

WGEA: Readiness, Risk & Reporting Toolkit

Assess your readiness. Identify your risk. Move beyond compliance.

hello@zesthr.au



WGEA Reporting Confidence Scorecard

From Compliance to Strategic Insight

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How to Use This Tool

This tool helps you assess your organisation's readiness for WGEA reporting across five critical dimensions:

1. Data Accuracy
2. System & Classification Integrity
3. Gender Pay Gap Insight
4. Governance & Risk
5. Strategy & Communication

Instructions:

- Score each statement from 0-2
- Add your totals for each section
- Review your overall readiness profile

Scoring Scale:

- 0 = Not in place
- 1 = Partially in place / inconsistent
- 2 = Fully in place and validated

Total possible score = 50



Section 1 - Data Accuracy

Score each statement 0-2



| Statement | Score |
|--|-----------------|
| We have accurate and complete gender data for all employees | |
| We can extract base salary and total remuneration separately | |
| Bonuses and allowances are categorised correctly | |
| CEO remuneration is identified and separated correctly | |
| Employment types (FT/PT/Casual) are validated and current | |
| Section Score | ___ / 10 |

If you score under 6 → Your reporting risk is operational

If you score 8 + → You are technically compliant, but insight depth matters

Scoring Scale:

0 = Not in place

1 = Partially in place / inconsistent

2 = Fully in place and validated

Total possible score = 50

Section 2 - System & Classification

Score each statement 0-2



| Statement | Score |
|--|-----------------|
| Managers vs non-managers are correctly mapped | |
| Reporting lines are clean and reflect reality | |
| Position levels are consistent and documented | |
| Contractors are clearly separated from employees | |
| We can extract data easily from our HRIS without manual manipulation | |
| Section Score | ___ / 10 |

Scoring Scale:

- 0 = Not in place
- 1 = Partially in place / inconsistent
- 2 = Fully in place and validated

Total possible score = 50

Insight → Misclassification is one of the most common WGEA errors

Section 3 - Gender Pay Gap Insight



Score each statement 0-2

| Statement | Score |
|---|-----------------|
| We understand the difference between mean and median gaps | |
| Leadership has reviewed the gap before submission | |
| We understand what is structurally driving our gap | |
| We analyse bonus distribution by gender | |
| We have reviewed part-time concentration by level | |
| Section Score | ___ / 10 |

The gender pay gap measures the average difference in earnings between women and men
→ not equal pay for equal work. Reporting is overseen by the [Workplace Gender Equality Agency](#).

Scoring Scale:

- 0 = Not in place
- 1 = Partially in place / inconsistent
- 2 = Fully in place and validated

Total possible score = 50

Section 4 - Governance & Risk

Score each statement 0-2



| Statement | Score |
|---|-----------------|
| A senior leader owns WGEA reporting | |
| The executive team understands public disclosure implications | |
| Results are reviewed prior to submission | |
| We have identified potential reputational risk areas | |
| Board or executive minutes reflect oversight | |
| Section Score | ___ / 10 |

Scoring Scale:

- 0 = Not in place
- 1 = Partially in place / inconsistent
- 2 = Fully in place and validated

Total possible score = 50

Insight → With public gender pay gap publication, governance exposure is increasing.

Section 5 - Strategy & Communication



Score each statement 0-2

| Statement | Score |
|---|-----------------|
| We have a gender equality action plan | |
| We track promotion rates by gender | |
| We review starting salary differentials | |
| We analyse turnover by gender and tenure | |
| We have a communication plan for disclosure | |
| Section Score | ___ / 10 |

Scoring Scale:

- 0 = Not in place
- 1 = Partially in place / inconsistent
- 2 = Fully in place and validated

Total possible score = 50

Strategy Note → Compliance reports history. Strategy shapes the future.

Calculate Your Overall Score

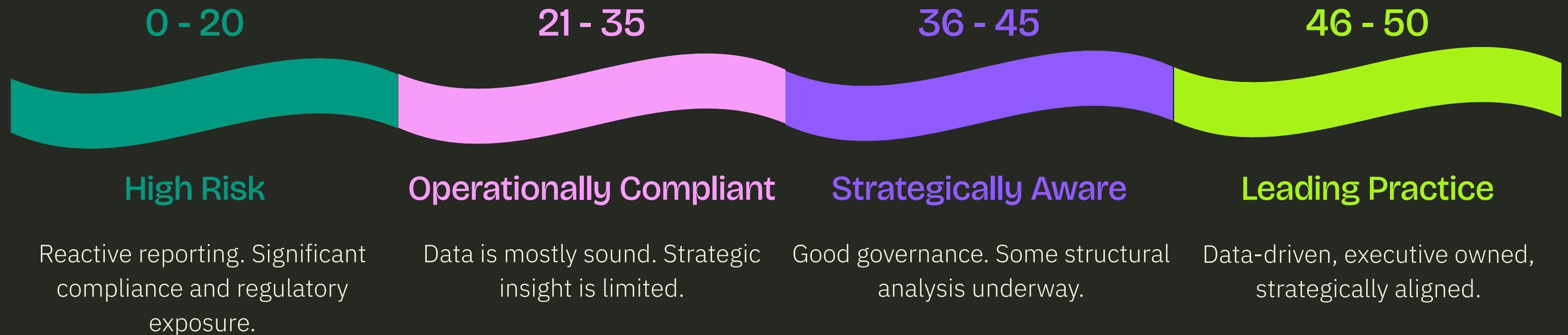


Add all five section scores together

| Section Details | Section Score |
|--------------------------------------|-------------------|
| Section 1 - Data Accuracy | |
| Section 2 - System & Classification | |
| Section 3 - Gender Pay Gap Insight | |
| Section 4 - Governance & Risk | |
| Section 5 - Strategy & Communication | |
| Total Score | _____ / 50 |

Readiness Profile

Your Score = ____ / 50



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Reflection Prompts

What did you notice?

Where did you score lowest?

What would move your score up by 5 points?

What surprised you?

Who needs to see these results internally?



WGEA Report Preparation Template

Practical Structure & Guidance Notes

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Before you Start - Data Preparation Checklist

Prepare your data extract

| Required Field | Notes | Completed Y / N |
|--------------------|---|-----------------|
| Employee ID | Unique identifier | |
| Gender | Ensure up to date and consistent format | |
| Employment Type | FT / PT / Casual | |
| Manager Category | Manager / Non-Manager | |
| Base Salary | Annualised | |
| Total Remuneration | Include bonuses and allowances | |
| Bonus | Separate field | |
| Start Date | Required for movement reporting | |
| End Date | If applicable | |

Tips:

- Validate gender fields before extraction
- Ensure CEO remuneration is correctly identified
- Separate contractors from employees
- Confirm annualisation is consistent (see next slide for annualisation guide)



Annualising Base Salary - Practical Guide

Why it Matters

WGEA reporting requires remuneration to be annualised so comparisons are consistent across full-time, part-time and casual employees. Inconsistent annualisation is one of the most common reporting errors.

To annualise base salary use ordinary hours only. Do not include overtime.

Step 1 - Full-Time Employees

If full-time and paid an annual salary: Annualised Base Salary = Contracted Annual Salary

If full-time and paid hourly: Hourly Rate × Ordinary Weekly Hours × 52

Example: \$42/hour × 38 hours × 52 weeks = \$82,992

Step 2 - Part-Time Employees

Report base salary as if the employee worked full-time hours for a full year

Full-time equivalent salary = Annualised base salary / FTE fraction

Example: Employee is paid \$42/hour, working 24 hours/week, and the standard full-time hours at this company is 38 hours/week

1. Annualise their salary: \$42/hour × 24 hours × 52 weeks = \$52,416

2. Work out their FTE fraction: 24 hours / 38 hours = 0.6316

3. Calculate their FTE base salary: \$52,416 × 0.6316 = \$83,024

Make use of the free [calculator](#) on the WGEA website



Annualising Base Salary - Practical Guide

Step 3 - Casual Employees

As for part-time, we need to report base salary as if the casual employee worked full-time hours for a full year

1. Identify the employee's actual earnings and how many hours they worked over a 12 month period
2. Divide their earnings for the 12 month period, by the number of hours they worked - this is the hourly rate you use
3. Multiply the hourly rate from step 2 by the number of hours a full-time employee works over a year

Example:

1. Employee worked 520 hours in a year, earning \$20,000
2. Divide these earnings by the hours worked: $\$20,000 / 520 = \38.46
3. A full-time employee works 38 hours/week, 52 weeks per year: $38 \times 52 = 1,976$ hours worked per year
4. Multiply the hourly rate by the full-time hours: $\$38.46 \times 1,976 = \$76,000$

If the casual employee is on a daily rate, calculate as follows:

1. Employee's day rate is \$300. If he was full-time, he would work 5 days/week: $\$300 \times 5 = \$1,500$
2. Multiply the weekly rate by 52 weeks/year: $\$1,500 \times 52 = \$78,000$

Watch Out For

Use ordinary time only

Exclude overtime and penalties

Apply the same amount of full-time hours for all employees (e.g. use 38 hours for ALL your FTE calculations)

Ensure you include casual loading if it forms part of the ordinary hourly rate



Workforce Composition Summary

Section A - Workforce Composition

| Manager Category | # Women | # Men | % Women | % Men |
|------------------|---------|-------|---------|-------|
| Managers | | | | |
| Non-Managers | | | | |
| Total Workforce | | | | |

Guidance:

- Ensure manager classification aligns with reporting definitions
- Review leadership gender distribution carefully - this often drives the pay gap
- Highlight any levels where representation drops sharply
- Where does female representation decrease as seniority increases?



Gender Pay Gap Summary

Section B - Gender Pay Gap Metrics

| Metric | Average Women | Average Men | % Gap |
|---------------------------|---------------|-------------|-------|
| Mean Base Salary | | | |
| Median Base Salary | | | |
| Mean Total Remuneration | | | |
| Median Total Remuneration | | | |

Guidance:

- Mean gap is influenced by high earners
- Median gap reflects the midpoint employee
- Large difference between mean and median usually indicates senior pay skew
- If leadership salaries are heavily male-dominated, expect the mean gap to be significantly higher



Movement & Promotion Analysis

Section C - Workforce Movement

| Category | Women | Men | % |
|--------------|-------|-----|---|
| Promotions | | | |
| Appointments | | | |
| Resignations | | | |

Guidance:

- Check promotion velocity by gender
- Review resignations within 2 years of hire
- Analyse part-time vs full-time movement
- Are women progressing at the same rate as men?



Bonus & Remuneration Distribution

Section D - Bonus Distribution

| Level | % Women Receiving Bonus | % Men Receiving Bonus | Women Average Bonus \$ | Men Average Bonus \$ |
|-------|-------------------------|-----------------------|------------------------|----------------------|
| | | | | |
| | | | | |
| | | | | |

Guidance:

- Check participation rate, not just amount
- Look for structural bias in incentive eligibility
- Ensure total remuneration reporting includes all variable pay
- Bonus gaps often widen total remuneration gaps significantly



Policies & Governance Summary

Section E - Gender Equality Strategy

| Policy Area | In Place? | Last Reviewed | Owner |
|----------------------|-----------|---------------|-------|
| Flexible Work Policy | | | |
| Parental Leave | | | |
| Pay Equity Review | | | |
| Gender Action Plan | | | |

Guidance:

- Document government oversight
- Ensure executive visibility
- Link policies to measurable outcomes
- Are policies active or simply documented?



Public Disclosure Readiness

Preparing for Publication

Include a communication framework:

1. Acknowledge the result
2. Explain structural drivers
3. Outline specific actions
4. Commit to measurable review

Tips:

Avoid defensive language

Focus on transparency

Ensure leadership alignment before release



Download our Free WGEA Reporting Template

[Click Here and Save a Copy](#)

Need Further Assistance?

Zest can help...

WGEA Readiness Review

Gender Pay Gap Diagnostics

Gender Equality Action Planning

Leadership Briefing Session

Annual Reporting Partner

contact us: hello@zesthr.au

