

Message from Chief Executive Officer

I am pleased to present our first Gender Equality Act Progress Report, covering the period of 1 July 2021 to 30 June 2023.

This report was submitted to the Commission for Gender Equality in the Public Sector in February 2024 as required under the Gender Equality Acts 2020. It reflects Whitehorse City Council's commitment to promoting gender equality in our workforce and in the broader Whitehorse community.

This report provides details about:

- The 15 completed Gender Impact Assessments (GIA).
- Council's progress with our Gender Equality Action Plan (GEAP)
- Our progress against the seven Workplace Gender Equality Indicators (WGEI)

The key findings of this Progress Report were presented to Whitehorse employees during an International Women's Day event in March 2024. Significant work has been completed as part of the Gender Equality Action Plan and it is progressing well with 80 per cent of our strategies and measures on track. Pleasingly we were able to demonstrate progress against 6 of the 7 Workplace Gender Equality Indicators.

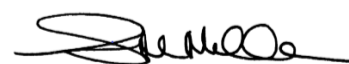
Our key achievements:

- We've improved our gender composition at Director/Executive Manager level, up from 0% in 2021 to 40% in 2023 and Manager level, up from 44% in 2021 to 47% in 2023. There's been an increase in the proportion of women recruited at mid-management levels. In 2023, 75% of people recruited at Manager level were women and 64% of people recruited at the Coordinator level were women, up from 33% in 2021.
- The gender pay gap for full-time and part-time employees reduced from 9.4% to 8.5%.
- The reported experiences of sexual harassment decreased from 10% of employees who responded to the People Matter Survey in 2021 to 8% in 2023.
- We've had increased availability and use of Family Violence Leave.
- There was an increase of men, relative to women, taking carers and parental leave and being on formal flexible work arrangements.

Our leadership team acknowledges and supports the need for further work to be done. There are members of our staff who continue to face workplace barriers based on their gender. We are actively working to address known gaps in our workforce data that relate to gender equality and diversity.

Whitehorse City Council is committed to continuing to embed the principles of equality through the strategies and measures in our Gender Equality Action Plan and optimising the Gender Impact Assessment process to better support our community.

We have demonstrated that with policy improvements and action, we are making significant progress to reduce gender bias at Whitehorse. We will continue our work to deliver measurable results and create a workplace that reflects our community.



Simon McMillan

Chief Executive Officer

1 GIA (Gender Impact Assessments)

Gender Impact Assessments aim to improve policymaking and service delivery by recognising and addressing unintended consequences and barriers that policies, services and programs can have on people based on their gender.

Table 1

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken	Confirm intersectionality considered	Explain intersectional lens applied
What is the title of the policy, program or service that was the subject of the GIA?	Was the subject of the GIA a policy, program or service?	Provide a description of the policy, program or service subject to the GIA.	Was the policy, program or service new, or up for review?	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?	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.	Was it considered that gender inequality may be compounded by disadvantage or discrimination that people may experience on the basis of intersectionality?	Explain how an intersectional lens was applied while completing the GIA.
Complaints and Feedback Policy	Policy	Whitehorse City Council's Complaints and Feedback Policy aims to provide a framework for how it manages all forms of customer feedback, including compliments and complaints.	For Review	Yes	Based on the GIA the scope of the policy was broadened to include feedback from the original scope of a complaints only policy. This recommendation was made (and implemented) to help in part address barriers some people face in relation to making complaints, including cultural norms and gendered norms that limit an individuals comfort/ability to make a complaint. The revised policy was developed with consistent use of inclusive language (expressing gender equality and is gender neutral) and avoided gender stereotyping. Any reference to gender identity includes binary and non-binary terms (man, woman, or gender diverse; also he/him, she/her, they/them) and seeks to be gender-neutral. Any images used seek to demonstrate diversity of all kinds. The policy wording was designed to be easily read and understood by all	Yes	Community consultation was undertaken with a diverse community, data that captured disability, language spoken, Aboriginality and age was collected. In the Community Consultation 13% of respondents were of a non-English speaking background, whilst 7% stated they had a disability or impairment and 2% identified as Aboriginal or Torres Strait Islander. ABS data was also used, key data includes: 30% of the population living in Box Hill were born in China.

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					<p>age groups. The policy allows for third parties to assist a community member in providing feedback, compliment or complaint.</p> <p>The policy is available at customer service outlets (in hard copy format). The policy will in future be made available via a direct link from the Whitehorse City Council homepage.</p>		
Flexible Work Arrangements Policy	Policy	The Flexible Work Arrangement Policy applies to all Whitehorse City Council employees. It is comprehensive policy that details a wide range of flexible work types that may be available to employees on an informal or formal basis.	New	Yes	<p>Based on the GIA the new policy was developed to include Gender Equity Principles, the following wording has included: <i>Flexible work practices can help us to build a diverse and inclusive workforce that reflects the community we serve and to achieve Gender Equity in the workplace.</i></p> <p>A recommendation was also made to include reporting to ELT on applications for formal flexible work arrangements be disaggregated by gender. This recommendation included the analysis of those approved and not approved. The capacity to implement this recommendation is under consideration.</p>	Yes	Consideration was also given to disability. People with disability are more likely to be employed on a part-time basis than people without disability. Women with disability also work part-time at almost double (58%) the rate of men with disability (31%).
Affordable Housing Policy	Policy	The purpose of the Whitehorse Affordable Housing Policy is to provide a Council position and framework to guide and facilitate the provision of affordable housing on public and private land through appropriate and effective advocacy, facilitation and planning. A key objective of the policy is to encourage affordable housing to support a diverse and inclusive community.	New	Yes	Based on the recommendations of the GIA the policy had the following preamble, which identifies the gendered impact of housing affordability incorporated. <i>Gendered experiences of economic insecurity, such as the gendered pay, wealth and superannuation gaps also make access to affordable housing particularly difficult for women. Gendered experiences of violence affect women's housing security and stability. The fastest growing cohort of people experiencing homelessness in the Eastern Metropolitan Region is single women over 55, which has been identified as a priority issue by regional groups including the Eastern Affordable Housing Alliance and the Regional Local Government Homelessness and Social Housing Charter Group</i> in addition to following intersectional statement: <i>The primary segment of the community that require access to affordable housing options are those that fall within the low and very-low income households. This often compromises young people and first-time buyers, people in lone person or single parent households, key workers, persons with a disability or mental illness, Aboriginal and or Torres Strait</i>	Yes	The general community were engaged via a community survey published on Your Say Whitehorse in June 2022, which generated 117 responses. There was a reasonable distribution of age and gender (42.1% male 52.6% female) among respondents (see charts below), with 21.1% who were from a non-English background and 7% who identified as a person with a disability or mental illness. The majority identified as Whitehorse homeowners or ratepayers (86%) or members of a resident / community group (10.4%)

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					<i>Islanders, people born in non-English or English as a second language-speaking families, older people, those experiencing homelessness and people outside of paid employment.</i>		
Climate Response Strategy (Sustainability Strategy)	Policy	Development of Council's Climate Response Strategy 2030-2030 and Climate Response Action Plan 2023-2026 to reduce its and the Whitehorse community's greenhouse gas emissions. This strategy succeeds Council's outgoing Sustainability Strategy 2016-2022.	New	Yes	<p>Recommendation</p> <p>a) was implemented into the policy. As a result the Whitehorse Climate Response Strategy 2023-2030 and Climate Response Plan 2023-2026 incorporated non-gendered language to help ensure inclusion and consideration for all community members.</p> <p>The implementation of recommendations b) - h) are ongoing in tandem to delivering the Climate Response Plan 2023-2026. These actions form a 'GIA recommendation checklist' and is to be utilised when designing, delivering and evaluating initiatives identified in the Plan.</p> <p>Recommendations</p> <p>b) Individuals from non-English-speaking backgrounds may face language barriers that limit their ability to access information on the Strategy, Action Plan and any programs that follow to participate in community engagement opportunities. Therefore, any outputs should strive to provide information in multiple languages and to offer interpretation services for community engagement events.</p> <p>c) As impacts of climate change are being felt across the Whitehorse community this Strategy and Action Plan should prioritise gender-responsive adaptation measures that consider the different ways climate change impacts all individuals, their safety and specific needs particularly during extreme weather events.</p> <p>d) In delivering efficient and effective outcomes Council's approach to climate action will ensure gender equal participation and decision making processes in the implementation and monitoring of this Strategy. This will be achieved by actively involving women, men and gender diverse individuals from diverse backgrounds and</p>	Yes	As part of community engagement completed in the development of this policy, the following activities were held to specifically engage with and seek to understand sections of the culturally and linguistically diverse (CALD) sections of the community in Whitehorse City Council. These included: Phase 1 Community Consultation – Community workshop at the Louise Multicultural Centre Phase 2 Community Consultation – Pop-up at Box Hill Mall with interpreter, community workshop at the Greek & Cypriot Elderly Citizens Club.

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					<p>CALD community groups in the planning and decision making processes related to climate action.</p> <p>e) Evaluate the potential gendered impacts of the flagship actions listed in the Climate Response Strategy and Action Plan. Assess how these actions may differently affect women, men and gender diverse individuals in terms of employment, access to resources, and participation opportunities. Make necessary adjustments to ensure equitable access.</p> <p>f) Improve data collection and analysis by disaggregating information by gender. This will provide a better understanding of how climate change impacts individuals and communities differently based on gender, allowing for more targeted and effective interventions (links to WCC Demographic Snapshot data collection).</p> <p>g) Develop climate and sustainability communication and education programs that are gender-responsive and inclusive. Provide information on climate change, sustainability, and related rebates and incentives in a way that is accessible, culturally appropriate, and addresses the specific concerns and priorities of diverse groups within the community.</p> <p>h) Establish monitoring and evaluation mechanisms to assess the gender equality outcomes of the Climate Response Strategy. This could include gender disaggregated data, gender equality indicators, like access to climate-related services and resources. Regularly review the progress made in promoting gender equality and adjust climate response strategies and actions accordingly to address any identified gaps or challenges</p>		

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Service Review - Aquatics	Service	To review Whitehorse City Council (WCC) aquatic services. These services have an important role to deliver social and economic outcomes for all municipal residents, visitors and businesses. In 2022, Council completed a Service Review to establish the: 1. Future of Council's role in the aquatics service 2. Future investment required in assets that are at the end of their current life 3. Way in which the facilities operate (management model which includes the learn-to-swim delivery model).	For Review	Yes	<p>As a result of the GIA current operations have been reviewed in various way.</p> <ul style="list-style-type: none"> • Start and finishing times of shifts across the facilities have been assessed. • Changerooms and signage thereof at facilities have been reviewed with a gender diverse lens. One facility has unisex changerrooms. The changerrooms at the other facility have been discussed/reviewed and the changing of one Family changerroom to have All Gender signage is currenting being investigated. • A review with internal stakeholders of current photography and language in brochures and on the website has commenced. The review will focus on representation and proposed changes will seek to reflect the diversity of the local community, including minorities who have barriers to accessing aquatics facilities. • Additional training of staff to include further content on inclusion, the gendered impact of health appointments, inclusive language and the limitations of some systems in accommodating gender diverse communities will be reviewed. • Forms, website and member portal have been reviewed to ensure inclusive language, further reviews are proposed. • Pro-active and tailored programming to differing intersectional groups identified as underservices in the community will be discussed in 2024. <p>The relevant tender documents and specifications which will be produced as an outcome of this service review will consider the recommendations contained within the GIA. These recommendations include the embedding of principles of equity, which will help to ensure on focus on the social impact and benefits generated. The documents will also as relevant, include a commitment and alignment with Councils Municipal Health and Wellbeing Plan, including connected social action plans (CALD, Gender</p>	yes	Consideration of CALD communities, ability and sexuality data was collated and analysed in the GIA.

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					Equality, Disability etc) and the principles of the ARV “Inclusive Aquatics and Recreation” guide (or a comparable internal developed program). Documents will also include where relevant the recommendation that any Swim School program proposed, is to include a strong Access and Inclusion program.		
Waste Service Charge Policy	Policy	The purpose of the Policy is to guide decision-making on how Council charges for waste and recycling services through a Waste Service Charge.	New	Yes	<p>Based on the GIA recommendations this policy incorporated preexisting special arrangements for particular waste needs. These include those with a medical condition or a disability who can request additional bins at no extra cost. This is an assessment-based concession.</p> <p>This recommendation recognises and addresses (in part) inequities experienced by those living with disability. Due to the intersectional nature of disability and caring responsibilities this likely has an inherent has a positive gendered impact.</p>	Yes	News on the Waste Service Charge engagement was published in English, Cantonese, Mandarin and Italian. Council officers with Chinese language skills attended two pop ups in Box Hill Mall which was crucial in engaging with community. Over 150 participants attended the pop ups (approx. 75% were from non English background).
Capability Framework	Program	Development of a capability framework to identify the core capabilities required to deliver on the Council goals and Transformation Principles. The framework is a series of statements outlining the key knowledge, skills, abilities and behaviours required across the workforce. It includes a set of leadership capabilities.	New	Yes	<p>Each of the recommendations included in the GIA have been incorporated/actioned.</p> <ul style="list-style-type: none"> Ensure a broad range of staff are invited to have input to the adaptation of the capability framework. Broad consultation was undertaken across the organisation. There were three main consultation points for staff to have input into the adaptation of the capability framework, two open invitation staff events and one Strategic Leadership Forum at which there were approximately 100 leaders from across the organisation. Undertake a gender-neutral language assessment using Gender decoder. <ul style="list-style-type: none"> - Remove gender specific language A gender-neutral language assessment using Gender decoder was undertaken, and all gender specific language was removed from the wording of the framework. 	Yes	From the available data the intersectional workforce data was considered in terms of LGBTQI+ employees, disability status, staff who speak a language other than English at home.

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Disability Action Plan	Policy	The Disability in Whitehorse Action Plan sets out Council's commitment to reduce barriers to the social and economic participation of people with disability. The Disability in Whitehorse Action Plan is a legislated requirement of the Victorian Disability Act 2006.	New	Yes	<p>Because of the gendered impact of both disability and LGBTQI+ identity on women and their participation in community and workforce and the impact on health outcomes (including high levels of abuse) the implementation of the GIA recommendation of building partnerships with local LGBTQI+ organisations to identify intersecting issues impacting people with disability addresses gender inequality. This work has commenced via the collation of data on the social determinants of health and is intersectional nature. This will produce a demographic fact sheet and contribute to the health and wellbeing profile, that will be shared and used with local LGBTQI+ organisations.</p> <p>An easy English version of the Policy will also be produced as a result of the GIA recommendations.</p>	Yes	Intersectional data that considered workforce participation based on disability, CALD background, age and Aboriginal and Torres Strait Islander background was considered in the development of the policy.
Asset Management Policy	Policy	The purpose of this policy is to outline what is required at Whitehorse City Council to ensure comprehensive and effective asset management practices are developed and utilised across all asset classes.	For Review	Yes	A link to the Council Plan 3.1.9: Support gender equality at Council and in the community, was included into the Policy, as well as reference to the Gender Equality Action Plan as an outcomes of the GIA. This link was explicitly included to prompt people to consider gender and its impacts on Asset Management related activities.	Yes	<p>Reference to some intersectional statistics were included in the GIA. The policy specifically references Council Plan strategies that relate to the intersectional nature of asset management</p> <ul style="list-style-type: none"> • 4.1.1: Plan, build, renew and maintain community assets and facilities to meet current and future service needs in an environmentally, financially and socially sustainable way. • 4.2.1: Review the provision and use of open spaces considering current and future needs for active and passive recreation, safe meeting spaces and wellbeing programs in

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							<p>accessible green open spaces.</p> <ul style="list-style-type: none"> 4.2.3: Maximise the usage of Council and Community facilities to improve community access opportunities. 4.5.1: Maintain, enhance and advocate for transport accessibility and improved transport routes and modes.
Sexual Harassment Policy	Policy	The purpose of this policy is to prevent sexual harassment, which is prohibited in all forms, and to establish a clear framework for preventing, addressing, and managing instances of sexual harassment.	New	Yes	<p>Recognising and acknowledging the under reporting of sexual harassment and the barriers that influences this the GIA recommended an informal and/or anonymous disclosure process be included. This recommendation was incorporated and allows for an individual to report an incident without triggering further steps. The specific mechanics of the process are still under development.</p> <p>Additionally a clear and simple flowchart of the internal process of disclosing or reporting a sexual harassment incident was agreed to be developed (yet to be completed) as outcome of the GIA.</p>	Yes	<p>Intersectional workforce data based on age and LGBTQI+ status was included in the analysis. However given that no sexual harassment complaints were made during reporting period the intersectional impact difficult to analyse.</p>
Strathdon House Programming	Service	Developing a public program to includes all of the Whitehorse Community at Strathdon House and Orchard Precinct.	New	Yes	<p>The below options/recommendations were included in the GIA</p> <ol style="list-style-type: none"> Choose activities and workshops that appeal to male, female and non-binary members of our community. This recommendation has begun to be implemented through our ongoing art therapy class that are designed to be inclusive for everyone, with a focus on benefiting from a mixed group dynamic. Additionally, we are expanding our visual art themes to cater to a broader audience and have commenced planning for the introduction of healthy cooking classes with a male instructor to appeal to both male and female participants. Include more male orientated activities in our School Holiday Programs and workshops. 	No	<p>This GIA was completed with a Gender lens only.</p>

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					<p>This recommendation has begun to be implemented with the inclusion of Junior landcare, clay dog bowl making, and junior fitness classes, that are designed to attract more boys into our school holiday program.</p> <p>3. Consider how females will feel included and safe during our programs. Women only programs are currently under consideration, we are exploring the creation of a pre-schooler program for mothers with babies, providing a low-cost and supportive community. Furthermore, we are looking into improving the venue's lighting for evening classes to ensure a safe pathway for women.</p>		
Strathdon House Redevelopment	Service	In 2016 Council commenced a project to transform Strathdon into a sustainability and healthy living precinct, which would pay homage to the history of the site, its buildings and orchard, whilst also providing educational opportunities for the community. This redevelopment considered physical aspects of the site.	For Review	Yes	It was recommended by the GIA that gender neutral toilets be incorporated into the redevelopment. Gender neutral toilets were implemented/built as part of the redevelopment, these toilets were in addition to the already available male and female toilets.	Yes	Disability and access were considered.
Eastern Metropolitan Councils - EMERGENCY RELIEF CENTRE SUB PLAN Part 2 - Standard Operating Procedure	Service	To provide an overview of key Emergency Relief Centre set-up tasks as they relate to the internal and external Emergency Relief Centre environment	New	Yes	<p>Based on recommendations from the GIA, the draft SOP was amended to incorporate gender-neutral language throughout the document. Amendments were made to the SOP to enable gender diverse and non-binary attendees to self-identify their gender within the processes captured in the SOP. References to children were broadened to reflect varied caring arrangements, and references to dependents and kin were included where appropriate.</p> <p>The draft SOP was amended in a number of locations to reflect the diverse toileting and hygiene needs of potential attendees including those needs of menstruating people and people with caring responsibilities (specific reference to baby/formula was included).</p>	Yes	Disability, cultural, caring responsibilities, Aboriginality, and other intersectional considerations were made and recommendations were implemented.

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					<p>Based on the gendered nature of Family Violence and intervention orders it was recommended that the maintenance of privacy of attendees be prioritised and incorporated into the SOP, various amendments were made to SOP to reflect this.</p> <p>Consideration within the draft SOP for attendees with a disability or medical condition was broadened. Disability or medical conditions were replaced by special needs and were detailed as encompassing (not exclusively) people with a disability, medical condition, victims of family violence, autism or other identified factors. The SOP was also amended to reflect the importance of engaging directly with the attendee with special needs (rather than assuming they are unable to make autonomous decisions) and or their carer, similar amendments were made about engaging directly with young people.</p> <p>References to specific dietary requirements were removed to avoid cultural and religious assumptions and biases.</p> <p>The updated SOPs with the changes recommended by Women's Health East and adopted in the document was endorsed by the Eastern Municipal Councils' Emergency Management Partnership at their 2 December 2022 meeting. The reviewed version of the SOPs was version 11.0 – April 2021 and the current endorsed version is version 11.2 Dec 2023.</p>		

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Interim Urban Forest Policy and Tree Management Plan	Policy	Council's tree policy covers street and park tree maintenance, pruning, electric line clearance (regulatory and legislative responsibilities), planting and all aspects of management relating to our urban forest.	For Review	Yes	<p>The recommendations made in the GIA will be incorporated into the updated policy, the policy has yet to be updated.</p> <p>The policy will consider the following recommendations:</p> <ol style="list-style-type: none"> 1. Safety: Females do feel more vulnerable in urban forested areas that are poorly lit or have limited visibility. Therefore, safety should be considered when selecting tree planting locations and designing maintenance programs, such as ensuring that sightlines are not obstructed and that there is adequate lighting in areas where women and girls are likely to use footpaths and walking trails within the urban forest. 2. Accessibility: Women and girls may have different mobility needs than men and boys (eg. Caregiving responsibilities, physical differences, cultural requirements). Therefore, it is important to ensure that tree planting and maintenance programs are accessible to all, regardless of gender or ability, and that there are no barriers to entry. 3. Health benefits: Women and girls may have specific health needs that can be addressed through urban forest programs. For example, tree planting and maintenance programs that focus on tree species that are not prone to dropping heavy branches or other debris, which could pose a safety hazard for people with arthritis who may have limited mobility or dexterity. 4. Community engagement: Women and girls should be included in urban forest programs and decision-making processes to ensure their voices are heard and their needs are addressed. Community engagement programs should be designed to be inclusive and accessible to all members of the community, regardless of gender. For example considering the use of gendered language and communication styles in engagement opportunities, cultural expectations of women which may influence 	Yes	Intersectional data that considered ethnicity, age, income, disability was incorporated into the GIA.

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					<p>their perception of inclusivity and time constraints for caregiving responsibilities.</p> <p>5. Education and awareness-raising: Urban forest programs can benefit from educational and awareness-raising campaigns that specifically target women and girls, to help them understand the importance of urban forests and the benefits they provide. These campaigns can be designed to increase participation and engagement, as well as to promote a culture of environmental stewardship and sustainability among women and girls. Community engagement programs should be designed to be inclusive and accessible to all members of the community, regardless of gender.</p>		
Social Enterprise Policy	Policy	<p>The purpose of the Social Enterprise Policy is to articulate Council's intention to support and guide further development of a robust Social Enterprise sector in Whitehorse.</p> <p>The objectives of the Social Enterprise Policy are to:</p> <ul style="list-style-type: none"> • Foster an environment where local social enterprises thrive. • Advocate for Social Enterprises as an innovative response to social issues and as part of the diverse and inclusive local economy. • Engage and support the local social enterprise sector through Councils 	New	Yes	<p>The following recommendations will be implemented:</p> <ul style="list-style-type: none"> • Non-gendered language is utilised in the Social Enterprise Policy and subsequent Expression of Interest processes undertaken by Council. • Social Enterprise organisations operating from Council facilities are encouraged to report demographic information in relation to the training and employment opportunities that are offered by the Social Enterprise. This recommendation is currently being incorporated into the relevant leasing agreements. 	Yes	Data that considered age, disability, LGBTQI+ identity, workforce participation, Aboriginality, Culturally and Linguistically Diverse identity was incorporated into the GIA.

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		operations and procurement opportunities.					

2.1 Strategies and Measures

Table 2

Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Strategies and measures						
						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 	<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>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>Identify one or more indicators for each strategy or measure that the action was designed to address.</p> <p>See the Indicators key to the right of this table for a description of each workplace gender equality indicator.</p>						

Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Strategies and measures											
						1	2	3	4	5	6	7					
		more representative of gender, race, ability and age.															
<p>1. Recognise and promote gender equality and diversity</p> <p>1.3 A Gender Equality Working Group provides supports the implementation of the GEAP.</p> <ul style="list-style-type: none"> An active Gender Equality Working Group is in place with established Terms of Reference, meeting quarterly. The Working Group is engaged to provide insights on Gender Impact Assessments, the development of educational materials and the selection of campaigns. 	Ongoing	<p>The Gender Equality Working Group (15 + employees) an internal cross functional group with membership from across the organisation and at various seniority levels convened in November 2022. Throughout the reporting period the Gender Equality Working Group formalised Terms of Reference and met quarterly, meetings have since increased in frequency to monthly. The Working Group seeks to support individual teams in terms of both GEAP actions and GIA completion. The purpose of the Gender Equality Working Group (the Working Group) is to champion the Gender Equality Act 2020, gender equality and an intersectional lens across the Whitehorse City Council (Council) workplace, services, programmes and policies that impact community.</p> <p>This strategy/measure commenced according to schedule and continues throughout the GEAP.</p>	<p>Gender Equality Working Group was established and has regular and consistent engagement within the group.</p> <p>The Gender Equality Working Group's role in terms of GIA support is evolving.</p>	This strategy/measure continues throughout the GEAP	People and Culture and Gender Equality Working Group members	X											
<p>2. Improve workforce gender composition</p> <p>2.1 Identify and address gendered impacts within Council's policies and processes and</p>	Not started	<p>Formal initiatives detailed in the GEAP including the completion of a GIA on internal recruitment and promotion policies, did not commence within the reporting period, this reflects a delay to the original GEAP timeline.</p>	<p>Whilst formal initiatives on this measure did not formally commence within the reporting period, the progress audit results show that progress has been made against WGEI</p>	Y1 2022 - 2023 and Y2 2023 - 2024	People and Culture	X					X						X

Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Strategies and measures						
						1	2	3	4	5	6	7
<p>2. Improve workforce gender composition</p> <p>2.2 Increase workforce diversity through building leader capability and commitment to recruitment, selection and succession practices that support diversity.</p> <ul style="list-style-type: none"> A Gender Equality, Diversity and Inclusion in Recruitment training module (refer action 1.1) is rolled out to people leaders in Y2. Workforce gender balance by department and pay band has improved at Y4. 	In progress	<p>As per 1.1 a suite of online training resources were purchased to build understanding of gender equality, diversity and inclusion. Training includes Core diversity and inclusion, LGBTQI+, Generational, Disability and Gender Equity and includes content related to recruitment and workforce gender composition. Roll out of training did not commence in reporting period. Specific people leader training that addresses recruitment has yet to be developed. This strategy/measure commenced ahead of time and remains in progress.</p> <p>During the reporting period a new role was scoped and funded which addresses this requirement as per Position Description: Lead the development and review of Council practice and training for candidate assessment (i.e. screening, interview, assessment panels, reference checks, technical exercises and other assessments), ensuring compliance with legislative requirements and alignment to applicable Council strategies and action plans (e.g. Workforce Plan, GEAP, Child Safe).</p>	<p>Whilst this strategy/measure commenced ahead of time with the purchase of generalised training. Targeted people leader recruitment training is yet to commence.</p> <p>The improvement of workforce gender balance and salary banding (classification) is scheduled to be completed in Y4.</p>	Y2 2023 - 2024 and Y3 2024 -2025	People and Culture	x				x		x
<p>3. Increase workforce gender data and insight</p> <p>3.1 Build out gender, diversity and intersectional datasets through</p>	In progress	<p>This strategy/measure commenced ahead of time and remains in progress. A new Enterprise Resource Planning (ERP), where referenced in this report refers to Human Capital Management and Learning</p>	<p>This strategy/measure commenced ahead of time, increased intersectional data collection is now possible. The population of the intersectional data by the</p>	Y2 2023 - 2024, Y3 2024 -2025 and Y4 2025 - 2026	People and Culture	X	X	X		X		

Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Strategies and measures								
						1	2	3	4	5	6	7		
		A new data collection process will be developed to collect gender, diversity and intersectional data for Councillors for Y3-Y4.												
<p>3. Increase workforce gender data and insight</p> <p>3.2 Identify the causes of gender pay gaps and take steps to address these, including within Council's remuneration strategy.</p> <ul style="list-style-type: none"> • A Gender Impact Assessment has been conducted on Council policies, processes and strategies relating to employee remuneration and benefits. • A Consultant has been engaged and prepared a report that provides insights on gender pay differences and has proposed actions to address. • Outcomes of the Gender Impact Assessment and the Consultant's report have been 	Not started	Initiatives on this strategy/measure did not formally commenced within the reporting period. This aligns with the GEAP timeline.	Whilst formal initiatives on this measure did not formally commence within the reporting period, the progress audit results show that progress has been made against WGEI 3. In 2023 for every \$100 dollars the median man earns at Whitehorse City Council, the median woman earns \$91.5. The gender pay gap (median, excl. casuals) at Whitehorse City Council is: 8.5%. In 2021 for every \$100 dollars the median man earned at Whitehorse City Council, the median woman earned \$90.6. The gender pay gap (median, excl. casuals) at Whitehorse City Council was: 9.4%. This is an improvement of 0.9% or \$0.90 per dollar earned, reflecting progress against this indicator.	Y2 2023 - 2024	People and Culture	X	X	X		X				

Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Strategies and measures										
						1	2	3	4	5	6	7				
incorporated into the review and update of policies, processes strategies relating to remuneration and benefits.																
<p>4. Address workplace sexual harassment</p> <p>4.2 Develop and implement an internal education / awareness campaign to build employee capability and confidence in identifying, reporting, addressing and preventing sexual harassment, bullying and discrimination.</p> <ul style="list-style-type: none"> A training program is delivered to build employee capability and confidence in identifying, reporting, addressing and preventing sexual harassment, bullying and discrimination. Online training resources relating to the prevention of sexual 	In progress	<p>This strategy/measure commenced according to the GEAP timeline and remains in progress. Whitehorse City Council implemented and increased the availability of Sexual Harassment Prevention Training after the Victorian Auditor-Generals Officer (VAGO) 2020 audit. From August 2021 until March 2023 at least 51 training sessions were conducted, comprised of 43 general employee sessions, 6 Co-ordinator sessions, 1 Senior Leader session and 1 People and Culture session. These sessions were two hours and were available in person and online. Supporting this training, was written communications via the intranet that provided detail around sexual harassment prevention. The training was mandatory for employees.</p> <p>An online compliance training module on Bullying Prevention is mandatory for Council employees and accessed through council's online training platform.</p> <p>During the reporting period a specialist Policy and Projects Consultant was engaged to undertake a full review and</p>	<p>An increase in formal reporting of sexual harassment during the reporting period along with the reduced percentage of respondents in the People Matters Survey in 2023 vs 2021 (both men and women) reporting experiencing sexual harassment in the previous 12 months illustrates the positive impact of the targeted education and awareness campaigns during the reporting period.</p> <p>Training of Councillors is scheduled for Y4 2024 - 2025, this was noted in the original GEAP but was erroneously not reflected on the original timeline provided in the GEAP.</p>	Y1 2022 - 2023 and Y4 2024-2025	People and Culture				X					X		

Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Strategies and measures										
						1	2	3	4	5	6	7				
<p>harassment, bullying and discrimination are developed and forms part of the compliance training suite.</p> <ul style="list-style-type: none"> • Training provided to Councillors at commencement of the next term in Y4. • Relevant communications to include a statement that Council will not tolerate any form of sexual harassment, bullying or discrimination in the workplace 		redraft of Council's Workplace Behaviour Policy Suite (and related procedures) with the scope of work including an education and awareness campaign.														
<p>4. Address workplace sexual harassment</p> <p>4.3 Build a diverse network of Contact Officers who, in addition to their normal job, can provide employees with confidential information, options and resources in relation to workplace issues such as sexual harassment, bullying and discrimination.</p> <ul style="list-style-type: none"> • A team of Contact Officers is in place, with recruitment 	Ongoing	This strategy/measure commenced ahead of time and remains ongoing. A diverse network of Contact Offices, previously known as Equal Opportunity Officers (EEO) now known as Peer Support Officers (PSO) has been created. These officers are from across the organisation and are a dedicated resource of trained individuals who provide impartial support to employees. They provide confidential information and guidance to employees who may be experiencing an unfair, discriminatory or human rights related matter. They have an important role in supporting Council to uphold Workplace Behaviour policies and	The PSO network has been created ahead of the original timeframe. The promotion and increased utilisation of the network will be targeted during 23/24 to coincide with the launch of a new/updated suite of workplace behaviour policies, including the Equal Opportunity Policy. These policies were in the process of being updated and created during the reporting period.	This is an ongoing measure and was scheduled to commence Y2 2023 - 2024 and continue into Y3 2024 - 2025, Y4 2025 - 2026 and beyond.	People and Culture and Equal Opportunity Officers network				X							X

Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Strategies and measures								
						1	2	3	4	5	6	7		
<p>processes striving to attract gender balance and diversity amongst Contact Officers.</p> <ul style="list-style-type: none"> The Contact Officer program is promoted annually to the workforce. 		<p>procedures. This Peer Support network has been refreshed, has established Terms of Reference and meets bi-monthly to share insights and learnings. During the reporting period PSO's received dedicated Contact Officer training delivered by the Victorian Equal Opportunity Human Rights Commission. PSO's can provide employees with confidential information, options and resources in relation to workplace issues such as sexual harassment, bullying and discrimination. The PSO network will remain in place throughout the GEAP and beyond.</p>												
<p>4. Address workplace sexual harassment 4.4 Implementation and review of a new, standalone, Sexual Harassment Policy reinforcing Council's zero-tolerance position</p> <ul style="list-style-type: none"> Stand-alone Sexual Harassment Policy developed with outcomes from Gender Impact Assessment - endorsed in Y1 and reviewed in Y3 Policy is communicated to all employees and reinforced through an 	In progress	<p>This strategy/measure commenced on time and remains in progress. The sexual harassment policy GIA was completed as scheduled in Y1. A standalone Sexual Harassment Policy was drafted in the reporting period. This policy integrated recommendations made by the GIA. The roll out of the standalone Sexual Harassment Policy was not completed within the reporting period. The rollout of the standalone Sexual Harassment Policy was delayed to coincide with the finalisation and launch of the Workplace Behaviour policy suite. The Sexual Harassment policy is a core policy in the suite. This will enable a more comprehensive internal awareness and education campaign to support the launch of the standalone Sexual Harassment policy,</p>	<p>Elements of this strategy/measure were completed as originally scheduled. The findings and recommendations of the GIA have been shared and utilised by the People and Culture team in the creation of the Workplace Behaviours policy suite.</p>	Y1 2022 - 2023 and Y3 2024 - 2025	People and Culture				X					X

Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Strategies and measures											
						1	2	3	4	5	6	7					
		for Y3 2024 - 2025 aligning with the original GEAP timeline.															
<p>6. Implement Gender Impact Assessments</p> <p>6.2 Provide training and support to employees undertaking Gender Impact Assessments.</p> <ul style="list-style-type: none"> Externally facilitated (virtual) training provided to key organisational leaders in Y1. Information about the Gender Impact Assessment purpose and process communicated to all employees in Y1. An online training resource developed and implemented in Y2 (refer 1.1). Senior Leaders and the Gender Equality Working Group are capable to provide ongoing support to employees undertaking 	Ongoing	<p>Various forms of training and support were provided to senior management, people leaders and employees undertaking GIA throughout the reporting period. This strategy/measure commenced in Y1 and is ongoing to ensure the continual provision of support and training to staff as required. Several externally facilitated training sessions, that were designed and tailored to Whitehorse requirements were held in Y1 2022 - 2023 to support employees undertaking Gender Impact Assessments. Some training sessions targeted those staff, including the Gender Equality Working Group, who would and do support other staff to complete GIAs. These staff completed 2 x 2.5hrs Train the Trainer sessions, that provided a detailed introduction into Gender Equality and how to complete a GIA. The remainder of the staff that were trained completed 1 x 2.5 hr sessions that sought to develop individual skills to identify whether a GIA was required and aid in the completion of a GIA relevant to their particular work area.</p> <p>Manager of Community Engagement and Development sent out an email to the organisation informing staff of the requirement to completed</p>	<p>13 staff completed the Train the Trainer sessions. 25 senior managers attended a GIA training session and GIA service scoping mapping workshop.</p> <p>96 staff completed the general GIA training including 4 out of the 5 Executive Leadership Team.</p> <p>The Gender Equality Working Group and the majority of ELT received training on GIA's to help ensure the ongoing support of employees undertaking GIA's.</p> <p>Senior Leaders and the Gender Equality Working Group will continue to provide ongoing support to employees undertaking Gender Impact Assessments throughout the GEAP period.</p> <p>This strategy/measure will be further refined to reflect the ongoing nature of providing support and training to the workforce on GIA implementation.</p>	Elements of this measure are ongoing throughout the GEAP.	People and Culture					X	X						

Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Strategies and measures										
						1	2	3	4	5	6	7				
Gender Impact Assessments.		<p>GIA's.</p> <p>Two online GIA training modules specific to the Whitehorse GIA template were underdevelopment during the reporting period these were scheduled to be ready for launch and roll out late 2023.</p> <p>Ongoing and ad hoc support was provided to staff completing GIAs by the those staff who completed the Train the Trainer sessions, members of the Gender Equality Working and the Development Officer - Gender Equality & Child Safety (Gender Equality Programs Advisor).</p>														
<p>6. Implement Gender Impact Assessments</p> <p>6.3 Report to the Commission on the Gender Impact Assessment conducted in each reporting period.</p> <ul style="list-style-type: none"> Progress Reports for the Commission are submitted in Y2 and Y4 documenting the policies, programs and services for which Gender Impact Assessments were undertaken, and the actions taken as a result 	In progress	This Progress Report details the policies, programs and services for which GIA were undertaken, and the actions taken as a result of the assessments in the reporting period. This strategy/measure remains in progress as a further report will be submitted to Commission in Y4 as outlined in the GEAP.	The level to which GIA have been completed varies across the organisation. This reflects different maturity, levels of understanding and ability to access meaningful data to inform tangible recommendations. All GIAs that comply to the requirements have been included in this Progress Report.	Y2 2023 - 2024 and Y4 2025 - 2026	People and Culture									X	X	

Indicators key	Factors key
<ol style="list-style-type: none"> 1. Gender composition of all levels of the workforce. 2. Gender composition of governing bodies. 3. Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender. 4. Sexual harassment in the workplace 5. Recruitment and promotion practices in the workplace. 6. Availability and utilisation of terms, conditions and practices relating to: <ul style="list-style-type: none"> - family violence leave - flexible working arrangements - working arrangements supporting employees with family or caring responsibilities 7. Gendered segregation within the workplace 	<ol style="list-style-type: none"> 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.

3 Indicators

Table 3

Indicator	Confirm if progress made	Progress description	Factors							Factors Discussed
			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'	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

Indicator	Confirm if progress made	Progress description	Factors							Factors Discussed
			a	b	c	d	e	f	g	
columns, to the right of each indicator.										workplace gender equality indicators.
Gender composition of all levels of the workforce	Yes	<p>At a total level the composition of gender of the Whitehorse City Council workforce has not changed, with both our 2021 audit and 2023 progress audit showing that women made up 65% of the Whitehorse workforce and men made up 35%.</p> <p>An additional level/band has been included in the 2023 progress audit. The additional level is -2 (Executive Manager). In the 2021 audit Managers were -2, in the 2023 progress audit Managers are -3. In the 2021 audit Coordinators were -3, in the 2023 progress audit Coordinators are -4. In the 2021 audit Specialists were -4, in the 2023 progress audit Specialist are -5. In the 2021 audit Officers were -5, in the 2023 progress audit Officers are -6.</p> <p>In our 2021 audit there were no women at -1 level (Directors), in our 2023 progress audit this rose to 25%. In our 2023 progress audit an additional level has been included at level -2 (Executive Manager), this role is occupied by a woman. In our 2021 audit 44% of employees at -3 level (Managers) were women, this rose in our 2023 progress audit to 47%. In our 2023 progress audit 52% of employees at -4 level (Coordinators) were women, this gender composition has not changed since our 2021 audit. In our 2021 audit 32% of employees at -5 level (Specialist) were men, this decreased in our 2023 progress audit to 31%. In our 2023 progress audit at 66% of employees at -6 level (Officer) were women, this gender composition has not changed since our 2021 audit.</p> <p>In 2023 no staff are listed as preferring to self-describe their gender, Council's new HRIS/ERP, Human Capital Management and Learning system (Oracle) has this field but it has not yet been populated pending integration with Payroll system. This gap in data is in the process of being addressed in part by GEAP strategy/measure 3.1 <i>Build out gender, diversity and intersectional datasets through improved data collection systems and processes and workforce diversity census.</i></p> <p>Since the 2021 audit the hierarchy of Whitehorse has flattened slightly with more roles at -3 and -4 and less at -5 and -6.</p> <p>Post the 2021 audit there was strategic intent to improve the gender representation of the workforce, with a focus on the employment of women into senior levels within the organisation.</p>	Yes	Yes	No	No	No	No	Yes	<p>a) and b) Council has a large and diverse workforce that is spread across various industries. Many of the industries represented have highly gendered workforces, these societal/systemic factors influence Councils ability to make progress at a workforce level.</p> <p>g) Council has made genuine attempts to improve gendered representation particularly at senior levels to make progress.</p>

Indicator	Confirm if progress made	Progress description	Factors							Factors Discussed	
			a	b	c	d	e	f	g		
		<p>In 2021 31% of staff worked full-time, 46% of these were women. In 2023 37% of staff worked full-time, 48% of these were women. This increase in percentage of women working full-time reflects progress against this indicator.</p> <p>Progress is not seen in the percentage of women working part-time and causally. In 2021 30% of staff worked part-time, 82% of these were women. In 2023 31% of staff worked part-time, 83% of these were women. In 2021 39% of staff worked causally, 67% of these were women. In 2023 32% of staff worked causally, 68% of these were women.</p> <p>Our organisation argues that the increased representation of women at Senior Levels (-1 Director, -2 Executive Manager and -3 Manager) within the Whitehorse City Council workforce represents progress against this indicator. It is acknowledged that gender composition imbalances remain. Men continue to be overrepresented at Senior Levels (-1 Director, -3 Manager and -4 Coordinator) relative to the entire Whitehorse City Council workforce and women are overrepresented at level -5 (Specialist) and -6 (Officer). Men are over-represented in full-time roles (relative to the workforce) and women are over represented in part-time and causal roles. Focus on the gendered composition of the workforce will continue.</p>									
Gender composition of governing bodies	No	<p>The gender composition of the governing body has not changed since 2021, for this reason no progress has been made against this indicator. The governing body has not changed since 2021, all governing body members (Councillors) remain in place. Whitehorse City Council has 11 Councillors elected by residents to govern the city. The 11 Councillors were elected in October 2020 to serve until the local government elections in October 2024. Gender composition is 55% women, 27% men, 18% prefer not to say.</p>	No	Yes	No	No	No	No	No	No	<p>b) Whitehorse City Council has 11 Councillors who serve as the defined entities governing body. Councillors are elected by residents to govern the city. The 11 Councillors were elected in October 2020 to serve until the local government elections in October 2024. Council has no ability to influence the gendered composition of the governing body.</p>
Equal remuneration for work of equal or comparable value across all levels of the workforce,	Yes	<p>In 2023 for every \$100 dollars the median man earnt at Whitehorse City Council, the median woman earnt \$91.5. The gender pay gap (median, excl. casuals) at Whitehorse City Council is: 8.5%. In 2021 for every \$100 dollars the median man earnt at Whitehorse City Council, the median woman earnt \$90.6. The gender pay gap (median, excl. casuals) at Whitehorse City Council in 2021 was: 9.4%. This is an improvement of</p>	Yes	Yes	No	No	No	No	No	No	<p>a) and b) Council has a large and diverse workforce that is spread across various industries. Many of the industries represented have highly gendered</p>

Indicator	Confirm if progress made	Progress description	Factors							Factors Discussed
			a	b	c	d	e	f	g	
irrespective of gender		<p>0.9% or \$0.90 per dollar earned, reflecting progress against this indicator.</p> <p>In 2023 the gender pay gap (median for all staff, inclusive of casuals) was -3.5% (meaning women earned 3.5% more than men), in 2021 the gender pay gap (median for all staff, inclusive of casuals) was -1.9% (meaning women earned 1.9% more than men).</p> <p>At level -1 (Director), the median women earned 1.8% less than the median man. There were no women at this level in 2021. Two men received an annual 'annual' anniversary increase in the reporting period, with the woman receiving their increase later in 2023 which was outside of the period being reported on here.</p> <p>Progress against this indicator is seen at Manager (-3) level. In 2023 at the Manager level the median women earned 1.1% more than the median man, in 2021 the median women earned 3.2% less than the median man, a change of 4.3 percentage points. During the reporting period Council initiated a change to the application of the Director/ Manager remuneration policy to be annual, at a consistent date vs annual at anniversary, noting this impacts the comparative assessment of their remuneration data.</p> <p>Progress against this indicator is seen at Coordinator (-4) level. In 2023 at the Coordinators level the median women earned 2.5% less than the median man, in 2021 the median women earned 4.8% less than the median man, a change of 2.3 percentage points.</p> <p>Excluding casuals in 2023 at level -5 (Specialist) the median women earned 2.1% more than the median man, in 2021 the median women earned 0.1% more than the median man, a change of 2 percentage points. Including casuals in 2023 at level -5 (Specialist), the median women earned 6.3% more than the median man, in 2021 the median women earned 1.8% less than the median man, a change of 8.1 percentage points.</p> <p>Excluding casuals in 2023 at level -6 (Officer) the median women earned 0.7% less than the median man, in 2021 the median women earned 2.6% less than the median man, a change of 1.9 percentage points. Including casuals in 2023 at level -6 (Officer) the median women earned 0.9% more than the median man, in 2021 the median women earned 7.3% more than the median man, a change of 6.4 percentage points.</p> <p>This analysis considers the median base salary pay gap to avoid outliers influencing the gap. It focuses on the gap excluding casuals due to skewing impact of casual loading and the gendered workforce., at the Specialist and Officer levels, the pay gap (including casuals) is affected</p>								workforces, the remuneration of these workforces are influenced by various external factors. These societal/systemic factors influence Councils ability to make progress at a workforce level. This Gender Pay Gap reflects the gender segregation in the workplace and the gender composition of the workforce – Whitehorse has a much greater proportion of women staff and a greater proportion of women working in lower banded classification (therefore lower salaries).

Indicator	Confirm if progress made	Progress description	Factors							Factors Discussed
			a	b	c	d	e	f	g	
		<p>by the high number of women working in casual positions (receiving casual loading).</p> <p>It is acknowledged that further analysis of the gendered pay gap is required to understand the drivers (GEAP strategy/measure 3.2 Identify the causes of gender pay gaps and take steps to address these, including within Council's remuneration strategy is scheduled for 2023 – 2024)</p> <p>Our organisation argues that progress against this indicator is seen at various levels within the organisation, at a total workforce level and then specifically at Senior Levels namely Manager and Coordinator level. The ongoing underlying drivers of the residual pay gap will be considered in the coming reporting period as part of the GEAP strategy/measure 3.2.</p>								
Sexual harassment in the workplace	Yes	<p>In our 2023 progress audit there was 1 formal report of sexual harassment at Whitehorse City Council since 1 July 2022. In our 2021 audit there were no formal reports. The 1 formal report in 2023 was internally handled and an outcome recorded, the lack of data related to the complaint's satisfaction with the outcome potentially highlights a gap in compliant process that will be reviewed. In both data sets the lack of and/or low number of formal reports reflects an underreporting of sexual harassment based on the People Matter Survey data available.</p> <p>In 2021 8% of all People Matter Survey respondents reported experiencing sexual harassment in the last 12 months. 10% of women and 5% of men who responded, reported experiencing sexual harassment in the past 12 months. In 2023 6% of all People Matter Survey respondents reported experiencing sexual harassment in the last 12 months. 8% of women and 3% of men who responded reported experiencing sexual harassment in the last 12 months. Positively this reflects a 2 percentage point decrease in reported experience of sexual harassment for both women and men. In 2021 People Matter Survey data reflects that women were 100 per cent more likely than men to report experiencing sexual harassment. In 2023, this likelihood increased to 170 per cent.</p> <p>In the 2023 People Matter Survey, 4% of respondents who experienced sexual harassment told a manager, this is up from 3% in 2021. In the 2023 People Matter Survey of those respondents who reported experiencing sexual harassment but did not submit a formal complaint 17% cited potential negative consequences for their careers as a reason, a decrease from 37% in 2021.</p> <p>Initiatives aligned with GEAP strategy/measure 4.2 <i>Develop and</i></p>	No	No	No	No	No	No	Yes	g) As detailed in GEAP strategy/measure 4.2 a targeted training campaign that was mandated for all employees reflects genuine efforts made by Council to address sexual harassment in the workforce and the available data reflects progress.

Indicator	Confirm if progress made	Progress description	Factors							Factors Discussed
			a	b	c	d	e	f	g	
		<p><i>implement an internal education / awareness campaign to build employee capability and confidence in identifying, reporting, addressing and preventing sexual harassment, bullying and discrimination were actioned during the reporting period. A targeted and mandatory rollout of sexual harassment training has at least in part contributed to this progress.</i></p> <p>Our organisation argues that progress is seen against this indicator. The increase in formal reports of sexual harassment and decrease in reported experience of sexual harassment reflects progress against this indicator. The increased likelihood of women experiencing sexual harassment relative to men remains a concern.</p>								
Recruitment and promotion practices in the workplace	Yes	<p>Recruitment In our 2021 audit, women represented 56% of new recruits to 30 June 2021. In our 2023 progress audit, this rose to 68%. In our 2021 audit 12% of women recruited were recruited into permanent positions (4% full-time, 7% part-time), this increased in 2023 to 21% of women recruited being recruited into permanent positions (16% full-time, 5% part-time). The percent of men recruited into permanent positions also increased from 21% (19% full-time, 3% part-time) in 2021 to 40% (37% full-time, 3% part-time) in 2023. Whilst women have been recruited into a higher percentage of permanent and full-time positions men continue to be recruited into permanent and full-time positions at higher rates than women.</p> <p>In 2023 of staff recruited at -3 (Manager) level 75% were female, no staff were recruited at this level in 2021. In 2021 of staff employed at -4 level (Coordinator) 33% were women this increased to 64% in 2023. Progress has been made in the recruitment of women into senior positions and into permanent positions.</p> <p>We were unable to collect non-binary or gender diverse data in both 2021 and 2023, the ability to collect this data has been implemented at the very end of the 2023 reporting period, so representative data for this reporting period is unavailable.</p> <p>As stated in WGEI 1 post the 2021 audit there was strategic intent to improve the gender representation of the workforce, with a focus on the recruitment of women at senior levels within the organisation.</p> <p>Promotion, Career Development and Higher Duties Data related to promotion, career development, secondments and higher duties are incomplete for 2023, it is acknowledged that internal processes for recording this information requires optimisation to enable more thorough and robust analysis. From the available data progress is seen broadly across these items.</p>	No	No	No	No	No	No	Yes	g) There was an acknowledged strategic attempt to recruit more women at senior levels, reflecting genuine efforts to progress against this indicator, the available data supports and reflects this progress.

Indicator	Confirm if progress made	Progress description	Factors							Factors Discussed
			a	b	c	d	e	f	g	
		<p>In our 2021 audit 54% of promotions were awarded to women, this increased in our 2023 progress audit to 67%, in 2023 promotions primarily took place at -5 level. In 2021, 35 promotions were recorded in 2023 only 15 promotions were recorded.</p> <p>In our 2023 People Matters Survey, less women 35%, in comparison to 43% of men believe Whitehorse City Council promotion processes were fair.</p> <p>Career Development In our 2021 audit 70% of career development opportunities were undertaken by women, in 2023 this decreased to 51%.</p> <p>Higher Duties In our 2021 audit 49% of employees who undertook higher duties were women, in 2023 this increased to 64%.</p> <p>Our organisation argues that progress is seen against this indicator, particularly in relation to recruitment both at a total workforce level and specifically at the Manager level. The increased recruitment of women into permanent and full-time positions also reflects progress. Additionally, from the available data progress is seen across promotion and higher duties.</p>								
<p>Availability and utilisation of terms, conditions and practices relating to:</p> <ul style="list-style-type: none"> - family violence leave; and - flexible working arrangements; and - working arrangements supporting employees with family or caring responsibilities 	Yes	<p>Family Violence Leave Two women took Family Violence Leave during the 2023 audit period an increase from one in the 2021 audit period. In the reporting period the Whitehorse City Collective Agreement was updated to provide a Family Violence Leave entitlement of 20 days for all eligible employees including causals. 80% of 2023 People Matters Survey respondents agreed that 'My organisation would support me if I needed to take family violence leave' this has not changed since 2021. The average for Victorian councils in 2021 & 2023 was 86%. Progress is seen in relation to the availability, use and the terms and conditions of Family Violence Leave. It is recognised that further work is required in relation to employees perceptions of Family Violence Leave, further work in this area is scheduled.</p> <p>Flexible Work Arrangements In 2021 25% of employees were recorded as having formal flexible work arrangements, this increased slightly to 26% in 2023. In 2021 21% of men were recorded as having formal flexible work arrangements this increased to 25% in 2023. In 2021 27% of women were recorded as having formal flexible work arrangements this decreased to 26% in 2023. This reflects an equalising of formal flexible</p>	No	Yes	No	No	No	No	Yes	<p>b) Various elements of this indicator are influenced by Council's Collective Agreement. The Collective Agreement negotiations take place at regular but distanced intervals influencing timeframes for implementing some actions against this indicator.</p> <p>g) The amendments made to the Collective Agreement along with the update and focus on the organisations Formal Flexible work policy reflect genuine efforts to drive progress against this</p>

Indicator	Confirm if progress made	Progress description	Factors							Factors Discussed
			a	b	c	d	e	f	g	
		<p>work arrangements by gender.</p> <p>In 2021 29% of employees recorded as having formal flexible work arrangements were men, this increased in 2023 to 34% and now more closely aligns with the gender composition of the total workforce.</p> <p>In 2021 26% of Senior Leaders were recorded as having formal flexible work arrangements, this decreased in 2023 to 8%.</p> <p>66% of 2023 People Matters Survey respondents agreed that 'I am confident that if I requested a flexible work arrangement, it would be given due consideration' an increase from 62% in 2021. The average for Victorian councils in 2023 was 78% (75% in 2021).</p> <p>A number of actions and work was completed related to GEAP strategy/measure 5.1 <i>Consider whether there are gender related barriers (perceived or actual) to accessing flexible workplace arrangements and address these within the update of Council's Flexibility Policy.</i> Whilst progress is seen in relation to formal flexible work arrangements, through the increased percentage of men utilising it, it is recognised further work in this area is required.</p> <p>This analysis of formal flexible work arrangements has been completed using the known/recorded formal flexible work arrangements, whilst recognising that not all formal flexible work arrangements are recorded and this data set with a particular focus on Senior Leaders will be reviewed in the next reporting period.</p> <p>Carers Leave</p> <p>In 2021, 24% of women took carers leave, this decreased in 2023 to 19%. In 2021 and 2023 21% of men took carers leave. Anecdotally it is thought that the increased ability to access informal flexible working arrangements namely working from home has contributed in part to the reduction in women accessing careers leave.</p> <p>In 2021 of those employees who accessed carers leave 32% were men, this increased in 2023 to 37% This increase in the representation of men taking carers leave reflects progress against this indicator.</p> <p>Parental leave</p> <p>32 employees took parental leave during the 2023 audit period. 34% of employees who took parental leave were men, an increase from 21% in the 2021 audit.</p> <p>In 2023 women continued to take on average longer parental leave (17.1 weeks) in comparison to men (2.4 weeks).</p> <p>In the 2021 audit no men took unpaid parental leave, in the 2023 audit one man took unpaid parental leave.</p> <p>As per GEAP strategy/measure 5.2 <i>Investigate the opportunity for amending the Collective Agreement to allow either parent to access paid</i></p>								indicator. The available data shows some, albeit limited progress against this indicator and it is recognised further focus is required.

Indicator	Confirm if progress made	Progress description	Factors							Factors Discussed
			a	b	c	d	e	f	g	
		<p><i>Primary Care</i> the Collective Agreement was amended to clarify that paid parental leave (for primary carers) can be taken by either parent, this amendment has not impacted average paid leave taken and practical limitations (namely time limitations) remain impacting's men's ability to utilise the leave.</p> <p>There were 4 voluntary parental leave exits during the period, all women.</p> <p>Our organisation argues that progress, albeit limited is seen against this indicator. The increased availability and utilisation of Family Violence Leave along with the relative increase in men taking carers and parental leave and being on formal flexible work arrangements reflects progress. The decrease in Senior Leaders on formal flexible work arrangements requires further investigation.</p>								
Gendered segregation within the workplace	Yes	<p>Gender representation within occupational areas In our 2021 audit 47% of managers were women this increased to 55% in our 2023 progress audit. In our 2021 audit 71% of professionals were women this decreased slightly to 70% in our 2023 progress audit. In our 2021 audit women represented 87% of all clerical and administrative workers (220 of 254 individuals), this gendered representation increased slightly to 88% in 2023 (211 of 240 individuals). In our 2021 audit 67% of Community and personal service workers were women, this representation has not changed however the absolute numbers within this occupational category has decreased to 398 individuals from 544. In our 2021 audit 51% of labourers were men, in 2023 this has decreased to 45% in 2023. In our 2021 audit 79% of all technicians and tradeworkers were men, this representation has not changed in 2023. In our 2021 100% of machinery operators and drivers were men, in 2023 this decreased to 93%. In absolute numbers this occupational category increased by one individual, a women. Sales workers total employees 11 in 2021, 4 in 2023.</p> <p>By Directorate In our 2021 audit 23% of Community Services employees were men this increased to 25% in 2023 In our 2021 audit 25% of Infrastructure employees were women this increased to 30% in 2023. In our 2021 audit 53% of City Development employees were women this increased to 56% in 2023. In our 2021 audit 60% of Transformation employees were women this increased to 94% in 2023. In our 2021 audit 74% of Corporate Service employees were women this did not change in 2023.</p>	Yes	Yes	No	No	No	No	No	a) and b) Council has a large and diverse workforce that is spread across various industries. Many of the industries represented have highly gendered workforces, these societal/systemic factors influence Councils ability to make progress at a workforce level.

