

Gender impact assessments

Table 1 - Gender impact assessments progress							
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>
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	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.
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	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 considered in 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 people 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?

Workplace Gender Equality Indicators

Table 3 - Workplace gender equality indicators progress										
Required	Required	Required	Recommended					Recommended		
Indicator	Confirm if progress made	Progress description	Factors					Factors discussion		
			a	b	c	d	e	f	g	
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.	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 Factors key to the right of this table for a description of each factor.					If you have selected 'yes' to any of the factors in the recommended columns to the left, you are encouraged to complete this column. 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.		
Gender composition of all levels of the workforce	Yes	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 Shire Council's workforce resources increased by 85 people over the preceding two years.
Gender composition of governing bodies	Yes	Whilst the overall composition of CGSC's governing body has not changed since the 2021 Workforce 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 Mayorral 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 Agreement was approved by the Fair Work Commission in December 2021 which included undertaking a better off overall test to ensure equality for all employees.
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 harassment. 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	Yes	Substantive work in relation to GE related policies and procedures has been undertaken. CGSC have reviewed and refined our Bullying & Prevention Policy - New Policy Approved September 2022; our Prevention of Sexual Harassment 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. At the moment, all
Recruitment and promotion practices in the workplace	Yes	In the previous 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 exiting 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	Yes	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 unforeseen 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 fortnight, and one rostered day off per month for Indoor staff. In addition to this, CGSC provide for purchased leave (an element in our Enterprise Agreement) - of which 10 people access. Of these 11 people, 6 are Male and 5 are Female. In addition to RDOs and purchased leave, CGSC provide other flexible work arrangements including start and finish 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, 98% of CGSC employees access flexible working 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.