

**Workplace Gender Equality Indicators**

Table 3 - Workplace gender equality indicators progress			Recommended							Factors discussion
Required	Required	Required	Factors							
Indicator	Confirm if progress made	Progress description	a	b	c	d	e	f	g	
<p>This column contains the seven workplace gender equality indicators. Complete the 'required' fields, and you are encouraged to complete the 'recommended' columns, to the right of each indicator.</p>	<p>Indicate whether your organisation has made progress in relation to the workplace gender equality indicators.</p> <p>Use the drop-down menu in the cell to select 'yes' or 'no'.</p>	<p>Demonstrate your progress in relation to each workplace gender equality indicator.</p> <p>In this column, please explain why you believe changes in your data do or do not represent progress against each indicator. Refer explicitly to quantitative changes in the data between your previous workplace gender audit and your progress audit. If you wish, you may also make reference to any strategy or measure from your GEAP that supported, or was designed to support, progress against that indicator.</p>	<p>Indicate below whether or not one of these factors has affected your organisation's progress against each indicator. You are encouraged to reference these factors in your discussion in column L.</p> <p>See the <b>Factors key</b> to the right of this table for a description of each factor.</p>							<p>If you have selected 'yes' to any of the factors in the recommended columns to the left, you are encouraged to complete this column.</p> <p>This column allows you to discuss each factor that has affected your organisation's progress in relation to any of the workplace gender equality indicators.</p>
<b>Gender composition of all levels of the workforce</b>	Yes	Gender composition is more balanced in 2023. (50% men and 50% women compared to 2021 with 61% women and 39% men.)	Yes	Yes	No	No	No	No	Yes	Council tries to be mindful to have a balanced gender composition in its workforce. Similar to section 3, Council has socially entrenched barriers, ie aged care and customer service (traditionally low-paid female workforce) and depots (traditionally male dominated workforce), and being a small organisation, we have limited ability to change this wider social dynamic in the short term.
<b>Gender composition of governing bodies</b>	No	No change since 2021 as there was no Council election since.	No	Yes	Yes	No	No	No	No	Due to the fact that the next Council election is not until late 2024, no progress could be made. The political nature of local government renders it difficult for the CEO to encourage anyone or specific cohorts to stand for election, and consequently, this is best promoted by the State government and the peak industry bodies including the MAV and VLGA. At best, Council can influence gender composition of candidates, but we cannot control the outcome.
<b>Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender</b>	Yes	According to the Workforce Data, gender pay gap has decreased from 8% to 6.4%	Yes	No	No	No	No	No	Yes	Council tries its best to minimise the gender pay gap where possible. The small size of the organisation makes it difficult to achieve statistically significant progress because of the small sample size. The gender pay gap at Council is not attributable to women being paid less than men for doing the same job; it relates to the fact that most of the occupations traditionally filled by women are at lower pay levels. Furthermore, the average hours worked by women are less than men.
<b>Sexual harassment in the workplace</b>	Yes	Less women (drop from 6% to 3%) and men (drop from 11% to 4%) reported experiencing sexual harassment behaviour at work via the People Matter Survey. Our internal reporting system had no reports at all about Sexual Harassment.	No	No	No	No	No	No	Yes	Training on workplace behaviour, such as sexual harassment, has probably resulted in better outcomes.
<b>Recruitment and promotion practices in the workplace</b>	Yes	Although not necessarily backed up by data, Council has made progress in this space. Training was conducted to raise awareness, such as unconscious bias of recruiters. Job interview panels are generally balanced with at least one female on each. Council delivered female-only career development workshops, to support women in preparing for job applications and to build confidence. Secondment and higher duties options have been made available and taken up by female staff. Whilst a mentoring program was offered to all staff, it was predominately taken up by female employees. Council also actively promotes and encourages female employees to participate in leadership programs designed for women.	No	No	No	No	No	No	Yes	See progress description.
<b>Availability and utilisation of terms, conditions and practices relating to: - family violence leave; and - flexible working arrangements; and - working arrangements supporting employees with family or caring responsibilities</b>	Yes	Council's Enterprise Bargaining Agreement (2023) contains generous provisions to enable carers and parents to take leave. In addition, there is a separate "Gender Equality and Family Support" clause that provides support for breastfeeding mothers. One of the principles in the Agreement includes "the development and improvement of an organisation based on the principles of flexibility, teamwork and valuing people as individuals." Another principle in the Agreement includes "Commitment to equal employment opportunity and gender equity." Section 12 of the Agreement contains a list of Council and employee obligations which includes "ensuring equal opportunity for all people" and "a commitment to promoting and reinforcing a culture of gender equity and acceptance of individual diversity and inclusion". The Agreement also includes generous leave provisions for employees affected by family violence.	No	No	No	No	No	No	Yes	Family violence leave, as well as flexible work arrangements and working from home arrangements are in place and well subscribed by employees.
<b>Gendered segregation within the workplace</b>	No	We are aware of gender segregated workplaces within our organisation. Whilst small changes have been made, overall there is no significant progress.	Yes	Yes	No	No	No	No	Yes	Despite the limitations referred to in row 1, Council has an opportunity to improve female-friendly working conditions within the outdoor depots that may encourage greater female employment. For example, the construction of new depot facilities at Avoca will incorporate female-friendly toilets and changerooms.

Factors key:
a. The size of the defined entity, including the defined entity's number of employees.
b. The nature and circumstances of the defined entity, including any barriers to making progress.
c. Requirements that apply to the defined entity under any other Act, including an Act of the Commonwealth.
d. The defined entity's resources.
e. The defined entity's operational priorities and competing operational obligations.
f. The practicability and cost to the defined entity of making progress.
g. Genuine attempts made by the defined entity to make progress.

**Example(s)**

Indicator	Confirm if progress made	Progress description	Factors							Factors discussion
			a	b	c	d	e	f	g	
<b>Example 1: Recruitment and promotion practices in the workplace</b>	Yes	<p><b>Recruitment</b></p> <p>In our 2021 audit, women represented only 35% of new recruits in the year to 30 June 2021. In our 2023 progress audit, this rose 6% to 41%. In 2021, of the women we recruited, 17% were employed on a full-time permanent basis, 14% on a part-time permanent basis and 69% on fixed-term contracts. In 2023, 22% of women recruited were employed on a full-time permanent basis, 20% on a part-time permanent basis and 58% on fixed-term contracts. We were not able to collect non-binary or gender diverse data in 2021. Our employee and payroll systems have since been updated to collect improved gender-diverse data. This has been achieved through the implementation of strategy 5.2 under our 2021 Gender Equality Action Plan (GEAP). Embed inclusive practices into our HR electronic systems. For example, offering a range of gender selection options'. As such, in 2023, our data showed that 2% of new recruits identified as non-binary or gender diverse. Our organisation argues that these figures, in conjunction with successful implementation of relevant GEAP strategies, contribute to progress against indicator 5. Not only have we been able to robustly increase our recruitment of women and gender diverse employees, but we have also been able to offer these new recruits more attractive contract conditions. Stable contracts will also support us to retain employees of all genders and move towards a more gender-balanced workforce in the future.</p> <p><b>Promotions</b></p> <p>Our 2021 audit showed that 25% of promotions in the 12 months to 30 June 2021 were awarded to women. These promotions occurred in the lower and middle levels of the organisation only, and not within the executive leadership team. Our 2023 progress audit showed that 30% of all promotions were awarded to women, an increase of 5%. Of these, 10% occurred in the higher levels of the organisation and were ongoing permanent roles.</p> <p>Our organisation historically has a very stable executive leadership team where roles tend to be longer-term contracts or ongoing positions, with few exits. We are pleased to see promotion at the higher level of our organisation into ongoing positions for women.</p> <p>In 2021, we were not able to collect promotion data for non-binary or gender-diverse employees. In 2023, our updated systems allowed us to collect this data. However, there were no promotions awarded to this staff cohort.</p> <p>We believe that a significant aspect of our success in increasing the proportion of promotions awarded to women has been our focus on improving secondment and higher duties opportunities for women and gender-diverse employees. The proportion of secondments awarded to women increased by 5% and the proportion of higher duties by 6% between our 2021 workplace gender audit and our 2023 progress audit. Data on higher duties opportunities for gender diverse and non-binary employees was not collected in 2021, therefore there is no measured change in the data.</p> <p>We consider these improvements, while small, to demonstrate measurable progress against the workplace gender equality indicator 'recruitment and promotion practices in the workplace'. We also believe the uptick in career development opportunities for women and resulting increase in women's share of promotions demonstrates that our strategic approach is effective. We hope to see similar improvements for gender diverse employees reflected in our 2025 data.</p>	No	Yes	No	No	No	No	Yes	<p>As a largely male-dominated industry we recognise we have started from a lower baseline for this indicator and there is further to go. Despite this, we have made genuine efforts to attract and recruit a more gender diverse workforce by implementing the strategies identified in our GEAP, in particular, strategy 5.2 'Embed inclusive practices into our HR electronic systems. For example, offering a range of gender selection options'.</p> <p>We note that we are two years into the four-year GEAP implementation period, and as such have not fully implemented all GEAP strategies. The majority of our strategies against this indicator remain in early implementation stage.</p> <p>We believe our genuine efforts to implement strategies against this indicator and measurable progress arising from the data, demonstrate progress against indicator 5.</p>
<b>Example 2: Sexual harassment in the workplace</b>	No	<p>Our 2021 Employee Experience Survey data showed that 7% of women and 4% of men who responded to the survey had experienced sexual harassment in the workplace, and of those 5% of women and 6% of men made a formal complaint. In 2023, our Employee Experience Survey data showed that 9% of women and 6% of men who responded to the survey reported having experienced sexual harassment in the workplace, an increase of 2% from 2021 for both cohorts. Of those, 9% of women and 10% of men indicated that they had made a formal complaint.</p> <p>Our 2023 Employee Experience Survey also indicated that women with disability were overrepresented among those who reported experiencing sexual harassment. We have initiated a review process to consider how we might address this between now and the 2025 reporting cycle.</p> <p>No respondents in our 2021 Employee Experience Survey identified as gender diverse. We also didn't record any formal sexual harassment complaints in our 2021 workforce reporting data from employees of self-described gender. In our 2023 employee experience survey, 2% of respondents identified as non-binary or gender diverse. Of this cohort, 10% indicated experience of sexual harassment, with 50% of this group indicating that they had made a formal complaint.</p> <p>We note that these figures represent an increase in anonymous self-reporting of sexual harassment. This is concerning, as anonymous reporting tends to be more accurate than formal incident reporting processes.</p> <p>In analysing our 2021 and 2023 audit data, we found that our workforce reporting shows minimal change in terms of outcomes for formal complaints of sexual harassment. In 2021, our audit data showed that no outcome was reached for 70% of matters where the complainant was a woman, and 50% of matters where the complainant was a man. In 2023, our progress audit showed that of the incidents of sexual harassment reported by women, no outcome was reached for 65% of matters. This figure was 40% for men. We did not collect data on gender diverse and non-binary employees in 2021, nor their experience of sexual harassment. Our 2023 progress audit showed that of the incidents of sexual harassment reported by gender diverse and non-binary employees, no outcome was reached for 67% of matters.</p> <p>The enduring high levels of formal complaints with no outcome across our 2021 and 2023 audit data suggests that we have work to do in effectively and efficiently resolving sexual harassment complaints. The lack of outcomes for incidents of this type may contribute to our lack of progress in reducing sexual harassment. As a result of this analysis, we are reviewing our GEAP strategies and measures to consider how we might better respond to, and therefore hopefully reduce, sexual harassment in our organisation.</p> <p>We consider that the anonymous nature of the Employee Experience Survey data provides an accurate representation of sexual harassment. The increased sexual harassment reported via the Employee Experience Survey data indicates 'no progress' was made by our organisation against this indicator.</p>	No	No	No	Yes	No	No	<p>(e) Competing priorities and operational obligations</p> <p>Our organisation is a metro health service. During the recent covid-19 pandemic, Victoria's public health system experienced unprecedented demand. In particular, rates of access to ICU and ventilation increased dramatically. As such, our organisation prioritised its public-facing service delivery. We directed the majority of our stretched resources externally to enable high-quality public health care. Demand outstripped supply, and already-stretched resources were directed to keeping ICU and general wards staffed. As a result, we were not able to deliver comprehensive in-person bespoke staff training in relation to sexual harassment, so instead delivered a low-cost e-learning module. We also lacked the resources to comprehensively review our internal sexual harassment processes.</p> <p>(d) Resources</p> <p>As described cell D6, our resources were significantly stretched due to an increase in demand for ICU services during the covid-19 pandemic. Competing priorities reduced the resources available for internal-facing programs, such as comprehensive sexual harassment training delivery and process review.</p> <p>For this reason, we focused on low-cost strategies and measures in our GEAP, including delivering a sexual harassment e-learning module, circulating internal communications campaigns and encouraging staff to undertake the Employee Experience Survey. Our communications campaign focussed on drawing attention to existing sexual harassment policies including how the organisation will respond.</p>	