**Reporting information for inclusion in Industry Associations communications to their members**

**WGEA Reporting**

WGEA reporting finishes in three weeks. The [*Workplace Gender Equality Act 2012*](https://www.legislation.gov.au/Details/C2016C00895) requires non-public sector employers with 100 or more employees to submit a report to the Workplace Gender Equality Agency (WGEA) between 1 April and 31 May each year for the preceding 12-month period (1 April – 31 March each year). Here are three things you should consider doing now:

**Reporting checklist**

* Start preparing your information now. Early preparation and submission will mean faster access and response times to the portal
* Ensure you have a current AUSkey to log into the portal. If you are not sure, go to the WGEA website and click on the ‘Portal Login’ at the top right-hand corner of the screen
* If there is a problem with your AUSKey scroll down the page to the ‘Further AUSkey issues’ section of the [AUSkey](https://www.wgea.gov.au/about-auskey) page on the WGEA website for answers to common issues
* Download the [Workplace profile worksheets](https://www.wgea.gov.au/reporting/workplace-profile) and the [Indicative format of the workplace profile and reporting questionnaire](https://www.wgea.gov.au/documents?name=&media_resource=4596&media_topics=4126) from the WGEA website. For ease, WGEA encourages employers to use the ‘unit level template’ when preparing their workplace profile, as the online system will automatically aggregate the data.

WGEA has refreshed its [reporting resources](https://www.wgea.gov.au/reporting) and will be conducting a [Q&A webinar series](https://www.wgea.gov.au/events/reporting-to-the-wgea-general-qa-webinar) throughout May to assist organisations through this process.