# 2024 Equal Employment Opportunity Annual Collection

## Purpose of this collection

The Public Sector Commission conducts the equal employment opportunity (EEO) annual collection on behalf of the Director of Equal Opportunity in Public Employment as a way of assisting authorities to fulfil annual reporting obligations under Part IX of the *Equal Opportunity Act 1984* (EO Act).

Under sections 145 and 146 of the EO Act, each authority must prepare and implement an Equal Employment Opportunity Management Plan and report annually. From time to time, plans may be amended and revised copies must be provided to the Director.

## Timeframe to complete your response

You must complete your response **online** between **Tuesday 26 March and Tuesday 30 April 2024**.

## Who and what is being captured in the collection

This annual collection is based on activities and programs related to equal employment opportunities undertaken by your authority **between 1 April 2023 and 31 March 2024**.

It is provided to all public sector agencies, local governments, public universities, government trading enterprises and other authorities. For the purposes of this collection, the term ‘authority’ is used throughout to refer to all these entities.

## Authorisation

The online submission is made with the approval of the head of your authority.

## Changes since 2023

The 2024 collection has been streamlined to support authorities to balance reporting obligations and provide information of value. Key changes include:

* simplified questions about Equal Employment Opportunity Management Plans, activities, programs and cultural awareness training
* request for information about activities which focus on improving gender pay gap and equity index outcomes.

## Structure of the collection

Questions that only relate to non-public sector agencies (such as local governments, public universities, government trading enterprises and entities listed under Schedule 1 of the PSM Act) are indicated by a purple outline. Questions that only relate to public sector agencies are indicated by a blue outline.

The workforce data spreadsheet (to be completed by local governments, public universities, government trading enterprises and other authorities) is identical in format to the 2023 collection (see spreadsheet for additional guidance).

Public sector agencies that report quarterly workforce data through the Commission’s Human Resource Minimum Obligatory Information Requirements (HR MOIR) do not need to complete the workforce data spreadsheet.

## Data storage and management

Data storage through the online collection tool is compliant with the information security requirements of AS ISO/IEC 27001:2015 – Information technology – Security techniques – Information security management systems – Requirements. Access to the system is managed by the Data Analytics and Technology division at the Commission, and roles are managed to ensure controlled access to data.

## Using and sharing collected data

Your authority’s submission provides the Commission and Director with valuable information about your authority’s workforce diversity and informs development of:

* the [Director’s report](https://www.wa.gov.au/government/document-collections/director-of-equal-opportunity-public-employment-annual-reports) to the Premier under section 144 of the EO Act
* the [Public Sector Commissioner’s report](https://www.wa.gov.au/government/document-collections/state-of-the-wa-government-sector-workforce) to Parliament under section 22D of the *Public Sector Management Act 1994*
* guidelines to assist authorities in preparing Equal Employment Opportunity Management Plans, and workforce and diversity plans.

The workforce data collection process provides your authority with a summary of your diversity profile. In gathering this data for submission, authorities are encouraged to review how information about diversity and inclusion is collected and stored, and whether it is fit for purpose.

The data and information you provide is published by the Director as part of the Director of Equal Opportunity in Public Employment annual report and by the Commission as part of the Statistical Bulletin associated with the annual State of the WA Government Sector Workforce report. Data may be aggregated or de-identified for public use.

In addition to annual reporting, data may also be used in responses to Parliamentary questions and other matters relevant to the functions of the Director and Commission.

From time to time there are requests for information relating to data in this collection. The Commission considers these requests on an individual basis. Any personal data shared on this basis is de-identified for public use.

## Guidance notes

This document contains all the questions and answer options for the 2024 annual collection along with guidance notes to help your authority prepare its response. It also helps you to gather the required information and approvals ahead of completing your submission online.

Guidance notes may be updated from time to time and you are encouraged to check online before completing the collection.

## Reporting tool

Your submission must be made online.

When the collection is opened, your authority receives a link to complete the annual collection online. This link is unique to your authority. Do not share this link with other authorities.

The link may be shared in your authority, recognising that different users may need to complete and review responses before submission. While users may collaborate to complete your submission, it is recommended that only one user accesses the tool at any one time to ensure responses are saved correctly.

Your submission may be completed in multiple sittings. Responses are automatically saved when you click the **Next** or **Previous** button at the bottom of each page. If you cannot locate the **Next** button on any page, please scroll down until it is visible.

## Navigating the online reporting tool

A table of contents panel on the lefthand side of the screen can be expanded or minimised by selecting the **3 bars icon**. Most questions in this collection require a response before proceeding to the next question.

As you complete each section a tick appears. You can navigate back to previously answered questions at any time using the table of contents.

Depending on your responses, you may skip some questions or be asked to complete additional information. Please take care to provide accurate information and ensure all reporting requirements are met.

All sections of the collection must have a tick before you submit the survey.

All text based answers have a 1,000 character limit (approximately 150 words). To provide additional information above this limit, email eeoreporting@psc.wa.gov.au and include your authority name and the question your information relates to.

## Contact

If you have any questions or experience technical issues please email eeoreporting@psc.wa.gov.au.

## 2024 Equal Employment Opportunity annual collection: Guidance notes

### SECTION A: WORKFORCE DATA

This question is only displayed to local governments, public universities, government trading enterprises and other authorities.

1. Provide workforce data in the attached spreadsheet by uploading a copy of your Excel file on the page in the survey tool. A blank spreadsheet template is on [WA.gov.au](https://www.wa.gov.au/government/publications/about-our-workforce-data) and a copy can be downloaded through the online collection tool.

**Guidance notes**

The workbook includes a dashboard page which, once you have entered your workforce data, displays your authority’s diversity statistics across a number of metrics. The information displayed is also useful for answering later questions in this collection.

**Technical requirements**

* The spreadsheet template includes instructions and guidance on how to enter your workforce data.
* Your file should be named **YourAuthorityName\_WorkforceData** when uploading to the collection platform.
* File types accepted for upload are **.xls, .xlsx, .xlmx and .zip**.
* Only one file can be uploaded and file size is limited to **100MB**. If you have multiple or oversized images/files, zip these together before uploading.
* To replace a file uploaded in error, click in the ‘file upload’ area and select a new file. This overwrites the incorrect file.
* The number of rows of data that can be entered in the template is limited. If you require an expanded spreadsheet, contact us.

**Worked example for calculating equivalent annual salary**

An employee works part time, 4 days (32 hours) per week. They were paid $40,000 gross salary for the full financial year. Under their award, a full time employee works 40 hours per week.

Their equivalent annual salary is therefore $50,000:

* ($40,000 divided by 4 days multiplied by 5 days) or
* ($40,000 divided by 32 hours multiplied by 40 hours).

For casual employees it is easiest to refer to the relevant award that contains a table showing the equivalent annual salary for each casual hourly rate.

**NOTE**: Public sector agencies that report quarterly workforce data through the Commission’s Human Resource Minimum Obligatory Information Requirements (HR MOIR) **do not** need to complete the workforce data spreadsheet.

### SECTION B: EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLANS

**If Commission records indicate your EEO management plan has expired the following question is displayed:**

1. Our records indicate your EEO management plan or workforce and diversity plan has expired. Upload your current EEO management plan or workforce and diversity plan.
* Click here to upload a copy.
* The plan is being updated and will be submitted to workforceanddiversity@psc.wa.gov.au when ready.
* The expired plan has not been updated.
* The plan is not expired (provide details)

**Guidance notes**

The Commission supports authorities to develop and implement EEO management plans.

Diversity should be a key element in workforce planning. Integrating workforce and diversity planning reduces your authority’s administrative burden by having a single plan that drives diversity and inclusion outcomes, and anticipates workforce needs in a changing public sector environment while still meeting your authority’s legislative obligations.

This question aims to understand the extent to which your authority has an EEO management plan and/or workforce and diversity plan.

**Technical requirements**

If you select **Click here to upload a copy** you are prompted to upload a copy of this plan.

* Files should be named **AuthorityName\_PlanName** when uploading to the collection platform.
* File types accepted are **.doc**, **.docx**, **.pdf** and **.zip**.
* Only one file can be uploaded and is limited to **100MB**. If you have multiple or oversized files, zip these together before uploading.
* To replace a file uploaded in error, click in the ‘file upload’ area and select a new file. This overwrites the incorrect file.

### SECTION C: ACTIVITIES

**Section guidance**

The following questions aim to understand:

* activities and programs undertaken in the period 1 April 2023 to 31 March 2024 to address the representation of, promote the inclusion of and/or reduce discrimination against identified diversity groups in your authority’s workforce
* the results achieved by these activities and programs
* any additional factors (internal or external) that may have influenced the representation of identified diversity groups in recent years
* activities and programs planned for the next 12 months to improve the representation of, promote the inclusion of and/or reduce discrimination against identified diversity groups in your authority’s workforce
* the results these planned activities and programs aim to achieve.

Your authority should analyse statistics and consider performance against your sector, community demographics and core business requirements.

In completing these questions it is expected your authority references resources such as your authority’s EEO management plan or workforce and diversity plan, the [Workforce Diversification and Inclusion Strategy for WA Public Sector Employment 2020-2025](https://www.wa.gov.au/government/publications/workforce-diversification-and-inclusion-strategy-wa-public-sector-employment-2020-2025) and related action plans. Your authority should include:

* a brief description of the activities and programs, their purpose, and how they were evaluated
* observations such as barriers which may have impacted outcomes and how these were managed
* how the activities and programs link to service delivery, policy and government priorities.

Examples of employment focused activities and programs include training materials, measures to achieve equality, conscious and unconscious bias, leadership strategies, mentoring, employee networks, accessibility, senior leader champions, celebrating diversity employment pathways.

**Technical requirements**

* There is a **1000 character limit** (approximate 150 words) to each free text field. Additional information can be provided to eeoreporting@psc.wa.gov.au

You are required to provide at least 3 activities across the diversity groups and have the opportunity to report up to 10 activities.

1. **What activities and programs has your authority undertaken in the period 1 April 2023 to 31 March 2024 to improve the representation of, promote the inclusion of and/or reduce discrimination against any of the following 6 diversity groups in your authority’s workforce? What results were achieved?**
* Women
* Youth (people aged 24 years and younger)
* Aboriginal and Torres Strait Islander people
* Culturally and linguistic diverse people
* People with disability
* People of diverse sexualities and genders

**Guidance notes**

Authorities must provide a response for 3 activities, up to a maximum of 10.

In your response, consider the activities and programs you provided in last year’s collection as planned activities.

While community focused activities and programs address the broader principles of equal opportunity, this question is focused on equal employment opportunity and should only address what your authority delivered in your workforce. New and ongoing activities may be reported.

|  |  |
| --- | --- |
| Activity/program 1 |       |
| Results 1 |       |

|  |  |
| --- | --- |
| Activity/program 2 |       |
| Results 2 |       |

|  |  |
| --- | --- |
| Activity/program 3 |       |
| Results 3 |       |

|  |  |
| --- | --- |
| Activity/program 4 |       |
| Results 4 |       |

|  |  |
| --- | --- |
| Activity/program 5 |       |
| Results 5 |       |

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| --- | --- |
| Activity/program 6 |       |
| Results 6 |       |

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| --- | --- |
| Activity/program 7 |       |
| Results 7 |       |

|  |  |
| --- | --- |
| Activity/program 8 |       |
| Results 8 |       |

|  |  |
| --- | --- |
| Activity/program 9 |       |
| Results 9 |       |

|  |  |
| --- | --- |
| Activity/program 10 |       |
| Results 10 |       |

1. **What activities and programs does your authority plan to commence in the next 12 months to improve the representation of, promote the inclusion of and/or reduce discrimination against any of these 6 diversity groups in your authority’s workforce? What results does your authority aim to achieve?**

**Guidance notes**

Authorities must provide a response for 3 activities, up to a maximum of 10.

While community focused activities and programs address the broader principles of equal opportunity, this question is focused on equal employment opportunity and should only address what your authority plans to deliver in your workforce.

|  |  |
| --- | --- |
| Planned activity/program 1 |       |
| Desired results 1 |       |

|  |  |
| --- | --- |
| Planned activity/program 2 |       |
| Desired results 2 |       |

|  |  |
| --- | --- |
| Planned activity/program 3 |       |
| Desired results 3 |       |

|  |  |
| --- | --- |
| Planned activity/program 4 |       |
| Desired results 4 |       |

|  |  |
| --- | --- |
| Planned activity/program 5 |       |
| Desired results 5 |       |

|  |  |
| --- | --- |
| Planned activity/program 6 |       |
| Desired results 6 |       |

|  |  |
| --- | --- |
| Planned activity/program 7 |       |
| Desired results 7 |       |

|  |  |
| --- | --- |
| Planned activity/program 8 |       |
| Desired results 8 |       |

|  |  |
| --- | --- |
| Planned activity/program 9 |       |
| Desired results 9 |       |

|  |  |
| --- | --- |
| Planned activity/program 10 |       |
| Desired results 10 |       |

These questions are only displayed to public sector agencies.

1. **Describe how your activity(ies) have increased, or aim to increase, the equity index for diverse group(s).**
2. **Describe how your activity(ies) may have contributed to addressing the gender pay gap in your agency.**

**Guidance notes**

In April 2023, the Public Sector Commissioner required agencies to set targets to improve the equity index for diverse groups, conduct an annual gender pay gap audit and compare results to sectorwide performance.

These actions arise from the Workforce Diversification and Inclusion Strategy, specifically the action plans for women, Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people, and people with disability.

Agencies were advised they would be required to report on the implementation of these actions in the 2024 EEO annual collection.

### SECTION D: CULTURAL AWARENESS TRAINING

These questions are only displayed to public sector agencies.

1. **At 31 March 2024, how many of your employees are required to have completed** [**Aboriginal and Torres Strait Islander cultural awareness training**](https://www.wa.gov.au/service/human-resource-management/training-and-development/aboriginal-and-torres-strait-islander-cultural-awareness-training)**?**

Number of employees required to complete training

1. **How many of these employees completed Aboriginal and Torres Strait Islander cultural awareness training?**

Number of employees between April 2021 and March 2024

Number of employees before April 2021

This question is only displayed to local governments, public universities, government
trading enterprises and other authorities.

1. **How many of your current employees completed Aboriginal and Torres Strait Islander cultural awareness training in the last 3 years?**

Number of employees required to complete training (if none, enter ‘0’)

* Click here if number is not available

**Guidance notes**

In July 2021, the Public Sector Commission released [Commissioner’s Instruction 29](https://www.wa.gov.au/government/publications/commissioners-instruction-no29-aboriginal-and-torres-strait-islander-cultural-awareness-training): Aboriginal and Torres Strait Islander Cultural Awareness Training.

This instruction requires public sector bodies to ensure all employees engaged for a continuous period of 3 or more months complete Aboriginal and Torres Strait Islander cultural awareness training. It also requires public sector bodies to take reasonable steps to provide casual employees and employees engaged for a continuous period of less than 3 months with Aboriginal and Torres Strait Islander cultural awareness training.

While the instruction relates to members of boards established under their own legislation, board members are not to be included in this collection. This data is captured through the Commission’s Government Boards and Committees annual collection in July each year.

Responding to these questions fulfils public sector agency reporting requirements under Commissioner’s Instruction 29.

The Commission also encourages local governments, public universities, government trading enterprises and other authorities to offer Aboriginal and Torres Strait Islander cultural awareness training to their employees.

**Public sector agencies**

When reporting the number of employees who have completed Aboriginal and Torres Strait Islander cultural awareness training, note that:

* ‘employee’ means any current employee at 31 March 2024
* ‘required to complete training’ means those employees who have been continuously employed for longer than 3 months at 31 March 2024
* board members should not be included in your response.

Only count current employees who your agency has provided training once. Even if an employee has participated in cultural awareness training several times, or has completed different types of cultural awareness training, only count them once.

Enter your response as a whole number without decimal points or commas.

**Local governments, public universities, government trading enterprises and other authorities**

When reporting the number of employees who have completed Aboriginal and Torres Strait Islander cultural awareness training in the last 3 years, note that:

* ‘employee’ means any current employee at 31 March 2024 regardless of the length of their engagement
* board members should not be included in your response.

Only count current employees who your authority has provided training to at least once in the last 3 years. Even if an employee has participated in cultural awareness training several times, or has completed different types of cultural awareness training, only count them once.

Enter your response as a whole number without decimal points or commas.

### SUBMITTING YOUR RESPONSE

|  |
| --- |
| **Details of the officer submitting the collection** |
| Name |       |
| Position |       |
| Email |       |
| Telephone |       |

### AUTHORISATION

To review your responses and data before submitting, use the table of contents menu. If you click **Submit** and proceed to the next page, you cannot go back and edit your responses.

By clicking the **Submit** button and finalising your submission, you are confirming the data is current and accurate, and that your responses have been approved by the head of your authority.

Once you click the **Submit** button you are taken to a summary of your finalised responses and can download a PDF version. It is strongly recommended that you download a PDF of your responses and file it for record keeping purposes.

## Guidance notes for workforce data

Fill in the light purple cells in the 'Employee Details' tab. White cells are automatically calculated based on the information you enter.

Each employee should occupy a single line. Headcount is calculated based on the number of lines of information entered.

Include all permanent, fixed term and other employees who were paid in the last pay period of March 2024, and casual employees who were employed at any time between 1 April 2023 and 31 March 2024.

**Data definitions**

**Gender** refers to how an employee self identifies. For consistency in reporting with public sector definitions, 4 options are available: male (use code 'M'), female (use code 'F'), indeterminate/intersex/unspecified (use code 'X') and unknown (use code 'U'). The indeterminate/intersex/unspecified category ('X') refers to any person who does not exclusively identify as either male or female (for example, non-binary). If the gender of the employee is unknown, use code 'U'.

**Date of birth** is used to calculate an employee's age at 31 March 2024. Use the format dd/mm/yyyy. If date of birth is unknown, leave this field blank.

**Employment type** refers to the employee’s employment arrangement.

* Permanent (use code 'P') for employees employed for an indefinite period of time usually under the terms and conditions of a relevant award or agreement.
* Fixed term (use code 'F') for employees employed for a fixed period of time with a defined end date and engaged for a particular purpose.
* Casual (use code 'C') for employees employed to work on an irregular basis with no expectation of ongoing work. Casuals are often paid an hourly rate and receive a special loading usually in lieu of leave entitlements.
* Other (use code 'O') for employees who do not fit into any of the above groups, for example sessional doctors. This type should only be used for specific arrangements that are not permanent, fixed term or casual.
* If unsure, use the type you think is most relevant – permanent, fixed term or casual.

**Equivalent annual salary** is the base wage or salary an employee receives for the job they are currently performing (for casual staff, the job they performed when last engaged by your authority). If an employee is receiving a higher duties allowance in the last pay period of March 2024, show the equivalent annual wage or salary for the position the employee is acting in rather than their substantive position.

**Do not include:**

* + Penalty payments, shift, relocation, location and other remunerative allowances
	+ Overtime pay
	+ Loading in lieu of leave entitlements/public holidays for casual employees
	+ Superannuation payments/contributions or vehicle allowance (or in lieu amount)

**Calculating Equivalent Annual Salary** **from an hourly base rate:**

* + Equivalent Annual Salary = Hourly base rate x number of hours in 12 month period (1,950 for 37.5 hour week, 1,976 for 38 hour week, 2,080 for 40 hour week)

 **Calculating Equivalent Annual Salary** **for part-time/casual employees:**

* + Equivalent Annual Salary = what employee would receive if they worked on a full time basis.
	+ For example, equivalent annual salary for an employee working at 0.5 of full time = actual annual base salary x 2.

**Management tier** refers to employees in the top 3 tiers of your authority's structure. It is linked to management and decision making responsibilities rather than salary levels.

* Management tier 1 refers to the CEO/Vice Chancellor. Only one employee can be listed as management tier 1.
* Management tier 2 refers to managers reporting to management tier 1 who have management and decision making responsibilities. Direct reports without management and decision making responsibilities, such as the CEO's executive assistant, should be recorded as '9' rather than '2'. Smaller authorities may not have anyone in management tier 2.
* Management tier 3 refers to managers reporting to management tier 2 who have management and decision making responsibilities. Direct reports without management and decision making responsibilities should be recorded as '9' rather than '3'. Smaller authorities may not have anyone in management tier 3.
* Management tier 9 refers to all other employees.

**Work type** applies *only* to local governments and universities.

For local governments:

* indoor employees should be recorded as '1'
* outdoor employees should be recorded as '2'.

For universities:

* academics should be recorded a '1'
* non-academics should be recorded as '2'
* the Vice Chancellor must be listed as an academic.

Government trading enterprises and other authorities should leave this field blank.

**Diversity**

All employees should be given the opportunity to respond to diversity data collections. However, it is not compulsory for employees to share their diversity status. Diversity information should only be entered where this has been shared. Where this has not been shared, responses should not be assumed. ‘Unknown’ is an acceptable response – see below for further definitions.

**People with disability** refers to people who have a mild or moderate core activity limitation. This includes people with ongoing disability who have an employment restriction that requires any of the following:

* restriction in the type of work they can do
* modified hours of work or time schedules
* adaptations to the workplace or work area
* specialised equipment
* extra time for mobility or some tasks
* ongoing assistance or supervision to carry out their duties.

The following codes are acceptable:

* ‘Y’ – Yes, the employee has identified as having an ongoing disability as above.
* ‘N’ – No, the employee has declared they do not have an ongoing disability as above.
* ‘U’ – Unknown, the employee’s disability status is unknown.

**Aboriginal and Torres Strait Islander people** refers to people who identify as being of Aboriginal or Torres Strait Islander descent.

The following codes are acceptable:

* ‘Y’ – Yes, the employee has identified as being an Aboriginal or Torres Strait Islander person.
* ‘N’ – No, the employee has declared they are not an Aboriginal or Torres Strait Islander person.
* ‘U’ – Unknown, the employee’s diversity status is unknown.

**Culturally and linguistically diverse** refers to people born in countries other than those categorised by the Australian Bureau of Statistics as mainly English speaking countries – Australia, Canada, England, New Zealand, Northern Ireland, Republic of Ireland, Scotland, South Africa, United Kingdom, United States of America, and Wales.

The following codes are acceptable:

* ‘Y’ – Yes, the employee has identified as being culturally and linguistically diverse as above.
* ‘N’ – No, the employee has declared they are not culturally and linguistically diverse as above.
* ‘U’ – Unknown, the employee’s cultural and linguistic diversity status is unknown.

**Full time equivalent (FTE)** refers to an employee’s hours worked as a proportion of the full time hours prescribed in the relevant industrial instrument.

For example, if an instrument prescribes full time as 40 hours a week:

* a person who works 40 hours per week is considered 1 FTE and is recorded as '1'
* a person who works 20 hours per week is considered 0.5 FTE and is recorded as '0.5'
* a person who works 12 hours per week is considered 0.3 FTE and is recorded as '0.3'.

For casuals who were not paid for the last pay period in March 2023, record them as '0'. For casuals paid in the last pay period, record their hours worked as a proportion of full time hours as above.