## Gender impact assessments

Table 1 - Gender impact assessments progress Required Required Required		Domirod	Doguirod	Deguired	Doguirod	Recommended				
Required Title	Required	Required	Required	Required	Required					
What is the title of the policy, program or service	Subject Was the subject of the GIA a policy, program or service? For definitions of policies, programs and services, please refer to the guidance materials at Appendix A: Glossary of terms. Use the drop-down menu in the cell to select your answer.	Description Provide a description of the policy, program or service subject to the GIA.	Status Was the policy, program or service new, or up for review? Use the drop-down menu in the cell to select your answer.	to meet the needs of people of different genders, address gender inequality and promote gender equality as a result of the GIA?	Describe actions taken 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. When reporting on multiple actions taken, include this information in one cell. You can press alt+enter to include new lines.	experience on the basis of intersectionality?				
Customer Service Charter	Policy	The Customer Service Charter sets out the standard of service that customers can expect to receive from Council staff. It outlines Council's service standards, commitment to customers and expectations on all staff.	For Review	Yes	Women's Health Loddon Mallee assisted CGSC in reviewing the charter and determining whether a GIA is required. It was also recommended that: 1. An intersectional lens be applied to the Charter to consider the impact of the Charter on women and gender diverse customers. 2. A statement of commitment to self-determination and to meeting social obligations to address inequity, and racism and promote cultural safety be included in the Charter. 3. Considerations for making a complaint outlined in the Complaints Policy be reflected in the Charter. This work is still in development.	Yes				
Policies and Procedures Guidelines	Policy	The purpose of these guidelines is to ensure consistent and effective strategic document, policy and procedure development and management for CGSC. These guidelines support staff in the development of policy and procedures and provides the framework and guidance for same. These guidelines also aim to assist Council's compliance and decision making processes and ensure important information and systems are continued and maintained by the organisation.	For Review	Yes	These guidelines are an internal document to guide staff and therefore a Gender Impact Assessment is not required on this document. However, a GIA would need to be applied to documents developed in-line with these guidelines if they are external facing and have a direct and significant impact on the public. On that basis, the following recommendations have come out of the GIA: - A section on GIA be included in these guidelines to create a culture of business as usual. - creating shared responsibility for GIA work, by acknowledging that any staff involved in developing/reviewing policies, programs and services have a role to play in this, rather than the GIA process being viewed as something that a select group within the organisation are responsible for.	No				
Community Support Policy	Policy	The Community Support Policy provides financial assistance to community-based organisations to support the provision of programs and services which benefit the Central Goldfields Shire community and are in accordance with Council's plans and strategies	For Review	Yes	The review was not complete in time for the 2023 community grants process, however, recommendations that will be included in next review include: 1. Inclusion of equity as an eligibility criterion when assessing applications 2. That grant applications include a section for applicants to outline how they will account for barriers to participation for different cohorts and apply a gender and intersectional lens for their proposed projects 3. A gender and intersectional lens be applied to the access, application, and assessment process of community support funds	Yes				

	Recommended
idered	Explain intersectional lens applied
equality antage or cell to	Explain how an intersectional lens was applied while completing the GIA. If this was not done, explain why this was not practicable.
	The intersectional lens was applied through the GIA process undertaken with Women's Health Loddon Mallee. A key recommendation is to apply an intersectional lens to the Customer Service Charter. This work is in progress.
	The policy indicates recognition of 'supporting diversity, tolerance and inclusion' and contains a gender equity statement emphasising that the policy does not contribute to the promotion of inequalities. Both statements are important, but the policy would benefit from further unpacking/supporting of these principles. Some points to consider include: - has intersectionality been consider include: - has intersectionality been consider and the application process (older women, women with a disability, women from culturally and linguistically diverse backgrounds navigating an online submission process). - Are literacy skills, socio-economic status, culture, or IT skills which might influence whether community members apply for the grants program taken into consideration? - Do members of the community 'access' community grants differently? For example, how do social roles and responsibilities such as caring responsibilities influence people's access? - Do you collect gender or demographic data on grant submissions and outcomes? - Is there a gender balance on the assessment panel. Is there potential for assessment panel members to review applications with bias or based on gender stereotypes? - Is there community representation on the assessment panel? - Do you hold information sessions for potential applicants? If so, are information sessions scheduled at a time which excludes some people from attending (e.g., during the day which excludes speople working, evenings which excludes those with children), are childcare options provided, are women, men and gender diverse community members made to feel welcome and included? Are facilities appropriate and accessible?

### Strategies and measures

Table 2.1 - Strategies and measures progress		т											
I con 2-1 - Guinege's and measures progress Required Strategies and measures	Required Status	Required Status description	Recommended Evaluation of success	Recommended Timeline	Recommended Responsible	Recomm	ended 2	Releva 3	int indica 4	itor(s) 5	6	7	
List your organisation's strategies and measures. Include one strategy or measure per row. These are the planned actions that you have outlined in your GEAP to promote gender equality in your workplace.	Assign each strategy or measure a status from the following list: • Complete Indicates that all planned activities related to this strategy or measure have been finaliaed. • 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 basins. et with iterategy or measure than the planned activities related to this strategy or measure than the planned activities related to this strategy or measure that the planned activities related to this strategy or measure that thave been delayed. • You's direct that this strategy or measure appeared in your defined em/y's GEAP, but has since been canceled.	Describe your progress in implementing each strategy or measure in you GEAP. In particular, you need to explain: • 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.	Evaluating the success of each of your strategies or measures may include: • tracking against pre-identified success markers. These markers may have been specified in your GEAP	If your GEAP included a timeline for action or implementation for your strategies and measures, include this timeline below. If you did not include a timeline in your GEAP, we highly recommend you do so in this porgress report by including a timeline below.	Include the role or team responsible for implementing of each strategy or measure.	that the	action was	is design rs key to	ed to add	y each strategy or measure address. ht of this table for a inder equality indicator.			
	Ongoing	CGSC was unsuccessful in its application for Free from Violence funding in 2022. An application was submitted in 2023, with outcomes yet to be	organisational strategic planning and the	2022-2023	General Manager Community Wellbeing	x	x	×	x	×	x	×	
Identify resources to support the implementation of the GEAP.		published. Women's Health Loddon Mallee have been engaged to deliver training during 2022, however, the capacity of a small rural council to outsource this work on an ongoing basis is limited.	continuing efforts of the Gender Equity Committee, the organisation lacks the specialist knowledge and practical know- how for early build momentum and embed this work within its day to day activities, built of the second second second second second and design. While all of the components are in place to design: change in the organisation and the broader community as et out, in the GEAP and Municipal Health & VelBeieng Plan, specialist resourcing in equival to catalyse, build and sustain momentum.										
Group training in a virtual setting of gender equality policies and processes.	Ongoing	CGSC's Gender Equity committee in partnership with Women's Health Loddon Mallee have completed 'Gender Equity is everyone's business' as well as lachnical training in Gender Impact Assessment's	Training has been limited to the Gender Equity committee members to date. From 1 March 2024, however, the organisation will have an organisational development specialist within the structure and part of their remit is to build organisational capability in gender equity and intersectionality.	2022-2023	Manager People & Culture/ Gender Equity Committee	x	x	x	x	x	x	x	
Review of all existing and future policies and procedures to ensure gender equity and inclusion are considered.	Ongoing	In collaboration with Wommen's Health Loddon Mallee, a review of CGSC Cluidelines for Polices, Procodures and Strategia documents' was undertaken. As the overarching framework for this work, a paragraph guiding the inclusion of gender quigity and undertaking GIA's for all document development was included. This will ensure that there is an embedded discipline of ensuring gender equity and inclusion are considered in future reviews and development of CGSC's policy and procedures.		2022-23	Gender Equity Committee	x	x	×	x	x	x	x	
	In progress	The GE Committee have discussed the policies and procedures that have had a Gender Impact assessment undertaken, however, these have	a The organisation lacks the specialist	2023	Manager Community Engagement &	+					+	-	
Information published about case studies explaining in what situations the policies and processes apply.		not yet been published to the wider organisation. Further work in this area needs to be undertaken.	Involvedge and practical know-how to really built momentum and embed this work within its day to day activities, both in terms of internal practices and processes, and through service delivery and design. Whilst all of the components are in place to deliver change in the organisation and the broader community – as set out in the CRAP and Municipal Health & Wettbeing Plan, specialist resourcing is required to catalyse, built and sustain momentum.		Communications								
Develop and implement a stand-alone policy on sexual harassment.	Complete	Subtantive work in relation to GE related policies and procedures has been undertaken. CGSC have reviewed and refined our Bullying & Prevention Poisury - New Policy Approved September 2022, our Prevention of Secural Harassmert Policy also approved in September 2022, and CGSC's Equal Opportunity policy - Approved January 2023. CGSC have also developed a Resolution Procedure for Sexual Harassment, Bullying and Equal Opportunity: approved in January 2023.	All policies have been implemented and have been listed in the Policy Review schedule in 2025 and 2026.	2022	Manager People & Culture/ Gender Equity Committee			x	x	x	x	×	
Improved training on sexual harassment to include face to face training and by-stander training.	Ongoing	At the moment, all new employees, as part of their onboarding process, receive GE related policies and procedures to read and sign acknowledgement of, and undertake the Compliance training modules. GE related compliance training modules include: Respectful Workplace Behaviours, Prevention of Bullying and Sexual Harassment and Equal Employment Opportunity. People & Culture have made approaches to the Human Rights & Equal Opportunity Commission and Women's Health Loddon Mallee about provision of face to face training, including Bystander Intervention.	Compliance training completed by new starters is regulary reported to CSCS's Executive Managament Team (monthly basis). All GE related Polices and Procedures have been read by New Employees	2023	Manager People & Culturel Gender Equity Committee				x				
Review complaint procedures to ensure they include guidance on how investigators can support reluctant sexual harassment complainants	In progress	CGSC have developed a Resolution Procedure for Sexual Harassment, Bullying and Equal Opportunity: aproved in January 2023. This procedure provides multiple avenues for naising a complaint internally and externally. This procedure also culties the range of support options available to staff, who are thinking about reporting, and also support options available throughout a complaint resolution process. Specific guidance on how to support a person who is reluctant to make a formal complaint is not clear.		2022	Manager People & Culture/ Gender Equity Committee				x				
Review primary and secondary paternity leave for all team members.	Complete	Sits within the current negotiated Enterprise Agreement - next one is due for completion in 2024. In the most creant EA, the terms were broadneed from just maternity leave - there is also flexible work agreements that provide flexibility to staff with changing family circumstances. Will be further reviewed in the next Enterprise Agreement renewal process - due to start February 2024. Some training has been provided by Womme's Health Loddon Mallee for Gender Equity committee members, but as this work is over and above	Training has been limited to the Gender	2023 2023/ongoing	Manager People & Culture Manager People & Culture	x	x	x	x	x x	x	x	
Gender bias education including a focus on intersectionality		existing workbad, it is difficult to gain traction and lead the organisation t embed principles in BAU. Vorvail, the organisation has a foundational understanding about interactionality despite Central Goldfields hwing: - one of the highest Aborginal populations per capita in Victoria - an emerging community of people of all ages who identify as LGBTIQA - one of the highest growing and highest rates of people aged 65+ - twice the proportion of people living with a disability in the community compared to Victoria as a whole	<ul> <li>1 March 2024, however, the organisation will have an organisational development specialist within the structure and part of their remit is to build organisational capability in gender equity and intersectionality.</li> </ul>		Calaire								
Work place gender audit.	Ongoing	Data uploaded as required to the Commissioners website		Dec-21	Manager People & Culture	x	x	x	x	x	x	x	
Regular messages about gender equity and intersectionality via various mediums.	Ongoing Complete	The GE committee have made every effort to provide regular messages to the organisation and use opportunities such as all staff meetings and calendar spotlights such as International Women's Day to highlight the significance of this work. Training has been provided across multiple forums, including all staff	The reality is, however, that the organisation lacks the specialist knowledge and practical know-how to really build momentum and embed this work within its day to day activities without dedicated resource.	2022/ongoing 2022/ongoing	Gender Equity Committee Gender Equity	x	x	x	x	x	x	x	
Encourage reporting of inappropriate behaviour by promoting formal and informal complaint channels and allowing for anonymous complaints		meetings, leadership team meetings and Councillor briefings, however, this work will continue as we develop a culture of psychological safety.			Committee/ Manager Community Engagemen & Communications	t							
Initiate future staff engagement offering different ways to provide their input i.e. polls and surveys.	Ongoing	CGSC have multiple ways to strengthen staff engagement offering different ways for people to provide their input. These include Annual Pulse surveys and People Matter Surveys. Staff Meeting, development and utilisation of Feedback@CGSC inbox, creation of a people@CGSC inbox that is advely monitored by our People and Cutture Team; Weltleing Committee. OHS Committee and our Staff Consultative Committee.	Communication results and increasing positive results in most staff engagement indicators.	2022/ongoing	Gender Equity Committee/ Manager Community Engagemen & Communications	x	x	x	x	X	x	x	
Host a workshop that considers what the organisation's business case for gender equity is for each area of the organisation.	In progress	GE committee members undertook training with WHLM, however, organisational wide training has not yet been undertaken.	Training has been limited to the Gender Equity committee members to date. From 1 March 2024, however, the organisation will have an organisational development specialist within the structure and part of their remit is to build organisational capability in gender equity and intersectionality.	2022	Executive Management Team	x	x	x	x	x	×	×	
Gender equity to be a standing item on all formal organisational meetings.	In progress	CGSCS Leadership team meets bi weekly and has Gender Equity as a standing item on its agenda. There is a need to build capacity at his two before communicating confidently to the rest of the organisation, which has been challenging without subject matter expertise and resourcing to focus on this work. There have been regular opportunities to report to staff on the progress	I organisation will have an organisational development specialist within the structure	2023	Executive Management Team/ Governance Property & Risk CEO/Gender Equity	x	x	×	x	×	x	x	
CEO reports quarterly on progress of Gender Equity Plan to staff.	Grigoniy	I here have been regular opportunities to report to staff on the progress being made, including through the development of relevant policies, ahead of regular staff surveys and in acknowledgement of calendar highlights such as International Women's Day.	Staff feedback indicates they welcome updates from the work of the GE Committee.		CEO/Gender Equity Committee	x	x	*	x	x	^	î	
Councillors undertake training on gender equity awareness.	In progress	Councillors have been briefed on legislative requirements relating to Gender Equality and all Fair Work Act Ammendments. To continue this learning journey, the People & Culture are following up with MAV to discuss formal Councillor training. Funding applications have been submitted in 2022 and 2023 to better resource this work, with the outcome of the 2023 application as yet	Council elections in 2024 will provide the opportunity to provide a new cohort of Councillors with this training as part of their induction process. Council's Gender Equity Committee is	2022 2023	CEO/Gender Equity Committee Gender Equity Committee/ Executive	x	x	x	x	x	x	x	
Identify resources for the Leadership team to confidently lead gender equity conversations		unknown.	motivated to support and deliver change, however, as a small rural council faced with delivening this valuable work as per legistlative requirements, already high workload pressures combined with limited capacity and capability, the amount of practical activity which can be delivered and sustained is limited.		Management Team/Leadership Team								
Review organisation values – consider respect as a new value	Complete	An extensive internal consultation process was undertaken to develop a new Corporate Plan and Organisational Narrative in 2023. Out of this came a new vision for the future, with guiding mission, values and principles. While respect was not highlighted as one of the values, those that were identified include: Patternsity Approach, Transparency, Honesty, Open Feedback, Active Listening and Inclusive; were.	There was a genuine commitment to create, with all staff, a list of priority actions to lead the change we need. This journey started with the staff survey in 2022 and during the course of 2023 there were a range of ways staff were invited to provide input to the Corporate Plan and Organisational Narrative.	2022-2023	CEO/Executive Management Team/Leadership Team	x		x		x	x	×	

# Indicators key

- 1. Gender composition of all levels of the workforce.
- 2. Gender composition of governing bodies.
- Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender.
- Sexual harassment in the workplace 4.
- Recruitment and promotion practices in the workplace. 5.
  - Availability and utilisation of terms, conditions and pratices relating to:
- 6. - family violence leave

7.

- flexible working arrangements working arrangements supporting employees with family or caring responsibilities
- Gendered segregation within the workplace

### Workplace Gender Equality Indicators

Table 3 - Workplace gender equality indicators progress           Required         Required		Paguing					Recommended							
kequirea	Required	Required					Factors							
ndicator	Confirm if progress made	Progress description	а	b		d		f	a	Factors discussion				
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. Use the drop-down menu in the cell to select 'yes' or 'no.'		n				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. See the <b>Factors key</b> to the right of this table for a description of each factor.								
Gender composition of all levels of the workforce		As of 30 June 2023, Central Goldfields Shire Council employed 283 people. The composition of Central Goldfields Shire Council's workforce at this time was: 31% (87) Male and 69% (196) Female; compared to our workforce data of 2021 which reported 129 Female (65%) and 69 Male (35%). Net gain, is Central Goldfields Shire Council's workforce female participation has increased by 4%. Of equal importance is the recruitment to Senior positions within CGSC over the preceding two years. Of the three Senior Officers recruited over the last two years, two are Female (66%) and one is Male (33%). Of the two General Managers recruited over the preceding two years, one is Male (50%) and one is Female (50%). Thus meaning of the five senior roles appointed in the previous 2 years, 60% have been filled by Females, and 40% have been filled by Males.	Yes	No	No	Yes	No	No	No	Central Goldfields Sh two years.				
Gender composition of governing bodies	Yes	Whilst the overall composition of CGSC's governing body has not changed since the 2021 Wortkforce Audit (4 Male and 3 Female Councillors) - the gender of the successfully elected Mayor has. In 2021 : CGSC's mayor was a Male, in 2022 and 2023, the Mayroral position has been occupied by a Female.	No	No	No	No	No	No	No					
Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender	No	All positions within CGSC are classified according to the Enterprise Agreement Classifications definitions and descriptors. All jobs are classified objectively through a centralised process by our People and Culture Team, and therefore remuneration is set in the Enterprise Agreement for each classification (band) and Level. Thus making remuneration decisions position based, not gender based.	No	No	Yes	No	No	No	No	CGSC's Enterprise A included undertaking				
Sexual harassment in the workplace	Yes	The number of sexual harassment complaints / matters raised have decreased over the previous two years from one per year, to nil in 2022/2023 period. CGSC's Gender Equality People Matter Survey undertaken in 2023 reports a positive result increasing by 3% to 94% for people stating that during the last 12 months they have not experienced or witnessed sexual harassment in the workplace. Whilst this result is positive, Central Goldfields Shire Council's results have declined in employees believing that CGSC takes steps to eliminate bullying and harrassment. This was surprising given the introduction of new policies and compliance training modules - all to be completed as part of CGSC's on- boarding processes.	No	No	No	No	Yes	No		Substantive work in r reviewed and refined Prevention of Sexual Opportunity policy - Sexual Harassment, f				
Recruitment and promotion practices in the workplace	Yes	In the prevous 2 years, CGSC has recruited 108 people. Of these 70 were Female (65%) and 38 were Male (35%). CGSC are highly supportive of offering promotional and other job opportunities (such as secondments) to exsiting staff where applicable. In the previous two years, there were 87 instances where CGSC employees were either promoted or accessed another job opportunity within the organisation. Of these 87 instances, 11 were Male (13%) and 76 were Female (87%). Interestingly, this data has not resulted in more positive results for our employee experience data which reports 55% of our workforce believing they have an equal chance at promotion in the organisation and 41% results reporting that employees are satisfied with the opportunities to progress within the organisation.	No	No	No	No	No	No	No					
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		CGSC's Enterprise Agreement provides minimum 20 days paid Family Violence Leave which can be taken in addition to existing leave entitlements and may be taken as consecutive or single days or a fraction of a day and can be taken without prior approval. This leave can be taken for counselling appointments, legal matters, relocation and other related activities. In addition to these entitlements, CGSC's Enterprise Agreement also provides for Additional Leave. Additional Leave can be accessed by a staff member who has exhausted all TIL, RDO and personal leave to attend to an emergency or unforseen circumstances relating to health issues. CGSC also keeps confidential records re Family Violence Leave taken in which this information does not appear on the person's payslips - it just records it as ordinary hours. All CGSC staff have access to flexible working arrangements due to that Outdoor employees have one rostered day off per fortingith, and one rostered day off per month for Indoor staff. In addition to RDOs and purchased leave, CGSC provide other flexible work arrangements including start and finsh times to support work life balance and family responsibilities; reduction in hours; compressed hours, Time in Lieu and hybrid arrangements where employees can work from home and the office. When considering all types of flexible work arrangements. In regards to working arrangements supporting employees with family or caring responsibilities, employees can access all types of flexible working arrangements and CGSC's Enterprise Agreement provides for Personal Leave, which includes carers leave, and Additional Leave to encompass carer responsibilities.	No	No	No	No	No	No	No					
Gendered segregation within the workplace	No	CGSC's Gender Equality People matter survey results in 2023, indicate: a single indicator has progressed (In my workgroup work is allocated fairly, regardless of gender); results for 6 indicators remain the same as for 2021 results and 4 indicator results deteriorated. Some indicator results from 2021, were high (87% of people stating they had not experienced or witnessed discrimination in the workplace) and My manager treats employees with dignity and respect (85%). Overall CGSC's progress towards gendered work segregation has remained the same as 2021.	No	No	No	No	No	No	No					

#### 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.

ted 'yes' to any of the factors in the recommended columns to the left, you are implete this column.

vs you to discuss each factor that has affected your organisation's progress in the workplace gender equality indicators.

Shire Council's workforce resources increased by 85 people over the preceding

se Agreement was approved by the Fair Work Commission in December 2021 which king a better off overall test to ensure equality for all employees.

k in relation to GE related policies and procedures has been undertaken. CGSC have fined our Bullying & Prevention Policy - New Policy Approved September 2022; our xual Harassment Policy also approved in September 2022, and CGSC's Equal icy - Approved January 2023. CGSC have also developed a Resolution Procedure for ant, Bullying and Equal Opportunity: approved in January 2023. At the moment, all