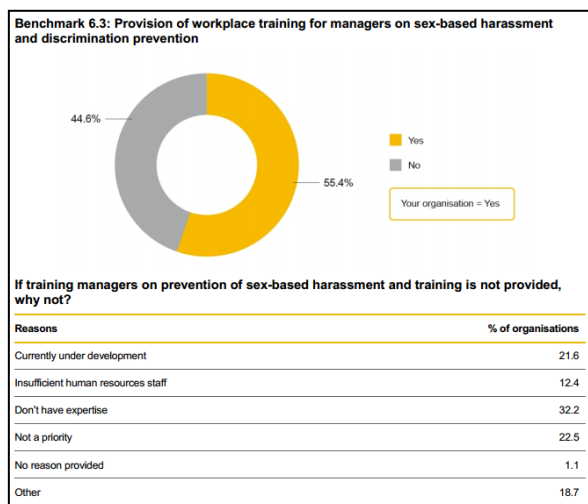
The percentages in each of the first three rows are calculated as percentages of all organisations in the comparison group. As the organisation may select that they have both some form of policy and some form of strategy, these percentages may not total 100. The table then shows the percentages of organisations that selected each of the reasons for not having a formal policy or strategy. These percentages are calculated by dividing the number of organisations that have chosen the corresponding reason by the number of organisations that did not have a formal policy or strategy. Where an organisation responded “No” without choosing a reason, their results have been counted in the “No reason provided” category of the table. An organisation can provide more than one reason so this percentage may not equal 100. Your organisation’s results are highlighted in yellow.

Benchmark 6.2: Grievance processes in sex-based harassment and discrimination prevention policies and strategies



This benchmark shows whether organisations’ policies or strategies on sex-based harassment and discrimination prevention include grievance processes. The benchmark is presented as a donut chart showing the percentage of organisations that responded “Yes” to having a grievance policy divided by the number of organisations that have policies and strategies on sex-based harassment and discrimination prevention. Your organisation’s results are highlighted in yellow.

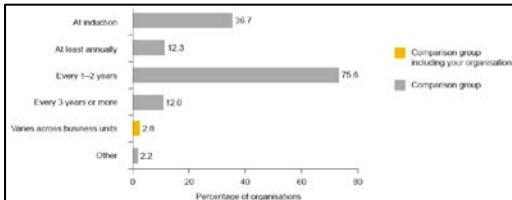
Benchmark 6.3: Provision of workplace training for managers on sex-based harassment and discrimination prevention



This benchmark shows whether organisations provide workplace training for managers on sex-based harassment and discrimination prevention, and the reasons selected for not offering such training. The benchmark is presented in two sections – a donut chart and a table. The chart shows the percentage of organisations in the comparison group that provide workplace training for managers on sex-based harassment and discrimination prevention. The denominator for this calculation is the number of organisations in the comparison group.

The table shows the percentage of organisations that selected each reason for not providing training. The percentages of organisations in this table are calculated by dividing the number of organisations that chose the corresponding reason by the total number of organisations that do not provide workplace training for managers on sex-based harassment and discrimination prevention. An organisation can select more than one reason so these percentages may not total 100. Where an organisation responded “No”, their results have been converted into the “No reason provided” category of the table. Your organisation’s results are highlighted in yellow.

Benchmark 6.4: Frequency of workplace training for managers on sex-based harassment and discrimination prevention



This benchmark shows how often organisations provide workplace training for managers on sex-based harassment and discrimination prevention. The benchmark is presented as a bar chart showing the percentage of organisations that selected each frequency of training. The percentages were calculated by dividing the number of organisations that offer workplace training to managers on sex-based harassment and discrimination in a specific time period by the total number of organisations in the comparison group that offer workplace training on sex-based harassment and discrimination prevention. An organisation can provide more than one reason so these percentages may not total 100. Your organisation's results are highlighted in yellow.

Appendix 1: Abbreviations and FAQs

Abbreviations

→ Act	- <i>Workplace Gender Equality Act 2012</i>
→ ABS	- Australian Bureau of Statistics
→ Agency	- Workplace Gender Equality Agency
→ CEO	- Chief Executive Officer
→ GEI	- Gender equality indicator
→ GPG	- Gender pay gap
→ KMP	- Key management personnel
→ N/A	- Not applicable
→ The WGEA or “the Agency”	- the Workplace Gender Equality Agency

FAQ's

How do I get more benchmark reports like this?

Only authorised report contacts may access these customised confidential reports. If you have an AUSKEY, log onto the Benchmarks tab of the WGEA online-portal (see wgea.gov.au).

What is meant by ‘reporting organisations’?

These are organisations that submit reports to the WGEA. All non-public sector organisations with 100 or more employees are required under the Act to submit an annual compliance to the Agency. In 2014, a total of 4,354 reporting organisations were included in the benchmarks dataset.

What is my comparison group?

The comparison group is the group of organisations (*including* your organisation) that meet the criteria for the respective categories (industry and organisation size) chosen upon generation of your benchmark report. The comparison group can be customised for each report. The specific comparison group in your report is described on page 2 of the benchmark report.

What is the sample size of my comparison group?

The sample size is displayed in the report header on each page, and also on page 2 of each benchmark report. The minimum possible sample size is five organisations.

How many employees are covered by my comparison group?

This information is displayed on page 2 of each benchmark report.

How can I get a larger comparison group?

Log onto the Benchmarks tab of the WGEA secure portal and choose a report at the ALL level (includes all 4,354 organisations in the dataset), or at the Industry Division (ANZSIC) level, or choose all organisations of a similar size to your organisation.

How can I limit the comparison group just to organisations very similar to mine?

You can choose to narrow your comparison group to organisations in the same Industry Subdivision (2 digit ANZSIC code), Industry Group (3 digit ANZSIC code) or Industry Class (4 digit ANZSIC code) and/or in the same organisation size category (e.g. 1000+ employees). The minimum sample size is five organisations. If there are less than five organisations in the group you have chosen, you will not have the option to download that particular type of report.

What is the best sample size for a comparison group?

A larger sample is usually better for comparison purposes. A small sample (e.g. 5-15 organisations) may be unduly influenced by a few organisations. If you find the benchmarks seem rather 'empty' you are advised to choose a report in the portal where the comparison group has a larger sample size.

What is meant by “N/A” or “0.0” in the report?

A result of “N/A” or “0.0” means that the results are not available for that particular question or category, because:

- your organisation does not have any employees in that category (e.g. no trades and technician workers)
- your organisation has 100% of one gender in that category
- there is no difference in pay between females and males in that category (specific to benchmarks dealing with the gender pay gap)
- your organisation has not answered the particular question in the questionnaire (e.g. no governing body/board).

What is meant by “Benchmark not available” in a report?

A result of “This benchmark is not available in this report” indicates that:

- the data needed for this benchmark are not being collected for the current reporting period
- the benchmark is based on a time series measure and there is only one year's data available
- the benchmarks that present results for reporting level from the CEO are only available when the comparison group chosen includes an organisational size category.

Where else is this data available?

- The WGEA has made the non-confidential 2013-14 reporting data available through our interactive data centre in the form of a data visualisation tool (the [Data Explorer](#)).
- An aggregated dataset without any remuneration or pay-gap data was made available in November 2014 on the data.gov.au website.
- The WGEA will use the data for further research and analysis, and to create reports and education materials (see wgea.gov.au).

How can I make a summary of this report for my executive or for my governing body/board?

See the WGEA Benchmarks insights guide and website for the communication templates.

How can I make sense of the information displayed in my benchmark report?

Read the [*Benchmark insights guide*](#) available on the WGEA website.

How can I improve against my benchmark performance?

See the [*Gender strategy toolkit*](#) – available under ‘learn’ on the WGEA website.