

Gender impact assessments

| Table 1 - Gender impact assessments progress | | | | | | | |
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| Required | Required | Required | Required | Required | Required | Recommended | Recommended |
| Title | Subject | Description | Status | Confirm if actions taken | Describe actions taken | Confirm intersectionality considered | Explain intersectional lens applied |
| <p>What is the title of the policy, program or service that was the subject of the GIA?</p> <p>Please use one row for each GIA completed. When reporting on multiple actions taken, include this information in the relevant single cell.</p> | <p>Was the subject of the GIA a policy, program or service?</p> <p>For definitions of policies, programs and services, please refer to the guidance materials at Appendix A: Glossary of terms.</p> <p>Use the drop-down menu in the cell to select your answer.</p> | <p>Provide a description of the policy, program or service subject to the GIA.</p> | <p>Was the policy, program or service new, or up for review?</p> <p>Use the drop-down menu in the cell to select your answer.</p> | <p>Were actions taken to develop or vary the policy, program or service to meet the needs of people of different genders, address gender inequality and promote gender equality as a result of the GIA?</p> <p>Use the drop-down menu in the cell to indicate whether or not actions were taken as a result of the GIA.</p> | <p>Describe the actions taken to develop or vary the policy, program or service to meet the needs of people of different genders, address gender inequality and promote gender equality.</p> <p>When reporting on multiple actions taken, include this information in one cell. You can press alt+enter to include new lines.</p> | <p>Was it considered that gender inequality may be compounded by disadvantage or discrimination that people may experience on the basis of intersectionality?</p> <p>Use the drop-down menu in the cell to select your answer.</p> | <p>Explain how an intersectional lens was applied while completing the GIA.</p> <p>If this was not done, explain why this was not practicable.</p> |
| Budget Bid | Program | <p>The funding submission has four components:</p> <ul style="list-style-type: none"> • CCYP Oversight, Inquiries and Youth Engagement: Demand and Growth (revising or updating program) • CCYP Advocacy Function (new program) • Building Self-Determination and in Aboriginal Families and Organisations (revising or updating program) • Existing Administration of and Oversight of the Reportable Conduct Scheme and Child Safe Standards (revising or updating program). | New | Yes | <ol style="list-style-type: none"> 1. For all initiatives, ensure inclusive language is used in all information sheets or guidance material. 2. For initiatives where funding is sought for additional FTE, ensure recruitment processes are free from any unintentional or unconscious gender or other bias. 3. For youth engagement, ensure recruitment practices encourage all young people with lived experienced, including disability, to engage with the Commission and ensure diversity and inclusion training is provided to all staff working with young people. | Yes | <p>Sources of information that were considered in this assessment were:</p> <ol style="list-style-type: none"> 1. Internal data 2. Desktop research 3. Stakeholder consultation |

Strategies and measures

| Table 2.1 - Strategies and measures progress | | | | | | | | | | | | |
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| Required | Required | Required | Recommended | Recommended | Recommended | Recommended | | | | | | |
| Strategies and measures | Status | Status description | Evaluation of success | Timeline | Responsible | Relevant indicator(s) | | | | | | |
| | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| <p>List your organisation's strategies and measures. Include one strategy or measure per row.</p> <p>These are the planned actions that you have outlined in your GEAP to promote gender equality in your workplace.</p> | <p>Assign each strategy or measure a status from the following list:</p> <ul style="list-style-type: none"> • 'Complete' indicates that all planned activities related to this strategy or measure have been finalised. • 'In progress' indicates that the activities under this strategy or measure are progressing but not yet complete. • 'Ongoing' indicates that the activities under this strategy or measure do not have an end-date and will be addressed on a continual basis. • 'Not started' indicates that the planned activities related to this strategy or measure have not yet commenced, including those that are intended to commence in future years. This should include strategies or measures that have been delayed. • 'Void' indicates that this strategy or measure appeared in your defined entity's GEAP, but has since been cancelled. | <p>Describe your progress in implementing each strategy or measure in your GEAP.</p> <p>In particular, you need to explain:</p> <ul style="list-style-type: none"> • Why you have selected that status from the drop-down menu; and • Whether the status indicates any delay or change from what was planned in your GEAP and if so, the reason for this change. | <p>Evaluating the success of each of your strategies or measures may include:</p> <ul style="list-style-type: none"> • tracking against pre-identified success markers. These markers may have been specified in your GEAP. • other evaluation markers that may not have been specified in your GEAP, such as participation levels, outcomes, or changes resulting from the strategy or measure, • other ways the strategy or measure has contributed to promoting gender equality in your defined entity. | <p>If your GEAP included a timeline for action or implementation for your strategies and measures, include this timeline below.</p> <p>If you did not include a timeline in your GEAP, we highly recommend you do so in this progress report by including a timeline below.</p> | <p>Include the role or team responsible for implementing of each strategy or measure.</p> | <p>Identify one or more indicators for each strategy or measure that the action was designed to address.</p> <p>See the Indicators key below this table for a description of each workplace gender equality indicator.</p> | | | | | | |
| <p>Identify a system to collect additional gender equality data sets to comply with the Gender Equality Act 2020. Specifically, commence the formal collection of gender equality and intersectionality data sets -</p> <p>Promote the requirement to collect additional gender equality data sets to Commission staff</p> | In progress | <p>The need to collect data has been promoted extensively internally at the Commission.</p> <p>The Commission is reliant on DFFH (Payroll) for data collection. As at 30 June 2023, the Commission is awaiting a decision to be made by DFFH in regard to data collection</p> | <p>Being able to promote the requirement to collect additional gender equality data sets before collection commences has assisted in creating a culture of inclusion and purpose before it is mandated</p> | 30-Jun-23 | Corporate Services | X | | | | | | |
| <p>Identify a system to collect additional gender equality data sets to comply with the Gender Equality Act 2020. Specifically, commence the formal collection of gender equality and intersectionality data sets -</p> <p>Liaise with DFFH to ensure additional data sets are collected and held along with existing payroll data</p> | In progress | <p>The Commission is reliant on DFFH (Payroll) for data collection. As at 30 June 2023, the Commission is awaiting a decision to be made by DFFH in regard to data collection.</p> <p>The Commission is in regular conversations with DFFH regarding data.</p> | Not applicable until collection commences | 30-Jun-23 | Corporate Services | X | | | | | | |
| <p>Identify a system to collect additional gender equality data sets to comply with the Gender Equality Act 2020. Specifically, commence the formal collection of gender equality and intersectionality data sets -</p> <p>Update current processes and systems to collect and store additional data sets of employees</p> | Not started | <p>The Commission is reliant on DFFH (Payroll) for data collection. As at 30 June 2023, the Commission is awaiting a decision to be made by DFFH in regard to data collection.</p> <p>The Commission is in regular conversations with DFFH regarding data</p> | Not applicable until collection commences | 30-Jun-23 | Corporate Services | X | | | | | | |
| <p>Investigate options to enhance existing data collection and extraction methods to increase the Commission's knowledge and understanding of under-represented cohorts and gender equality -</p> <p>Liaise with DFFH to enhance collection and consistent extraction of employee data relating to gender equality</p> | In progress | <p>The Commission is reliant on DFFH (Payroll) for data collection. As at 30 June 2023, the Commission is awaiting a decision to be made by DFFH in regard to data collection.</p> <p>The Commission is in regular conversations with DFFH regarding data</p> | <p>Benefits are unknown until collection and storage commences</p> | 30-Jun-22 | Corporate Services | X | | X | | | | X |

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| Develop processes to track and record career development opportunities undertaken by staff. This will assist the Commission to understand trends and highlight issues in the intersection between gender diversity and career development - Implement a new system to record, monitor and extract all training (including career development) undertaken by Commission employees | Complete | Resolve case management system has been implemented as the training database from 1 July 2022 | The Commission never had a system to easily record training undertaken by staff. This meant any analysis of training (including costs) was difficult. The implementation of Resolve not only addresses this measure relating to intersection between gender diversity and career development, but will improve training related analysis at the Commission for the long term | 30-Jun-23 | Corporate Services | | | | | | X | | |
| Develop a system of identifying, recording and reporting informal, as well as formal, complaints regarding inappropriate behaviour - Create and implement dedicated inappropriate behaviour registers (sexual harassment, bullying, racism, discrimination) that considers and records intersectional gender equality information relating to employees | Complete | Inappropriate Behaviour Register has been created | This will allow for a greater understanding and reporting of inappropriate behaviours. However, at this stage, the Commission has not had a reported (or observed) inappropriate behaviour complaint | 30-Jun-23 | Corporate Services | | | | | X | | | X |
| Develop a system of identifying, recording and reporting informal, as well as formal, complaints regarding inappropriate behaviour - Commence reporting to the Commission's Governance Group data on reports of inappropriate behaviour | Complete | Section added to the Monthly Corporate Report to allow for reporting to Governance Group | As above, however the Commission has not had a reported (or observed) inappropriate behaviour complaint to report to Governance Group | Monthly from July 2022 | Corporate Services | | | | | X | | | |
| Maintain central records of flexible work arrangements for all Commission employees - Create and maintain a central register of flexible work arrangements | In progress | Work is underway to collect all flexible work of staff and options are being considered with the existing Staff Register considered one option to add and include flexible work arrangements | The Commission will be able to understand the flexible working needs of its workforce and support future requests and promote the most appropriate flexible work options | 30-Jun-23 | Corporate Services | | | | | | | | X |
| Continue to promote the annual People Matter Survey to encourage a high participation rate - Undertake an annual promotional campaign of the People Matter Survey | Complete | Promotional campaigns managed by Manager, Corporate Services with support from Senior HR Adviser and CEO. | The Commission values the People Matter Survey and considers it the best and most useful culture-check on the organisation. Including intersectional gender equality in survey results has further improved the usefulness of the survey and allowed management to promote the survey more broadly. Response rates remain high - 88% in 2023 and 86% in 2022. | Annually from 2022 | Corporate Services | X | | | | | | | |
| Continue to monitor actions arising from the People Matter Survey to drive workplace change - Develop an annual action plan based on the results of the People Matter Survey and promote work being undertaken | Complete | Annual Action Plan created and managed by Manager, Corporate Services and Senior HR Adviser | An annual Action Plan has allowed the Corporate Services team to create an annual business plan and identify appropriate work tasks outside of business as usual tasks | Annually from 2022 | Corporate Services | X | | | | | | | |
| Identify further opportunities to analyse and understand issues raised in the 2021 People Matter Survey relating to gender equality at the Commission - Commence the undertaking of an annual pulse survey of Commission staff to further question, analyse and understand issues raised in the 2021 People Matter Survey relating to gender equality at the Commission | Complete | People Matter Survey related survey circulated October 2022. To be conducted annually post survey results once results are analysed | The Commission values the People Matter Survey and considers it the best and most useful culture-check on the organisation. Including intersectional gender equality in survey results has further improved the usefulness of the survey and allowed management to promote the survey more broadly | Annually from 2022 | Corporate Services | X | | | X | X | X | | |

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| <p>Identify and review a number of internal Corporate policies to ensure they are free from any gender bias or barriers within the Commission -</p> <p>Using data obtained from processes developed, review and update the following internal Corporate policies, to ensure they use gendered language and are free from any gender bias or barriers within the Commission (including Aboriginal, age, disability, culture and race, religion, sexual orientation):</p> <ul style="list-style-type: none"> • Equal opportunity employment policy • Recruitment and selection policy (to assist with culturally diverse recruitment practices) • Flexible work policy • Parental leave policy • Carers leave policy • Sexual harassment policy • Positive and fair workplaces policy | In progress | All policies reviewed and updated as required, except for the Equal opportunity employment policy | The Commission is now confident it's policies in these areas are modern, sophisticated and appropriate in regard to the use of gendered language and are free from any gender bias or barriers within the Commission | 31-Dec-23 | Senior Management Team Regulation Division Corporate Services | X | | X | X | X | X | X | |
| <p>Identify and review internal Commission processes to ensure they are free from any gender bias or barriers within the Commission -</p> <p>Using data obtained from processes developed, review and update the following internal processes, to ensure they are free from any gender bias or barriers within the Commission (including Aboriginal, age, disability, culture and race, religion, sexual orientation):</p> <ul style="list-style-type: none"> • Recruitment (including advertisements, position descriptions and interviews) • Onboarding methods and providing workplace adjustments • Exit interviews (to ensure staff are able to raise issues about equality, intersectionality, diversity and inclusion) • Employing young people | In progress | All policies reviewed and updated as required, except for the Employing young people policy | The Commission is now confident it's policies in these areas are modern, sophisticated and appropriate in regard to the use of gendered language and are free from any gender bias or barriers within the Commission | 31-Dec-23 | Senior Management Team Corporate Services | X | | | | X | | | |
| <p>Identify options to document and enhance workforce diversity and inclusion at the Commission -</p> <p>Develop a Workforce Diversity and Inclusion Framework</p> | Not started | To be developed. Firstly, considering whether to absorb an existing, similar policy into the framework | Not applicable until the framework is developed | 30-Jun-23 | Corporate Services | X | | X | X | X | X | X | X |
| <p>Implement a consistent, clear approach in relation to pay equity at the Commission -</p> <p>Develop a Commission Pay Policy to ensure consistent setting of salaries and pay equity</p> | Complete | Policy has been created and approved | The Commission did not previously have a pay policy in place and decisions around salaries and pay equity were ad-hoc and not made based on strong and consistent policy decisions. This is no longer the case and processes identified in the policy now apply to all decisions | 31-Mar-23 | Corporate Services | | | X | | | | | |
| <p>Implement a consistent, clear approach in relation to pay equity at the Commission -</p> <p>Review all positions and position descriptions to ensure equal pay for equal work</p> | Complete | Review and update of Position Descriptions is complete. Salaries updated (and will continue to be updated when required) | As above. This ensures a consistent, clear approach in relation to pay equity at the Commission | 31-Mar-23 | Corporate Services | | | X | | | | | |

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| Finalise the Commission's first Reconciliation Action Plan and identify specific actions to strengthen cultural safety for the Commission's existing Aboriginal workforce and to increase the number of Aboriginal employees at the Commission - Release the Commission's first Reconciliation Action Plan | In progress | Draft is complete and feedback from Reconciliation Australia received. Final version being finalised | Not applicable until the Reconciliation Action Plan is finalised and released. However once finalised, it will strengthen cultural safety for the Commission's Aboriginal workforce and attract potential Aboriginal employees to vacancies | 31-Dec-22 | Commission wide | X | | | | X | | |
| Investigate options for having increased gender diversity representation amongst the group of people who receive and manage complaints regarding inappropriate behaviour - Create a panel of employees who are able to receive and manage complaints regarding inappropriate behaviour (especially race discrimination complaints, mediation, or conciliation processes) | Complete | A panel has been created to take complaints and is documented in the Inappropriate Workplace Behaviours - Internal Complaints Procedure | A panel ensures the Commission will be making consistent decisions free of bias and remove the burden on any one individual to make decisions in regard to inappropriate behaviour complaints. However, at this stage, the Commission is yet to receive any complaints regarding inappropriate behaviour | Annually from 2022 | Senior Management Team | | | | X | | | |
| Develop options for staff to anonymously communicate concerns regarding inappropriate workplace behaviours - Implement a system for the anonymous raising of concerns regarding inappropriate workplace behaviours | Complete | Now incorporated into the Inappropriate Workplace Behaviours - Internal Complaints Procedure | The Commission can now be confident that complaints regarding inappropriate behaviour are not being made because the employee is unable to remain anonymous | 31-Dec-22 | Corporate Services | | | | X | | | |
| Review and consider options to internally encourage and promote permanent promotions, applications for vacant positions, internal secondments and higher duties within the Commission - Develop, promote and apply dedicated policies and processes in relation to permanent promotions, applications for vacant positions, internal secondments and higher duties | Complete | New policies - Pay Policy, EOI Policy and Application Form, Recruitment Policies updated. Secondment Policy in place. Policies promoted in SMT, All-Staff Forum, Intranet, Newsletter | The Commission now has modern, sophisticated policies in regard to promotions, vacancies, secondments and higher duties. This means consistent decisions can now be made that are supported by approved policy-based decisions and any potential bias or ad-hoc decision-making be removed from processes | 30-Jun-23 | Corporate Services | | | | | X | | |
| Review the Commission's existing writing style guides to ensure inclusive language is used - Update the Commission's writing style guides to ensure inclusive language and terms are used | In progress | Governance Group has determined that there should be one, merged style guide | It is anticipated that one, central style guide will result in consistent writing styles that are clear from any gender bias. | 30-Jun-23 | Corporate Services | X | | | | | | |
| Ensure flexible work is available to all employees - Review and update the Commission's position descriptions to include the ability to access and apply for flexible work (such as job sharing, part-time work) | Complete | All Position Descriptions updated with standard wording. Paragraphs relating to flexible work now added | Promoting and supporting flexible work is important to the Commission in supporting its workforce and ensuring transparency. Adding this to Position Descriptions (and therefore recruitment advertisements) means both existing and potential employees are to be supported | 31-Mar-23 | Corporate Services | | | | | | X | |
| To assist with future recruitment strategies, consider methods to monitor the Commission's progress and success in building further gender diversity and intersectionality at the Commission - Commence reporting to the Commission's Governance Group on employee gender profiles and intersectionality. Reporting to include pay data and VPS levels/roles | Not started | To commence once data is collected and available from DFFH | Not applicable until collection commences | Twice per year from 1 July 2023 | Corporate Services | X | | X | | | | |

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| Review methods to monitor and report trends relating to recruitment and promotion at the Commission - Commence annual reporting of employee gender equality data trends relating to recruitment, higher duties and internal promotion to the Commission's Governance Group | Not started | To commence once data is collected and available from DFFH | Not applicable until collection commences | Annually from 2023 | Corporate Services | | | | | | | X | | |
| Promote the availability and benefits of flexible work and options available at the Commission - Review and update the Commission's position descriptions to include the ability to access and apply for flexible work (such as job sharing, part-time work) | Complete | Position Descriptions updated and all reference flexibility (Note - this measure is listed under two different strategies) | Promoting and supporting flexible work is important to the Commission in supporting its workforce and ensuring transparency. Adding this to Position Descriptions (and therefore recruitment advertisements) means both existing and potential employees are to be supported | 31-Dec-23 | Corporate Services | | | | | | | | X | |
| Promote the availability and benefits of flexible work and options available at the Commission - Undertake promotion of the availability and benefits of accessing the Commission's policies on: • Flexible work • Parental leave • Family violence • Carers leave | Complete | The four policies listed below have been reviewed and updated | The Commission now has modern, sophisticated policies in regard to leave. This means consistent decisions can now be made that are supported by approved policy-based decisions and any potential bias or ad-hoc decision-making is removed from approvals and decisions | 31-Dec-23 | Corporate Services | | | | | | | | X | |
| Promote the availability and benefits of flexible work and options available at the Commission - Include the promotion of the policies in the Commission's all-staff newsletter, as well as creating a dedicated site/page on the Commission's intranet | Complete | All new policies promoted in the Commission's all-staff newsletter and on the Intranet | The broader release and promotion of policies has resulted in more staff being aware of policies and a greater knowledge of their location when searching for a particular policy | 31-Dec-23 | Corporate Services | | | | | | | | X | |
| Increase the uptake of signature block pronouns at the Commission - Develop and provide promotional material to employees regarding the importance of signature block pronouns | Complete | The Commission encourages all staff to use pronouns in signature blocks (now built into the signature block template). Official name tags offered to all staff must also include pronouns. Pronouns also promoted on the Intranet to new staff | The broader release and promotion of policies has resulted in more staff being aware of policies and a greater knowledge of their location when searching for a particular policy | 31-Dec-22 | Senior Management Team | X | | | | | | | | |
| Explore options to create a dedicated annual program focussing on and celebrating gender equality, diversity and intersectionality - Develop an annual 'Commission Respects Diversity' program which will involve messaging from the Commissioner, possible guest speakers and other ways to celebrate and increase employee knowledge of gender equality, diversity and intersectionality | Not started | Consideration is being given as to how this is to be done (and when), such as an annual, on-site promotion and gathering | Not applicable until the program commences, however it is envisaged that it will promote and champion inclusiveness | Annually from 2023 | Senior Management Team | X | | | | | | | | |
| Ensure major religious events and celebrations are included in the Commission's annual Significant Dates calendar - Review and update the Commission's Significant Dates calendar on an annual basis | Complete | Created annually, teams assigned to events and Calendar promoted on the Intranet | The Commission's annual Significant Dates Calendar assists with the celebration of important dates and events and promotes inclusiveness across the Commission | Annually from 2022 | Senior Management Team | X | | | | | | | | |

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| Explore methods to promote the Commission's support mechanisms for inappropriate behaviours (HSR, Workplace Contact Officers, Senior HR Adviser) - Enhance online and printed/hardcopy materials relating to the Commission's support mechanisms for inappropriate behaviours (HSR, Workplace Contact Officers, Senior HR Adviser) | Complete | Wellbeing, Inappropriate Behaviour section created on Intranet. Wellbeing poster also created | Support mechanisms are in place and staff are now more aware of obligations and where to go for support. Questions relating to the Commission not tolerating inappropriate behaviour is viewed favourably in Exit Interviews and staff surveys | 31-Mar-23 | Corporate Services | | | | | X | | | |
| Explore methods to promote the Commission's support mechanisms for inappropriate behaviours (HSR, Workplace Contact Officers, Senior HR Adviser) - Develop materials to display in the office and create a dedicated site/page on the Commission's intranet | Complete | Wellbeing, Inappropriate Behaviour section created on Intranet. Wellbeing poster also created | Support mechanisms are in place and staff are now more aware of obligations and where to go for support. Questions relating to the Commission not tolerating inappropriate behaviour is viewed favourably in Exit Interviews and staff surveys | 31-Mar-23 | Corporate Services | | | | | X | | | |
| Explore methods to promote the Commission's support mechanisms for inappropriate behaviours (HSR, Workplace Contact Officers, Senior HR Adviser) - Review training provided to Workplace Contact Officers to ensure it is appropriate and fit for purpose to receive and handle inappropriate behaviour complaints | Complete | The Victorian Equal Opportunity and Human Rights Commission (VEOHRC) continues to be the appropriate training provider (Workplace equality: contact officer essentials). Panel refreshed in mid-2023 | VEOHRC were historically selected to train the Commission's Workplace Contact Officers due to referrals from other departments and word of mouth. The Commission is now confident that through research-led analysis, that VEOHRC is the fit for purpose and the most appropriate training provider | 31-Mar-23 | Corporate Services | | | | | X | | | |
| Identify and implement opportunities to improve staff awareness of anti-violence/family violence policies and procedures for all employees - Develop and release a dedicated policy and procedure relating to anti-violence / family violence leave | Complete | New policy created and released | The Commission no longer relies on DFFH or other departments to manage a potential family violence leave request, and is knowledgeable in making decisions by being supported by a written policy | 30-Jun-23 | Corporate Services | | | | | | | | X |
| Identify and implement opportunities to improve staff awareness of anti-violence/family violence policies and procedures for all employees - Promote new policies and procedures through appropriate channels within the Commission | Complete | The Commission now has a structured process to release new policies - SMT, All-Staff, Email, Newsletter and Intranet | The broader release and promotion of policies has resulted in more staff being aware of policies and a greater knowledge of their location when searching for a particular policy | 30-Jun-23 | Corporate Services | | | | | | | | X |
| Review the Commission Learning and Development Matrix regarding mandatory all-staff training sessions that are delivered to Commission employees - Embed into the Commission Learning and Development Matrix a mandatory all-staff training session on: • Anti-sexual harassment training that focuses on mechanisms for reporting and support at the Commission • Workplace diversity, equity and inclusion • Aboriginal cultural awareness and safety package • Cultural safety (including cultural entitlements) | Complete | L&D Matrix refreshed and updated to address the strategy | The addition of the noted training has helped enhance and improve the Commission's L&D Matrix and the training that is offered to staff. These training activities are important to ensure the knowledge of these topics is improved amongst staff and inclusivity is promoted | 30-Jun-22 | Corporate Services | X | | | | X | | | |

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| Review the Commission Learning and Development Matrix regarding mandatory all-staff training sessions that are delivered to Commission employees - As part of the L&D Matrix, deliver the above training every second year | Complete | L&D Matrix refreshed and now reflects training (referenced in the above Strategy) every second year | The addition of the noted training has helped enhance and improve the Commission's L&D Matrix and the training that is offered to staff. These training activities are important to ensure the knowledge of these topics is improved amongst staff and inclusivity is promoted | Every second year from 2023 | Corporate Services | X | | | | X | | | | |
| Ensure all Commission training is free from any perceivable gender bias and that, wherever appropriate, gender equality and intersectionality is considered and included - Screen training providers rigorously and develop set, consistent wording relating to gender equality and intersectionality to provide to all future training providers when training programs are being developed for the Commission | In progress | This is being built into Corporate Service's processes for researching and selecting training providers | Training providers were historically selected due to referrals from other departments and word of mouth. The Commission is now confident that through research-led analysis, providers are fit for purpose and the most appropriate training provider selected. Pre-training meetings are now booked between Corporate Services and the provider to ensure content is appropriate at all times | 30-Jun-23 | | | | | | X | | | | |
| Ensure recruitment processes are free from any unintentional or unconscious gender or other bias - Implement regular Unconscious Bias training for all people/hiring managers | In progress | All staff training held in October 2022. Unconscious Bias training to be delivered every second year however there are plans to consider the best training provider and options for the future so that the training suits the Commission's needs | The addition of the training continues to help enhance and improve the Commission's L&D Matrix and the training that is offered to managers. These training activities are important to ensure the knowledge of these topics is improved amongst the management team and in future, decisions are made that are free from unconscious bias | Every second year from 2022 | Senior Management Team | | | | X | | | | | |
| Explore methods to ensure the Commission's floor is safe, inclusive and accessible and also free from barriers or hazards for all employees and visitors (including those with a physical disability) - Organise and undertake an accessibility assessment of the Commission's floor to identify and assess potential issues or barriers for employees and visitors, including for employees and visitors with disability, women, non-binary or gender diverse people, and trans workers | In progress | Options are being considered to ensure an accessibility audit is undertaken. In consultation with DFFH | Not applicable until this measure is completed. However, it is anticipated that the audit and any modifications will result in the Commission's office being modern, sophisticated and inclusive for all workers and visitors. | 30-Jun-23 | Corporate Services | X | | | | | | | | |
| Explore methods to ensure the Commission's floor is safe, inclusive and accessible and also free from barriers or hazards for all employees and visitors (including those with a physical disability) - Act on any findings from the floor assessment | Not started | Based on the above strategy | Not applicable until this measure is completed. However, it is anticipated that the audit and any modifications will result in the Commission's office being modern, sophisticated and inclusive for all workers and visitors. | 30-Jun-23 | Corporate Services | X | | | | | | | | |
| Explore options to convert a Commission room or private space to be a dedicated multi-faith quiet/prayer room for employees and/or visitors - Provide employees and/or visitors with a dedicated multi-faith quiet/prayer room | Complete | A furniture company has been engaged and the room has been redesigned | The Commission now has a multi-purpose room available for all staff and allows for all staff and visitors to benefit from the room's multi-use. | 30-Jun-22 | Corporate Services | X | | | | | | | | |
| Ensure the Commission's online environment (website and Intranet) support accessibility - Conduct an assessment of the Commission's online environment to support accessibility | Complete | Audit of website undertaken by Vision Australia and a detailed report provided in May 2023 | The Commission is now confident its website / online environment is modern, sophisticated and appropriate for a broader cross section of the community to benefit from the contents of the site/s. | 31-Dec-23 | Corporate Services | X | | | | | | | | |

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| <p>Ensure the Commission's online environment (website and Intranet) support accessibility -</p> <p>Within available budget and funding, act on the findings of the online assessment</p> | <p>In progress</p> | <p>The majority of recommendations from Vision Australia have been implemented. All systemic reports and external published reports will now include an accessible copy on the website. The Commission is working through any final enhancements</p> | <p>The Commission is now confident its website / online environment is modern, sophisticated and appropriate for a broader cross section of the community to benefit from the contents of the site/s.</p> | <p>31-Dec-23</p> | <p>Corporate Services</p> | <p>X</p> | | | | | | |
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| Indicators key |
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| <p>1. Gender composition of all levels of the workforce.</p> |
| <p>2. Gender composition of governing bodies.</p> |
| <p>3. Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender.</p> |
| <p>4. Sexual harassment in the workplace</p> |
| <p>5. Recruitment and promotion practices in the workplace.</p> |
| <p>6. Availability and utilisation of terms, conditions and practices relating to:</p> <ul style="list-style-type: none"> - family violence leave - flexible working arrangements - working arrangements supporting employees with family or caring responsibilities |
| <p>7. Gendered segregation within the workplace</p> |

Resourcing your GEAP

| Table 2.2 - Allocation of resources to implement the strategies and measures in your GEAP |
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| Recommended |
| <p>You might consider some or all of the following, in addition to any other aspects you consider relevant:</p> <ul style="list-style-type: none">• Who implements the strategies and measures in your GEAP? What role do they perform at what level in your defined entity?• How many staff members/FTE are allocated to implementing the strategies and measures?• Was enough resourcing allocated to successfully implement your strategies and measures? If not, how will this be addressed? |
| Your Comments |
| <p>The Commission's Manager, Corporate Services is responsible for the GEAP and is supported by the Commission's Senior Human Resources Adviser. The Manager, Corporate Services reports to the Chief Executive Officer in regard to progress against strategies and measures and the GEAP more generally.</p> <p>The Manager, Corporate Services is responsible for a number of corporate functions including human resources and recruitment, information technology, finance, audit and risk, media and communications and executive support.</p> <p>The Manager, Corporate Services is an ongoing, VPS 6.2 employee. The Senior Human Resources Adviser is also an ongoing employee (VPS 5.2).</p> <p>No dedicated resources are allocated full-time to the GEAP. The Commission is a small agency (80 staff) and is not resourced financially to allow for a dedicated, full-time GEAP resource. The Manager, Corporate Services and Senior Human Resources Adviser dedicate as much time to GEAP strategies and measures as is practically available.</p> |

Workplace Gender Equality Indicators

| Table 3 - Workplace gender equality indicators progress | | |
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| Required | Required | Required |
| Indicator | Confirm if progress made | Progress description |
| 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. | Indicate whether your organisation has made progress in relation to the workplace gender equality indicators. Use the drop-down menu in the cell to select 'yes' or 'no.' | Demonstrate your progress in relation to each workplace gender equality indicator. 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. |
| Gender composition of all levels of the workforce | No | <p>In our 2021 audit, women represented 76% of the Commissions workforce and 24% were men. In our 2023 audit, the representation of women increased to 83% of the Commissions workforce and the representation of men decreased to 17%.</p> <p>In our 2021 audit, the Commissions full-time workforce was made up on 70% of women and 30% of men. Our part-time workforce was made up of 94% of woman and 6% of men. Level -1 to the CEO was made up of 3 women and 2 men as full-time ongoing employees and 2 women and 1 man as full-time fixed term employees. Level -2 to the CEO was made up of 12 women and 5 men as full-time ongoing employees, 2 women as full-time fixed term employees, 8 women as part time ongoing employees and 1 woman as a part time fixed term employees. Level -3 to the CEO was made up of 11 women and 6 men as full-time ongoing employees, 2 women as full-time fixed term employees, 4 women and 1 man as part time ongoing employees and 2 women as a part time fixed term employees. Level -4 to the CEO was made up of 5 women and 2 men as full-time ongoing employees.</p> <p>In our 2023 audit, the Commissions full time workforce increased to 78% of women and decreased to 22% of men. Our part time workforce was made up of 100% of woman. Level -1 to the CEO was made up of 3 women and 1 man as full-time ongoing employees and 4 women as full-time fixed term employees. Level -2 to the CEO was made up of 18 women and 3 men as full-time ongoing employees, 1 woman and 4 men as full-time fixed term employees and 4 women as part time ongoing employees. Level -3 to the CEO was made up of 8 women and 3 men as full-time ongoing employees, 7 women and 1 man as full-time fixed term employees, 6 women part time ongoing employees and 3 women as a part time fixed term employees. Level -4 to the CEO was made up of 5 women and 2 men as full-time ongoing employees, 3 women as full-time fixed term employees and 4 women part time ongoing employees.</p> <p>In our 2021 audit, 7% of the workforce identified as Aboriginal and/or Torres Strait Islander, whereas this has decreased to 2% in our 2023 audit. The 2% reported in 2023 all identify as women. Two Aboriginal Torres Strait Islander graduate program staff from 2021 left the Commission and due to the Commission's budget position, the Commission is yet to resume any engagement of ATSI graduates.</p> <p>In our 2023 audit, men are represented in all age categories except 65+ where all employees are woman. This is the same age profile as 2021.</p> <p>The Commission has been working on a number of strategies and measures that were designed to support gender composition such as updating the Recruitment Framework to ensure it is free from any gender or related bias. Releasing a Reasonable Adjustment Policy and form to support staff with disabilities. Making changes to the Exit Interview process and questions to consider cultural safety issues. Conducting an accessibility audit of the Commission's online environment (website) and of the Commission's office/floor. As well as finalising a Reconciliation Action Plan (to be released in 2024) that will include a focus on increasing employment of ATSI staff.</p> <p>The Commission does not currently have employee data on the following: cultural identity, disability, religion, or sexual orientation, therefore no data has been provided. This is due to delays in DFFH implementing a new payroll system that will capture this data. Once implemented, our reporting will be more accurate and valuable.</p> |
| Gender composition of governing bodies | No | Not applicable. No governing body. |
| Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender | Yes | <p>In our 2021 audit, the median base annual salary pay gap for women was 12.4%. For every \$100 paid to a man, \$88 was paid to a woman. To match what a man was paid in a year, a woman would need to work for 14 months. The mean base annual salary by employment basis and gender was: full-time ongoing women 8.7%, full-time fixed term women -4.1% and part-time ongoing women 7.1%. The median base salary pay gap by level to CEO and gender was: -1 -11.5%, -2 22.1%, -3 -3.0% and -4 -18.8%.</p> <p>In our 2023 audit, the median base annual salary pay gap for women is significantly reduced to 0.7%. For every \$100 paid to a man, \$99 was pad to a woman. To match what a man was paid in a year, a woman would need to work for 12 months. The mean base annual salary by employment basis and gender is: full-time ongoing women 5.9% and full-time fixed term women 2.5%. The median base salary pay gap by level to CEO and gender is: -1 = -6.1%, -2 = 0.0%, -3 = 6.5% and -4 = -7.7%.</p> <p>The main reason for the significant change is believed to be due to the change to the 'manager' occupation category. In 2021, 35% of managers were men in comparison to 2023, where only 17% of managers are men.</p> <p>A pay gap continues to exist to some degree (despite the vast majority of executives, managers being women) because of the VPS profile of the 17% men and the fact nearly all are employed as VPS 5 and above, and the Commission's women are more widely spread from VPS 3 to executive levels.</p> <p>The Commission is pleased to see an improvement in this area and believe that the development and implementation of a dedicated Pay Policy in late 2022 has contributed to these positive results. The Pay Policy was designed to address and support equal remuneration for fair work across all levels of the workforce, irrespective of gender to ensure a fair and equal approach exists. In addition, the Commission reviewed its position descriptions to ensure salaries are updated and will continue to be updated where there is a salary change as per the VPS Agreement.</p> |

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| Sexual harassment in the workplace | Yes | <p>Our 2021 Employee Experience Survey data indicated that 2% of women and 8% of men that responded to the survey had experienced sexual harassment in the workplace. There is no further data available for this result due to less than 10 people having said they have experienced sexual harassment in the workplace and to protect those respondents. Our 2023 Employee Experience data showed that, 3% of women that responded to the survey said they had experienced sexual harassment in the workplace (a % for men was 'unavailable'). Although 3% of women said they had experienced sexual harassment in the workplace, there were no complaints of sexual harassment reported or recorded in 2021 or 2023.</p> <p>We believe that we have made progress on this indicator as the Commission has implemented a number of measures to ensure staff know what to do when they experience sexual harassment in the workplace, as well as how to report such incidents. We have done this by creating and implementing an Inappropriate Behaviours Procedure that include making anonymous complaints and how to make a complaint against executives and Commissioners. A dedicated Appropriate Workplace Behaviours Internet page has also been created which includes an easy to read/navigate 'How we manage Inappropriate Behaviours at the Commission for Children and Young People' flowchart/poster. In addition, we have ensured and will continue to ensure, there is ongoing and regular communication around this topic, such as at end of year celebrations.</p> <p>We have also seen a 2% increase on our Employee Experience Survey and the question 'I feel safe to challenge inappropriate behaviour at work' where in 2021 69% of staff agreed and in 2023, 71% of staff agreed to this question. We see this as a positive and a clear sign of making progress in regard to this topic.</p> |
| Recruitment and promotion practices in the workplace | Yes | <p>In our 2021 audit, men represented 14% of new recruits and women represented 86% in the year to 30 June 2021. In 2021, 100% of the men we recruited were employed on a full-time ongoing basis. Of the women we recruited in 2021, 33% were employed on a full-time ongoing bases, 33% on a full-time fixed term bases and 33% on a part time fixed term basis.</p> <p>In our 2023 audit, the representation of men recruited increased to 24%. This is despite the overall reduction in the gender composition of men at the Commission where men represented 24% in 2021 and 17% in 2023. In 2023, 100% of the men recruited were employed on a full-time fixed term basis. Of the women we recruited in 2023, 38% were employed on a full-time ongoing basis, 23% on a full-time fixed term basis, 23% on a part time ongoing basis and 15% on a part time fixed term basis.</p> <p>We were not able to report on non-binary or gender diverse data in both our 2021 and 2023 audits due to delays in implementing a new payroll system that will capture this data.</p> <p>Promotions – In our 2021 audit, 70% of women and 30% of men had a permanent promotion in the reporting period. Of the 70% of promotions awarded to women, these occurred in the in the mid to higher levels of our workforce. In contrast, of the 30% of promotions awarded to men, these occurred in the lower to mid-levels of our workforce. Unfortunately, in our 2023 audit, DFFH payroll was unable to extract and provide this data. In our 2023 employee experience survey, 64% of employees who responded to the survey, said they agreed or strongly agreed that they have an equal chance at promotion in their organisation. 64% said that they believe the promotion processes in their organisation are fair.</p> <p>Higher duties – In our 2021 audit, 50% of both women and men were awarded higher duties in the reporting period. In our 2023 audit, the results were consistent with 2021, with 50% of both women and men were awarded higher duties. In both our 2021 and 2023 audits, of those who were awarded higher duties occurred in the lower to mid-levels of our workforce (-2 and -3 from the CEO).</p> <p>Internal secondments – In our 2021 audit, 75% of women and 25% of women were awarded internal secondments. In our 2023 audit, the results have improved and there is no gender bias with an even split of 50% women and 50% men being awarded an internal secondment.</p> <p>Career development training opportunities – In our 2021 audit, 20% of men and 80% of women participated in career development training opportunities. In our 2023 audit, a slight decrease in men and an increase in women participating in career development training opportunities occurred with 15% of men and 85% of women.</p> <p>People who exited – In our 2021 audit, of the 16 employees that exited the Commission, 44% were men and 56% women. In our 2023 audit this significantly changed to 19% men and 81% women exiting (16 employees also exited).</p> <p>The Commission believes that due to the implementation of numerous GEAP measures such as improvements made to our Recruitment Framework, a new Expression of Interest (EOI) Policy and Procedure, and the use of inclusive language throughout our policy documents, that this has contributed towards creating a more gender-balanced workforce. Further to this, we have commenced the use of a case management system to ensure accurate record keeping for career and development training undertaken by staff.</p> |
| 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 | Yes | <p>In our 2021 audit, 67% of staff were on some kind of formal flexible work arrangement. Of the 67% of staff, 9% were men and 91% women. In 2021, 57% of men and 43% of women accessed parental leave entitlements. The average weeks of parental leave taken was 18.6 weeks for women and 6.5 weeks for men. There were no Family Violence Leave applications in the 2021 reporting period.</p> <p>In our 2023 audit, 100% of staff are on some kind of formal flexible work arrangement. This is largely due to a hybrid working model being available to all staff. In 2023, 17% of men and 83% of women accessed parental leave entitlements. The average weeks of parental leave taken was 22.3 weeks for women and 3 for men. We believe the significant decrease in men accessing parental leave is due to the overall gender composition of the workforce (reduction of the percentage of men at the Commission). There were no Family Violence Leave application in the 2023 reporting period. However, to ensure staff were aware that this leave was accessible to them, the Commission developed and implemented and Family Violence Leave Policy and Procedure during this period.</p> <p>In 2021, 34 women and 12 men accessed carers leave. In 2023, 31 women and 7 men accessed carers leave. We believe the overall reduction in the utilisation of carers leave could be the reduced impact of COVID-19 as well as the uptake in the use of formal flexible work arrangements.</p> <p>All forms of flexible work arrangements are available and utilised by all staff at the Commission, including executives. Senior leaders also model these behaviours by also taking up such opportunities.</p> <p>We believe we have made progress toward this indication due to developing and promoting a suite of policies between 2021 and 2023 such as Family Violence Leave, Parental Leave, Carer's Leave, Study Leave, along with supporting procedures for all policies. All policies have been created free from gender bias and use inclusive language at all times. Further to this, our 2023 Employee Experience Survey indicated that 78% of staff said that they felt confident requesting a flexible work arrangement.</p> |

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| <p>Gendered segregation within the workplace</p> | <p>Yes</p> | <p>In our 2021 audit, men represented 35% of managers and women represented 65%. Men represented 14% of professionals and women represented 86%. Men represented 28% of clerical and administrative workers and women represented 72%.</p> <p>In 2023, the representation of men in a manager position decreased to 29% and women representation in a manager position increased to 71%. We believe this is due to the overall gender composition of the workforce, where men only represent 17% of our workforce in 2023. The representation of men as a professional increased to 26% and the representation of women decreased to 74%. This is a slight variation from 2021. In 2023, men represented 13% of clerical and administrative workers and women represented 88%. This shows greater segregation in comparison to 2021, however, we believe the overall gender composition of our workforce (reduction of men) has contributed to this slight change. Women represent 100% of community and personal service workers.</p> <p>Given the size of the Commission and the overall gender composition of the workforce, gendered segregation is an area we have seen a major improvement in gender balance in comparison to our 2021 audit (in particular the increase in percentage of women classified as managers). Therefore, we believe that we have made progress against the gender occupational segregation indicator. As we work toward balancing the overall gender composition of our workforce, we are confident any gendered segregation within our workplace will simply reflect the gender composition of our workforce in the future.</p> |
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