



Gender Equality Action Plan Progress Report

Departments of Parliament

2023

Table of Contents

Gender impact assessments	1
Table 1 - Gender impact assessments progress.....	1
Strategies and measures	2
Table 2.1 - Strategies and measures progress	2
Example(s).....	18
Resourcing your GEAP	19
Table 2.2 - Allocation of resources to implement the strategies and measures in your GEAP.....	19
Workplace Gender Equality Indicators	20
Table 3 - Workplace gender equality indicators progress.....	20
Example(s).....	25
Gender Equality Action Plan Progress Statement	27

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? For definitions of policies, programs and services, please refer to the guidance materials at Appendix A: Glossary of terms.</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>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>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.</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>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>
Electronic Security Data Policies	Policy	The policies set out the access and release requirements for data captured and retained in the protective security systems.	New	No action taken			

Strategies and measures

Table 2.1 Strategies and measures progress						
Required	Required	Required	Recommended	Recommended	Recommended	Recommended
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators
						1 2 3 4 5 6 7
<p>List your organisation's strategies and measures. Include one strategy or measure per row.</p> <p>These are the planned actions that you have outlined in your GEAP to promote gender equality in your workplace.</p>	<p>Assign each strategy or measure a status from the following list:</p> <ul style="list-style-type: none"> • 'Complete' indicates that all planned activities related to this strategy or measure have been finalised. • 'In progress' indicates that the activities under this strategy or measure are progressing but not yet complete. • 'Ongoing' indicates that the activities under this strategy or measure do not have an end-date and will be addressed on a continual basis. • 'Not started' indicates that the planned activities related to this strategy or measure have not yet commenced, including those that are intended to commence in future years. This should include strategies or measures that have been delayed. • 'Void' indicates that this strategy or measure appeared in your defined entity's GEAP, but has since been cancelled. 	<p>Describe your progress in implementing each strategy or measure in your GEAP.</p> <p>In particular, you need to explain:</p> <ul style="list-style-type: none"> • Why you have selected that status from the drop-down menu; and • Whether the status indicates any delay or change from what was planned in your GEAP and if so, the reason for this change. 	<p>Evaluating the success of each of your strategies or measures may include:</p> <ul style="list-style-type: none"> • tracking against pre-identified success markers. These markers may have been specified in your GEAP. • other evaluation markers that may not have been specified in your GEAP, such as participation levels, outcomes, or changes resulting from the strategy or measure, • other ways the strategy or measure has contributed to promoting gender equality in your defined entity. 	<p>If your GEAP included a timeline for action or implementation for your strategies and measures, include this timeline below.</p> <p>If you did not include a timeline in your GEAP, we highly recommend you do so in this progress report by including a timeline below.</p>	<p>Include the role or team responsible for implementing of each strategy or measure.</p>	<p>Identify one or more indicators for each strategy or measure that the action was designed to address.</p> <p>See the Indicators key for a description of each workplace gender equality indicator.</p> <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

Required	Required	Required	Recommended	Recommended	Recommended	Recommended								
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators								
						1	2	3	4	5	6	7		
To achieve gender parity at all levels: Creation and support of new role of a dedicated gender, diversity and inclusion manager/officer to support cultural change and oversee and reinforce equality and diversity in the workplace.	Not started	Due to organisational changes, the role has not yet been recruited to.	DPS People & Capability establishes the role of a Diversity and Inclusion Specialist with the responsibility for delivering the Parliament Diversity and Inclusion Strategy. Diversity and Inclusion Specialist leads the implementation of the Strategy and is supported by a governance framework established to support the cross-Parliamentary departmental work of supporting gender, diversity and inclusion.	PHASE 1 - April 2022 to October 2023	Director People and Capability	X								
To achieve gender parity at all levels: Embedded gender impact assessments into existing policy- and decision-making processes across units to mainstream gender equality.	In progress	This status indicates a delay to the completion of this action. Although a Gender Impact Assessment Toolkit has been finalised and published, further work will be undertaken to include consideration of Gender Impact Assessments in the development or review of new/revised organisational policies.	Gender impact assessments included in applicable policy development and review processes. Parliament-wide Gender Equality champions established in each department to support units to meet <i>Gender Equality Act 2020</i> obligations.	PHASE 1 - April 2022 to October 2023	General Counsel	X								
To achieve gender parity at all levels: Parliamentary leadership to explicitly acknowledge their commitment to gender equality and genuine cultural change and accountability, with the GEAP as the primary plan with leaders accountable for measurable progress and tangible, proactive steps that drive cultural change reporting on progress on the GEAP at general and departmental staff meetings twice a year and listed as standing item on all governance meeting agendas across Parliament.	In progress	A Equal Opportunity and Diversity Commitment Statement was released by the Parliamentary Executive Group in December 2023. Re-establishment of Working Group in 2024 to inform PEG on progress with the inclusion of data. Reporting will then be presented to staff.	Leaders regularly report on and discuss progress of the GEAP.	PHASE 1 - April 2022 to October 2023	Parliamentary Executive Group	X								
To achieve gender parity at all levels: Education on unconscious bias, cross-cultural awareness, self-leadership, and wellbeing.	In progress	Although work has been undertaken on this strategy, it is a continuing work in progress. The selected status does demonstrate a delay in completing this action however, this has been delayed due to scoping, planning and development of programs. A Parliamentary Officer program is currently being developed, with particular emphasis on enhancing people manager capabilities. During 2023, work concentrated on the review existing policies and develop and establish new policies and procedures in the first instance. In addition, the introduction of curated LinkedIn learning offering provided the opportunity to staff to develop their individual capacity and competencies.	All employees understand the shared responsibility for progressing gender equality. Employees have increased level of knowledge and awareness of unconscious bias and how to tackle it.	PHASE 1 - April 2022 to October 2023	Director People and Capability	X								

Required	Required	Required	Recommended	Recommended	Recommended	Recommended								
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators								
						1	2	3	4	5	6	7		
To achieve gender parity at all levels: Strategies to address unconscious bias rolled out in recruitment and promotion practices (e.g. de-identified CVs).	In progress	Although work has been undertaken on this strategy, it is a continuing work in progress. The selected status does demonstrate a delay in completing this action however, this has been delayed due to significant scoping, planning and development of programs for each employee cohort across the Parliamentary Departments. A Parliamentary Officer program is currently being developed, with particular emphasis on DEI. Further, a people management program is under development for release April 2024 with modules covering psychosocial safety, diversity/inclusion, conscious/unconscious bias when managing teams of people and means to make a difference in the workplace. The delay to the delivery of this action was due to the requirement to review existing policies and develop and establish new policies and procedures in the first instance. The introduction of curated LinkedIn learning offering provided the opportunity to staff to develop their individual capacity and competencies.	All employees understand the shared responsibility for progressing gender equality. Employees have increased level of knowledge and awareness of unconscious bias and how the tackle it.	PHASE 1 - April 2022 to October 2023	Director People and Capability									
Strategies to address unconscious bias in recruitment and promotion practices: Employees have increased level of knowledge and awareness of unconscious bias and how the tackle it.	In progress	Although work has been undertaken on this strategy, it is a continuing work in progress. The selected status does demonstrate a delay in completing this action however, this has been delayed due to significant scoping, planning and development of programs for each employee cohort across the Parliamentary Departments. A Parliamentary Officer program is currently being developed, with particular emphasis on DEI. Further, a people management program is under development for release April 2024 with modules covering psychosocial safety, diversity/inclusion, conscious/unconscious bias when managing teams of people and means to make a difference in the workplace. The delay to the delivery of this action was due to the requirement to review existing policies and develop and establish new policies and procedures in the first instance. The introduction of curated LinkedIn learning offering provided the opportunity to staff to develop their individual capacity and competencies.	All employees understand the shared responsibility for progressing gender equality. Employees have increased level of knowledge and awareness of unconscious bias and how the tackle it.	PHASE 1 - April 2022 to October 2023	Director People and Capability		X							

Required	Required	Required	Recommended	Recommended	Recommended	Recommended								
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators								
						1	2	3	4	5	6	7		
To achieve gender parity at all levels: Build capacity of all staff with training in cultural safety.	In progress	Although work has been undertaken on this strategy, it is a continuing work in progress. The selected status does demonstrate a delay in completing this action however, this has been delayed due to significant scoping, planning and development of programs for each employee cohort across the Parliamentary Departments. A Parliamentary Officer program is currently being developed, with particular emphasis on DEI. Further, a people management program is under development for release April 2024 with modules covering psychosocial safety, diversity/inclusion, conscious/unconscious bias when managing teams of people and means to make a difference in the workplace. The delay to the delivery of this action was due to the requirement to review existing policies and develop and establish new policies and procedures in the first instance. The introduction of curated LinkedIn learning offering provided the opportunity to staff to develop their individual capacity and competencies.	Staff have increased understanding of cultural safety issues in the workplace.	PHASE 1 - April 2022 to October 2023	Director People and Capability		X							
To achieve gender parity at all levels: Creation of a Gender Equality Hub online to communicate Parliament wide, and to share tools and resources.	Complete	The selected strategy was completed in 2022.	This hub now provides information and resources on Gender Equality as well as Gender Impact Assessments and the Gender Equality Action Plan.	PHASE 1 - April 2022 to October 2023	GEAP Working Group	X								
To achieve gender parity at all levels: Integration of Gender Equality Action Plan, Reconciliation Action Plan and Disability Action and Inclusion Plan to share resourcing, pool data and lessons, and address intersectional needs and impacts.	In progress	Progress has been made on this strategy with the GEAP, RAP and DAIP established however further work is required to be undertaken to consolidate and integrate relevant meaningful data. Working Groups to recommence in February 2024. Information has also been made available to all staff via intranet.	Utilising a Working Group model to incorporate lived experience into D&I guidelines and education. Data gathered and tracked about disability, ethnicity, race, religion, and sexual orientation in the PoV workforce.	PHASE 1 - April 2022 to October 2023	Director People and Capability	X								
To achieve gender parity at all levels: Advocate for 'inclusivity' to be added to the parliamentary officer values in the <i>Parliamentary Administration Act 2005</i> .	Not started	No delay to this action as it is due by October 2025.	Legislation passed that adds 'inclusivity' as a parliamentary officer value in the <i>Parliamentary Administration Act 2005</i> .	PHASE 2 - October 2023 to October 2025	Parliamentary Executive Group	X								
To achieve gender parity at all levels: Diversity and inclusion targets established around pay parity, promotion and leading cultural safety changes will be developed and incorporated into managers' performance plans, ensuring they are accountable for creating positive shifts in our gender equality measures.	Not started	No delay to this action as it is due by October 2025.	Leaders' performance on diversity and inclusion measures move positively year on year. This will be reflected in the annual People Matter Survey results.	PHASE 2 - October 2023 to October 2025	Director People and Capability	X								

Required	Required	Required	Recommended	Recommended	Recommended	Recommended								
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators								
						1	2	3	4	5	6	7		
To improve the diversity of the workforce of the PoV: Work with different business units to identify and develop initiatives to offer professional development to Aboriginal and Torres Strait Islander peoples from outside the organisation through secondment, paid internships, and partnerships with universities.	In progress	People & Capability are in the process of developing a graduate program that will seek to serve as an entry pathway for first nations people across the three Departments. Additionally, an entry pathway program is currently under development. The RAP working group is in the process of developing a RAP Working Group Advisor position. This will be a designated position, only available to Aboriginal and Torres Strait Islander peoples.	Initiatives are implemented and workforce is more diverse in line with public sector averages.	PHASE 2 - October 2023 to October 2025	Director People and Capability	X								
To improve the diversity of the workforce of the PoV: Active recruitment and development of people from varied/minority backgrounds.	In progress	The selected status was identified as an internship program was established through Career Seekers in 2023 providing opportunities for asylum seekers and refugees who are mid-career professionals or university students. Additionally, People & Capability are in the process of developing a graduate program that will seek to serve as an entry pathway for first nations people across the three Departments.	Initiatives are implemented and workforce is more diverse in line with public sector averages.	PHASE 2 - October 2023 to October 2025	Director People and Capability	X								
To improve the diversity of the workforce of the PoV: Development and roll out leadership and development opportunities for staff from varied/minority backgrounds at different levels across the organisation.	In progress	The selected status was identified as an internship program was established through Career Seekers in 2023 providing opportunities for asylum seekers and refugees who are mid-career professionals or university students. Additionally, People & Capability are in the process of developing a graduate program that will seek to serve as an entry pathway for first nations people across the three Departments. The Parliamentary Departments participated in the Positive Action towards Career Engagement (PACE) mentoring program which is facilitated by the Australian Network on Disability (AND) and connects jobseekers with a disability to mentors from within the organisation. Over 16 weeks, our mentors provided advice and coaching on starting a career, writing a CV, job interview techniques, understanding how a business works and defining a career path. The program is a four-month commitment between April and August. Mentors and mentees meet a minimum of eight times during the four months.	Initiatives are implemented and workforce is more diverse in line with public sector averages.	PHASE 2 - October 2023 to October 2025	Director People and Capability	X								
Achieve a gender balance on governing bodies PEG, SMG and PMG: Clear policy and process guidelines around the recruitment of governing body members and reduce barriers to the recruitment of diverse applicants.	In progress	Gender balance across governing bodies is now highly representative of women. At the Parliamentary Executive level, composition of this group is 67% of people identifying as female. Senior Leadership roles also see a high composition of people identifying as female. A revised Recruitment and Selection Policy was released in August 2023 which guides processes and standards associated with recruitment. Additionally, the growth of the Learning and Capability team has enabled opportunities to build the capability and capacity across all cohorts. Each department has a strategic business plan with a focus on capability and development of all employees. In 2023, the Legislative Council and Legislative Assemble developed their Capability Framework.	Succession plans developed for governing bodies and working groups, including consideration of a talent pipeline that provides equal opportunity to all genders.	PHASE1 - April 2022 to October 2023	Parliamentary Executive Group		X							
Achieve a gender balance on governing bodies PEG, SMG and PMG: Implementation of a career sponsorship and mentorship program by matching potential talent with senior leaders in Parliament and promoting role models from diverse backgrounds.	Not started	A sponsorship/mentoring program is yet to be established and will be reviewed to determine if in fact it is the best approach to continue to support gender balance within the governing bodies.	Sponsorship/mentoring program established, including mechanisms to collect data about uptake.	PHASE1 - April 2022 to October 2023	Parliamentary Executive Group		X							

Required	Required	Required	Recommended	Recommended	Recommended	Recommended								
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators								
						1	2	3	4	5	6	7		
External engagement by the organisation models a gender balance: Development and implementation policy on gender balance and diverse representation for internal and external speakers for seminars, conferences, lectures and community engagement events.	In progress	Although there have been delays with the commencement of this strategy, evidence of contributing works has been shown at a inaugural electorate officer conference 2023 where an event was delivered which comprised of more than 85% of presenters/facilitators identifying as female. Community Engagement also ensures gender balance in the engagement of speaker and facilitators from the Community. The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminars are also conscious of gender balances presentations. A Policy will be developed supporting this action.	At least 40% of speakers at internal and external seminars, forums, functions, lectures and community engagement events will identify as female.	PHASE1 - April 2022 to October 2023	People and Capability Community Engagement		X							
Reduce the gender pay gap with the long-term goal of achieving gender pay parity at every level: Conduct gender pay gap audit by classification and workgroups every 2 years.	In progress	Audits are currently conducted every two years and will continue to be reported to all staff. Due to delays of the implementation of a new HCMS, this strategy has not yet been completed. It is anticipated that the new HCMS will be implemented in 2024.	Audit completed every 2 years and reported to all staff.	PHASE1 - April 2022 to October 2023	People and Capability			X						
Reduce the gender pay gap with the long-term goal of achieving gender pay parity at every level: Procure and implement a Human Capital Management System to assist in data capture and analysis.	In progress	Due to delays of the implementation of a new HCMS, this strategy is delayed. It is anticipated that the new HCMS will be implemented in 2024. Project currently underway for the implementation of a new Human Management Capital System. Once implemented this system will enable data capturing and data auditing to sufficiently meet this deliverable. Additionally, formalised processes are in place relating to review and classification based on roles, not gender to ensure pay parity and equity.	Analysis conducted of the factors driving any gender pay gap at levels -4 and below, including options to address these factors.	PHASE1 - April 2022 to October 2023	People and Capability			X						
Reduce the gender pay gap with the long-term goal of achieving gender pay parity at every level: Reduce the gender pay gap at levels 0 to -3 (equivalent to PoV executive managers and PoV Grades 7 and 6.2).	In progress	Due to delays of the implementation of a new HCMS, this strategy has not yet commenced. It is anticipated that the new HCMS will be implemented in 2024. Project currently underway for the implementation of a new Human Management Capital System. Once implemented this system will enable data capturing and data auditing to sufficiently meet this deliverable. Additionally, formalised processes are in place relating to review and classification based on roles, not gender to ensure pay parity and equity. Workforce data demonstrates, progress has been made in achieving better parity and consistency across role classification and pay scales. Due to the implementation of strategies in our GEAP, we have closed the pay gaps at level 0, and level -3. Our 2021 results showed more males than females at levels 0 and -3, and our 2023 results demonstrate a decrease in gender pay gaps.	Analysis conducted of the factors driving any gender pay gap at levels -4 and below, including options to address these factors.	PHASE1 - April 2022 to October 2023	People and Capability			X						

Required	Required	Required	Recommended	Recommended	Recommended	Recommended								
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators								
						1	2	3	4	5	6	7		
Reduce the gender pay gap with the long-term goal of achieving gender pay parity at every level: Reduce any gender pay gaps at levels –4 and below (equivalent to PoV 6.1 and below).	In progress	Due to delays of the implementation of a new HCMS, this strategy has not yet commenced. It is anticipated that the new HCMS will be implemented in 2024. Project currently underway for the implementation of a new Human Management Capital System. Once implemented this system will enable data capturing and data auditing to sufficiently meet this deliverable. Additionally, formalised processes are in place relating to review and classification based on roles, not gender to ensure pay parity and equity. Workforce data demonstrates, progress has been made in achieving better parity and consistency across role classification and pay scales. Our strategies have been effective in reducing the gender pay gap at levels -5, -7, further work is required to close gender pay gaps at levels -4, -6, -8.	Analysis conducted of the factors driving any gender pay gap at levels –4 and below, including options to address these factors.	PHASE1 - April 2022 to October 2023	People and Capability			X						
Reduce the gender pay gap with the long-term goal of achieving gender pay parity at every level: Roll out a 'keeping in touch' program for people on parental leave, to ensure that people on parental leave have access to opportunities that arise while on leave.	In progress	Due to the review, approval and implementation of other key policies, processes and procedures since April 2022 and the election period in late 2022, this strategy has been delayed. A 'Keep in Touch' program currently being scoped in order to establish a sound program. This will include formalised communication pathways to ensure people on parental leave remain connected and engaged with the workplace and have access to ongoing opportunities whilst on leave.	Program established.	PHASE1 - April 2022 to October 2023	People and Capability			X						
Reduce the gender pay gap with the long-term goal of achieving gender pay parity at every level: Establish gender pay gap targets based on the additional data and understanding developed in Phase 1. Reduce any gender pay gaps at levels –4 and below.	In progress	Due to delays of the implementation of a new HCMS, this strategy has not yet commenced. It is anticipated that the new HCMS will be implemented in 2024. Project currently underway for the implementation of a new Human Management Capital System. Once implemented this system will enable data capturing and data auditing to sufficiently meet this deliverable. Additionally, formalised processes are in place relating to review and classification based on roles, not gender to ensure pay parity and equity. Workforce data demonstrates, progress has been made in achieving better parity and consistency across role classification and pay scales. Our strategies have been effective in reducing the gender pay gap at levels -5, -7, further work is required to close gender pay gaps at levels -4, -6, -8.	Targets established, monitored, and reported to staff. Implementation of options identified through the analysis of the factors driving any gender pay gap at levels –4 and below.	PHASE1 - April 2022 to October 2023	People and Capability			X						
Create an inclusive and respectful environment with zero tolerance for inappropriate workplace behaviour, including sexual harassment: Leadership to actively foster a culture of safety and respect in the workplace. Leadership to make a formal commitment to gender equality, diversity, and inclusion, with express provisions that set out a zero-tolerance position for sexism, racism, and discrimination.	Complete	This strategy was completed in March 2023 with the development and release of new policies supporting and reinforcing the commitment from Leadership. This has included a new Respectful Workplace Behaviour Policy supported by formalised eLearning modules, a Reporting and Managing Inappropriate Behaviours Policy and FAQs and reporting pathways including external options. Additionally in December 2023, PEG released an Equal Opportunity and Diversity Commitment Statement demonstrating a formal commitment to equality, diversity and inclusion.	Senior leaders and managers model respectful behaviour and reinforce standards of behaviour for all who work in Parliament to promote cultural change. It is important to note that this strategy will continue to be reviewed, refreshed and revisited.	PHASE1 - April 2022 to October 2023	Parliamentary Executive Group				X					

Required	Required	Required	Recommended	Recommended	Recommended	Recommended								
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators								
						1	2	3	4	5	6	7		
Create an inclusive and respectful environment with zero tolerance for inappropriate workplace behaviour, including sexual harassment.: Review and revise the Code of Conduct to include a commitment to promoting inclusivity.	In progress	Although this action has not been completed, progress has been made through the development and release of new policies supporting and reinforcing the commitment from the Parliamentary Executive Group (PEG). This has included a new Respectful Workplace Behaviour Policy supported by formalised eLearning modules, a Reporting and Managing Inappropriate Behaviours Policy and FAQs and reporting pathways including external options. Additionally in December 2023, PEG released an Equal Opportunity and Diversity Commitment Statement demonstrating a formal commitment to equality, diversity and inclusion. The Code of Conduct will be now be reviewed to reflect the new supporting policies.	Revised Code of Conduct established and implemented to cover governance structures, policies, and procedures.	PHASE1 - April 2022 to October 2023	Parliamentary Executive Group				X					
Create an inclusive and respectful environment with zero tolerance for inappropriate workplace behaviour, including sexual harassment: Develop an intersectional, mandatory training program by specialist organisations on safe and respectful workplaces that includes: <ul style="list-style-type: none"> identifying problematic behaviours and referral protocols specific training for managers on responding to complaints of inappropriate behaviour, including sexual harassment complaints bystander training increasing awareness of support, resources, and entitlements available. 	In progress	This strategy is in progress with the development and release of new policies supporting and reinforcing the commitment from Leadership. This has included a new Respectful Workplace Behaviour Policy supported by formalised eLearning modules, a Reporting and Managing Inappropriate Behaviours Policy and FAQs and reporting pathways including external options. To continue to complement achievements against this action, further training will be rolled out across the Parliamentary Departments in relation to Bystander and Management Essentials training.	Mandatory training completed by all staff as part of induction and every two years. Increased confidence by all in the organisation to talk about and challenge inappropriate behaviour in all aspects of Parliament life.	PHASE1 - April 2022 to October 2023	People and Capability				X					
Create an environment where employees can identify inappropriate workplace behaviours and feel confident that due process will be followed when a complaint is made. A trauma-informed, victim/survivor-centric culture of reporting. Current systems reformed to ensure that reporting processes for inappropriate workplace behaviour include: <ul style="list-style-type: none"> immediate and ongoing victim/survivor-centric support services that centre the complainant's wellbeing, with the focus to be on the conduct, not the positions of the parties involved where inappropriate behaviour is identified, a commitment to either bring about behavioural change in people behaving inappropriately or remove them from the organisation an independent and timely confidential complaints system the matter being triaged with the complainant's consent and to their needs and preferences referral to other parties as necessary specialised support services (e.g. specialist agencies, police) family violence and gender-based violence solutions, including for perpetrators of violence. 	Complete	This strategy was completed in September 2023 with the development and release of new policies supporting and reinforcing the commitment from Leadership. This has included a new Respectful Workplace Behaviour Policy supported by formalised eLearning modules, a Reporting and Managing Inappropriate Behaviours Policy and FAQs and reporting pathways including external options.	New framework established, publicised and implemented. Data collection systems established to measure and track complainants' levels of satisfaction with processes. Sexual harassment complaints reported to SMG on a quarterly basis, with reports to include resolution data (de-identified). Increased confidence by all in the organisation to make formal complaints about inappropriate behaviour, including sexual harassment.	PHASE1 - April 2022 to October 2023	People and Capability				X					

Required	Required	Required	Recommended	Recommended	Recommended	Recommended								
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators								
						1	2	3	4	5	6	7		
Create an environment where employees can identify inappropriate workplace behaviours and feel confident that due process will be followed when a complaint is made: To strengthen implementation of this system we will: <ul style="list-style-type: none"> •create multiple pathways to raise a complaint related to inappropriate workplace behaviour, including exploring alternative independent complaints mechanisms •consult with employees to identify barriers to reporting. 	Complete	This strategy was completed in September 2023 with the development and release of new policies supporting and reinforcing the commitment from Leadership. This has included a new Respectful Workplace Behaviour Policy supported by formalised eLearning modules, a Reporting and Managing Inappropriate Behaviours Policy and FAQs and reporting pathways including external options (StopLine).	Alternative independent complaints mechanisms and other options to reduce barriers explored and assessed for appropriateness.	PHASE1 - April 2022 to October 2023	People and Capability				X					
Create an environment where employees can identify inappropriate workplace behaviours and feel confident that due process will be followed when a complaint is made: Develop strategies to actively promote and encourage participation in the People Matter Survey to increase response rates and ensure the data collected is more reflective of the whole workforce.	Complete	This strategy was completed in August 2023. Active communication and engagement with Employees has been undertaken to drive participation in the People Matter Survey. This has included ensuring that results, actions and outcomes have been communicated to all employees. Formalised Action Plans have been developed across teams and Parliamentary Departments ensuring response to feedback has been actioned and evidenced. In 2022, the Parliamentary Departments achieved their highest participation rate ever with 72% followed in 2023 with 75% of employees responding to the survey. The Parliamentary Department Heads promoted the survey to employees regularly to make employees aware of the survey and to encourage participation.	Strategies to increase the response rate to the People Matter Survey are rolled out with increased participation evidenced through results.	PHASE1 - April 2022 to October 2023	People and Capability				X					
Create an inclusive and respectful environment with zero tolerance for inappropriate workplace behaviour, including sexual harassment: Track complaints about inappropriate behaviour from beginning to resolution, including complainants' levels of satisfaction with the process.	In progress	This strategy has been delayed due to the work required to be undertaken to establish new policies and training modules relating to inclusive and respectful workplace environments. The method and process in which satisfaction outcomes are measured is still outstanding. Reporting however to the Audit and Risk Committee (which comprises external independent members) has commenced with quarterly data provided.	Data about inappropriate behaviour complaints are tracked and reported to regularly.	PHASE1 - April 2022 to October 2023	People and Capability				X					
Create an inclusive and respectful environment with zero tolerance for inappropriate workplace behaviour, including sexual harassment: Revised Code of Conduct to be embedded in induction materials.	Complete	This was completed in December 2023, with induction programs reviewed/updated during Dec23/Jan24, Delivered Feb 2024, including updated Code of Conduct, Respectful Workplace Behaviours training.	Induction materials updated and communicated to workforce.	PHASE1 - April 2022 to October 2023	People and Capability				X					
Create an environment where employees can identify inappropriate workplace behaviours and feel confident that due process will be followed when a complaint is made: Implement options to reduce barriers to people reporting inappropriate behaviour, including an alternative independent complaints mechanisms if appropriate.	Complete	This strategy was completed in September 2023 with the development and release of new policies supporting and reinforcing the commitment from Leadership. Reporting and Managing Inappropriate Behaviours Policy and FAQs released, Respectful Workplace Behaviours Policy and Training released. Stopleveline now established. Reporting and Managing Inappropriate Behaviours Policy and FAQs released, Respectful Workplace Behaviours Policy and Training released. An external independent third-party provider, Stopleveline was introduced which enables employees to report inappropriate behaviour. Employees may also raise a complaint internally by speaking with their manager, senior organisational leader or DPS People & Capability. The organisation has utilised external expertise to undertake investigations to ensure objectivity of the collection of evidence and assessment.	Initiatives to reduce barriers implemented and more people report inappropriate behaviour.	PHASE1 - April 2022 to October 2023	People and Capability				X					

Required	Required	Required	Recommended	Recommended	Recommended	Recommended									
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators									
						1	2	3	4	5	6	7			
Reduce the barriers to recruitment and promotion opportunities at PoV: To comprehensively understand the barriers to recruitment and promotion, we will: <ul style="list-style-type: none"> establish mechanisms to collect data on the number of female, male and non-binary applicants who apply for, are interviewed for and who are offered roles at each level ensure the Human Capital Management System includes identity and diversity data. 	In progress	This has been delayed due to limited data available. Current project underway to implement a new Human Management Capital System integrating with recruitment practices in order to capture, record and report on data. Our employee experience results show that 49% of employees agree that they have an equal chance at promotion in our organisation, which is a 15% increase compared to 2021.	Report on the barriers to recruitment and promotion based on the data collected through Indicator 1. Mechanisms established to collect data on the number of female, male and non-binary applicants who apply for, are interviewed for and who are offered roles at each level. Human Capital Management System is set up and stores required identity and diversity data.	PHASE1 - April 2022 to October 2023	People and Capability						X				
Reduce the barriers to recruitment and promotion opportunities at PoV: To reduce barriers to recruitment we will: <ul style="list-style-type: none"> use gender neutral language and include prominent diversity and flexible working statements in job advertisements and social media offer flexible working by default in advertisements use structured interviews and clear criteria when recruiting, and provide interview questions to candidates in advance use skills-based assessment tasks in recruitment uplift the diversity of our workforce. 	Complete	This has been completed in November 2022 and is now standard recruitment practice. All advertising, position descriptions are gender neutral. This is supported by a revised Recruitment and Selection Policy which highlights the process. Additionally, recruitment in most instances is centralised through People and Capability who coordinate, support and guide the recruitment process through formalised templates and structures to provide for structure interviews. Skills based assessments have been integrated into recruitment practices where applicable.	Audit of advertisements, position descriptions, recruitment processes and interview panels conducted and new templates and policies established	PHASE1 - April 2022 to October 2023	People and Capability						X				
Reduce the barriers to recruitment and promotion opportunities at PoV: Promote inclusion of personal stories from different perspectives/lived experience in learning modules. Diversity champions established and trained to support, drive and model inclusion across the organisation.	Not started	This has been delayed however in the interim, existing equal opportunity contact officers are currently promoted in the induction workshops and information provided about the approaches Parliament takes to be an inclusive organisation.	Diversity champions established and trained to support, drive and model inclusion across the organisation.	PHASE1 - April 2022 to October 2023	People and Capability						X				
Reduce the barriers to recruitment and promotion opportunities at PoV: Reduce the barriers to recruitment and promotion opportunities at PoV: Set benchmarks for workforce diversity against the Victorian Public Service.	In progress	This is in progress, with the completion of the 2023 People Matter Survey to support benchmarking data - VPSC data, benchmarking will commence in 2024.	Benchmarking exercise completed.	PHASE1 - April 2022 to October 2023	People and Capability						X				
Reduce the barriers to recruitment and promotion opportunities at PoV: Develop and communicate a transparent process for secondments and acting opportunities, professional development opportunities (such as leadership programs, conference attendance and postgraduate courses) and work on flagship PoV projects (such as the GEAP, Reconciliation Action Plan and Disability Access and Inclusion Plan working groups).	Complete	This was completed in December 2023, with a new Recruitment and Selection Policy guiding this process and People and Capability coordination to drive a transparent process for all roles. Roles are advertised via email to employees. With the implementation of a new HCMS, further communication and promotion will be able to be cemented further using the employee dashboard. Internal only expression of interest processes are frequently utilised as a transparent means of offering secondment and acting opportunities to employees.	Eligibility criteria and the decision-making process are publicised, and expressions of interest are requested for secondments, professional development opportunities and assignment to high-profile projects. Equivalent amounts of money (per person, on average) spent on professional development courses taken by men and women.	PHASE1 - April 2022 to October 2023	People and Capability						X				

Required	Required	Required	Recommended	Recommended	Recommended	Recommended								
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators								
						1	2	3	4	5	6	7		
Reduce the barriers to recruitment and promotion opportunities at PoV: Undertake a gender-sensitive review across all levels of PoV to interrogate parliamentary tools, activities, and policies, including codes of conduct, sitting hours, internal- and external-facing events and ceremonies, facilities and amenities, flexible work arrangements, and so on.	Not started	Due to delays of the implementation of new and revised policies and future implementation of the HCMS in order to capture and audit data this action has not yet started.	Barriers to attracting talent, talent retention and promotion identified, including options to address these barriers.	PHASE1 - April 2022 to October 2023	People and Capability						X			
Reduce the barriers to recruitment and promotion opportunities at PoV.: Provide additional professional development to staff who are involved in whole-of-parliament projects.	In progress	Although completion of this outcome has been delayed, progress has been seen with the growth of the Learning and Capability Team in 2023 now providing specialist support, advice and direction to our stakeholders on all professional development, training and learning. This has increased opportunities available to all employees. LinkedIn Learning was introduced in 2023. Additionally whole of Parliament Projects have seen staff engaged in Working Groups for the Disability Action and Inclusion Plan, Reconciliation Action Plan and Gender Equality Action Plan.	Project plans for Parliament-wide projects include a professional development component. Wider range of employees volunteer for whole-of-parliament projects.	PHASE1 - April 2022 to October 2023	People and Capability						X			
Reduce the barriers to recruitment and promotion opportunities at PoV: Exit surveys reviewed to ensure they have an intersectional focus.	Complete	This was completed in November 2022 with Exit Surveys now provided as a voluntary option for resigning staff. Regular reports are now available for Parliamentary Departments. Analysis and reporting undertaken by HRBP. Exit surveys were reviewed and redesigned to capture intersectional data, and workplace factors affecting retention.	Exit survey data collected and made available for analysis by SMG.	PHASE1 - April 2022 to October 2023	People and Capability						X			
Reduce the barriers to recruitment and promotion opportunities at PoV: Implement improved recruitment processes to attract greater gender diversity in candidates.	Complete	This was completed in November 2022, with all advertising, position descriptions are gender neutral. This is supported by a revised Recruitment and Selection Policy which highlights the process. Recruitment and Selection Policy training development in progress.	Greater gender diversity in appointments across work units and levels.	PHASE1 - April 2022 to October 2023	People and Capability						X			
Reduce the barriers to recruitment and promotion opportunities at PoV: Execute targeted campaigns to attract people from underrepresented groups.	In progress	People and Capability have commenced the development of a Talent Strategy. To meet the unique demands of the parliamentary context, our comprehensive talent strategy will encompass a buy, build, and borrow approach. This strategy aims to provide a framework to attract, develop, and leverage top talent while ensuring a sustainable pipeline of skilled individuals is maintained. In line with our commitment to fostering an engaged and valued workforce, this strategy recognises the vital role our people play in achieving our goals. It emphasises the need for continuous development and support for our existing team members (build), the strategic acquisition of external talent when necessary (buy), and the flexibility to leverage external expertise as required (borrow). In particular, the strategy will focus on reducing barriers to recruitment and promotion opportunities and the development of targeted campaigns to attract people from underrepresented groups.	Increased diversity in workforce, more in line with the public sector average.	PHASE 2 - October 2023 to October 2025	People and Capability						X			

Required	Required	Required	Recommended	Recommended	Recommended	Recommended							
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators							
						1	2	3	4	5	6	7	
Reduce the barriers to recruitment and promotion opportunities at PoV: Implement options identified in gender-sensitive review of parliamentary tools, activities, and policies (Phase 1).	Ongoing	A new Recruitment and Selection Policy guiding this process and People and Capability coordination to drive a transparent process for all roles. Roles are advertised via email to employees. With the implementation of a new HCMS, further communication and promotion will be able to be cemented further using the employee dashboard. This will include a focus on ensuring opportunities are promoted to those who are on parental leave or working part-time.	Changes implemented.	PHASE 1 - April 2022 to October 2023	People and Capability						X		
Reduce the barriers to recruitment and promotion opportunities at PoV: Exit surveys (voluntary) to better understand which workplace factors affect retention.	Complete	This was completed in November 2022 with Exit Surveys now provided as a voluntary option for resigning staff. Regular reporting is now available for Parliamentary Departments and assessed in order to improve process/practice and to eliminate barriers.	Results used to identify factors that lead to attrition and actions developed to address the impact of these factors.	PHASE 2 - October 2023 to October 2025	People and Capability						X		
Family and/or caring responsibilities are not an impediment to progression at PoV: Review and communicate PoV's parental leave and caring policies and processes. Ensure they follow industry best-practice, and they encourage people of all genders to take family or carers' leave when needed.	Complete	All leave policies are now readily available for employees to access via the employee intranet Policy Hub. All policies have been reviewed to ensure equity and access.	Policy will be guided by the relevant Enterprise Agreement which has provisions and guidance in relation to parental leave. Policies to be reviewed in 2024. Policies, processes and guidelines reviewed and distributed. Support programs designed and embedded across PoV. Appropriate mechanisms are in place to capture and store data about the career progression of staff who return from parental, or carers' leave compared to other staff.	PHASE 1 - April 2022 to October 2023	People and Capability							X	
Family and/or caring responsibilities are not an impediment to progression at PoV: The policies and processes will be supported by programs designed to ensure staff are supported during their return to the workforce following a period of extended leave, including the 'keeping in touch' program detailed in Indicator 3.	Complete	Processes now in place to record and manage process for staff returning to work following periods of extended leave utilising electronic workflow and forms.	Policies, processes and guidelines reviewed and distributed. Support programs designed and embedded across PoV. Appropriate mechanisms are in place to capture and store data about the career progression of staff who return from parental, or carers' leave compared to other staff.	PHASE 1 - April 2022 to October 2023	People and Capability							X	

Required	Required	Required	Recommended	Recommended	Recommended	Recommended							
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators							
						1	2	3	4	5	6	7	
Family and/or caring responsibilities are not an impediment to progression at PoV: promotion of job-share arrangements and staggered return-to-work options for staff coming back from parental leave.	Complete	Processes now in place to record and manage process for staff returning to work following periods of extended leave utilising electronic workflow and forms. Process is supported by People and Capability in consultation with the Manager and Employee.	Policies, processes and guidelines reviewed and distributed. Support programs designed and embedded across PoV. Appropriate mechanisms are in place to capture and store data about the career progression of staff who return from parental, or carers' leave compared to other staff.	PHASE 1 - April 2022 to October 2023	People and Capability							X	
Family and/or caring responsibilities are not an impediment to progression at PoV: data being collected and evaluated on the progression of staff returning from parental leave or carers leave.	In progress	Due to delays of the implementation of new and revised policies and future implementation of the HCMS in order to capture and audit data. Work to be undertaken to establish framework and to determine data collection sets. This will then be undertaken through the new HCMS.	Policies, processes and guidelines reviewed and distributed. Support programs designed and embedded across PoV. Appropriate mechanisms are in place to capture and store data about the career progression of staff who return from parental, or carers' leave compared to other staff.	PHASE 1 - April 2022 to October 2023	People and Capability							X	
Family and/or caring responsibilities are not an impediment to progression at PoV: dedicated hub created on PoV intranet for information about parental and carers' leave policies, including case studies.	In progress	This has been delayed however policies are readily available on Intranet Policy Hub. Further work to be undertaken on the inclusion of case studies.	Policies, processes and guidelines reviewed and distributed. Support programs designed and embedded across PoV. Appropriate mechanisms are in place to capture and store data about the career progression of staff who return from parental, or carers' leave compared to other staff.	PHASE 1 - April 2022 to October 2023	People and Capability							X	
Family and/or caring responsibilities are not an impediment to progression at PoV: guidelines produced on timing and location of Parliamentary meetings to ensure consideration of work arrangements for parents and carers.	In progress	This has been delayed however by default meetings across PoV provide for either onsite attendance or via Microsoft Teams to enable those working flexibly or remotely to participate in meetings.	Policies, processes and guidelines reviewed and distributed. Support programs designed and embedded across PoV. Appropriate mechanisms are in place to capture and store data about the career progression of staff who return from parental, or carers' leave compared to other staff.	PHASE 1 - April 2022 to October 2023	Parliamentary Executive Group							X	

Required	Required	Required	Recommended	Recommended	Recommended	Recommended							
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators							
						1	2	3	4	5	6	7	
The Victorian Parliament has transitioned to flexibility by default: •reviewing flexible work policy	Complete	Flexible Work Policies have been reviewed and updated. Data demonstrates that 156 employees participate in some form of flexible working arrangement whether participating in hybrid work or accessing flexi time options.	Flexible work embedded across PoV and more staff take flexible work options evidenced by data.	PHASE 2 - October 2023 to October 2025	Parliamentary Executive Group							X	
The Victorian Parliament has transitioned to flexibility by default: establishing and rolling out training for managers to understand the options for flexible work, how to lead hybrid teams, promoting a 'work differently' approach to practices and guidance on avoiding proximity bias.	In progress	Flexible Work Policies have been reviewed and updated. Data demonstrates that 156 employees participate in some form of flexible working arrangement whether participating in hybrid work or accessing flexi time options. In 2024 we will see the launch of a new Management Program which will encompass these elements. The Legislative Council has developed a Flexible Work Policy meeting the requirements of the Department. The policy has been distributed to staff and is available on the staff intranet. To support the roll out of the policy, a Managers Workshop was held in order to discuss the policy, present case scenarios and the application of varying departmental policies.	Flexible work embedded across PoV and more staff take flexible work options evidenced by data.	PHASE 2 - October 2023 to October 2025	Parliamentary Executive Group							X	
The Victorian Parliament has transitioned to flexibility by default: modelling flexibility in the workplace by parliamentary leadership.	Complete	Flexible Work Policies have been reviewed and updated. Data demonstrates that 156 employees participate in some form of flexible working arrangement whether participating in hybrid work or accessing flexi time options. Additionally, flexibility is supported through the Enterprise Agreement which has provisions supporting flexible work.	Flexible work embedded across PoV and more staff take flexible work options evidenced by data.	PHASE 2 - October 2023 to October 2025	Parliamentary Executive Group							X	
The Victorian Parliament has transitioned to flexibility by default: case studies collected from staff at various levels (Including senior leadership), canvassing stories about flexible work in practice and published on hub.	Not started	This will be actioned in Phase 2.	Flexible work embedded across PoV and more staff take flexible work options.	PHASE 2 - October 2023 to October 2025	People and Capability							X	
The Victorian Parliament has transitioned to flexibility by default: designing a flexible work campaign aimed at all genders, that encourages the use of flexible working arrangements (beyond remote working).	Not started	This will be actioned in Phase 2.	Flexible work embedded across PoV and more staff take flexible work options.	PHASE 2 - October 2023 to October 2025	People and Capability							X	
Address gender segregation where there is an under-representation of one gender in a group/ branch or in roles: Ensure the employment environment, from recruitment to working conditions (e.g. flexible work arrangements, caring provisions, higher duties) creates opportunities to improve gender under-representation in gender-segregated business units.	Complete	Recruitment processes/practice and policy have been overhauled to ensure better representation in the process. This has been supported by a new Recruitment and Selection Policy, the enrolment of employees in the eLearning Inclusion Program on Gender Equity and a new Higher Duties Policy.	See other indicators.	PHASE 1 - April 2022 to October 2023	Parliamentary Executive Group								X
Address gender segregation where there is an under-representation of one gender in a group/ branch or in roles: Develop career development programs for sections of the workforce which are heavily gender segregated.	Not started	This action has been delayed due to the need to collect and analyse data across the organisation.	Programs established. Appropriate mechanisms are in place to capture and store data about the career progression of staff in areas with high degrees of gender segregation broken down by gender.	PHASE 1 - April 2022 to October 2023	People and Capability								X

Required	Required	Required	Recommended	Recommended	Recommended	Recommended							
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators							
						1	2	3	4	5	6	7	
Address gender segregation where there is an under-representation of one gender in a group/ branch or in roles: Review recruitment processes to ensure they do not contain gender bias.	Complete	<p>All advertising, policies, and position descriptions are gender neutral. A new Recruitment and Selection Policy was developed and released to all employees. We have seen promising improvements from our Employee Engagement results. Sentiment in relation to adequate opportunities to develop skills and experience in our organisation remained static from 2021 to 2023.</p> <p>49% of employees agree that they have an equal chance at promotion in our organisation, which is a 15% increase compared to 2021. 3.The 2021 PMS asked employee is they agreed that gender is not a barrier to success, 10% disagreed. This indicates 1 in 10 employees in 2021 viewed gender as a barrier to their success. in 2023 the questions were framed differently, and employees were when asked to indicate barriers to success. 6% of employees agreed that they have experienced barriers to their success in the last 12 month due to their sex. Whilst these questions are framed differently, it does seem that views regarding gender being a barrier are trending downwards. Changes in the PMS questions, mean we do not have comparator data for views about whether or not sexual orientation, cultural identity, Aboriginal and/or Torres Strait Islander or disability are considered barriers to success.</p>	<p>All advertising, position descriptions are gender neutral. This is supported by a revised Recruitment and Selection Policy which highlights the process. In future People Matter Surveys, the proportion of staff agreeing with the following statements will be higher than the public sector average:</p> <ul style="list-style-type: none"> •‘There are adequate opportunities for me to develop skills and experience in my organisation.’ •‘My organisation makes fair recruitment and promotion decisions, based on merit.’ •‘I feel I have an equal chance at promotion in my organisation.’ •‘Gender is not a barrier to success in my organisation’ •‘Being Aboriginal and/or Torres Strait Islander is not a barrier to success in my organisation.’ •‘Cultural background is not a barrier to success in my organisation.’ •‘Sexual orientation is not a barrier to success in my organization.’ •‘Disability is not a barrier to success in my organisation.’ •‘Age is not a barrier to success in my organisation.’ <p>At least 40% of applicants for jobs, people interviewed for jobs and people hired will be female.</p> <p>Retention rates of people will be the same, regardless of gender.</p>	PHASE 1 - April 2022 to October 2023	People and Capability								X

Required	Required	Required	Recommended	Recommended	Recommended	Recommended								
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators								
						1	2	3	4	5	6	7		
Address gender segregation where there is an under-representation of one gender in a group/ branch or in roles: Building awareness of gender equity and equality by applying an 'intersectional gender lens'.	In progress	With the promotion of the GEAP actions and our revised Recruitment and Selection policy, hiring managers and leaders have been conscious of gender when participating in recruitment processes, particularly in areas of the organisation that have been historically male dominated such as information technology and Finance and Risk. This has resulted in an improvement in gender balance within these teams. We have also utilised entry pathways, including our Graduate program as a means of introducing more women into traditionally male dominated teams. In 2023, a project was initiated to bring Security services in-house and remove contracted services. The process required the recruitment of 12 security offers and our formalised and approved recruitment strategy included gender targets to ensure gender balance of the team in a male-dominated industry.	Gender Impact Assessments have been undertaken. Working Group was established in 2021 with training provided. GEAP Working Group to reconvene February 2024 to drive action. Gender Impact Assessments are applied where needed.	PHASE 1 - April 2022 to October 2023	People and Capability									X
Ensuring our hybrid work model enables diversity, inclusion and flexibility.	Complete	Each Parliamentary Department has a slightly different model for hybrid work arrangements, where at a base level. Individuals are able to determine their own arrangement regarding attendance in the office in consultation with their manager and taking into account business requirements and their own personal circumstances. Individuals are able to request to reduce their onsite attendance to support their personal circumstances.	<p>In response to surveys, staff will indicate that they have the physical equipment they need to work flexibly, and their teams have established appropriate processes to enable people to work flexibly without being disadvantaged. More staff take up flexible working arrangements.</p> <p>The rate of people who leave the organisation within 12 months after returning from extended family/carer leave is no higher than the general attrition rate.</p> <p>The number of men taking up extended parental leave and primary carer schemes will increase.</p>	PHASE 1 - April 2022 to October 2023	Parliamentary Executive Group								X	

Required	Required	Required	Recommended	Recommended	Recommended	Recommended							
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators							
						1	2	3	4	5	6	7	
Employees experiencing family violence are aware of and satisfied with the workplace supports available to them.	In progress	<p>Review and communicate PoV's family violence policy and processes. Ensure they are victim/survivor-centric and in line with sector best practice. The policies and processes will be supported by:</p> <ul style="list-style-type: none"> • People & Capability undertaking family violence training • managers and key staff receiving 'responding to disclosures' training • external referral network established to refer family violence disclosures • dedicated hub created on PoV intranet that includes family violence information, including leave policy, • contact officer details and supporting information. 	Policy currently under review. P&C training undertaken in 2022 however refresher training to be conducted in 2024. Referral network as per organisations listed on DFFH webpage. Hub to be created on staff intranet following launch of new intranet.	PHASE 1 - April 2022 to October 2023	Director People and Capability							X	

Example(s)

Required	Required	Required	Recommended	Recommended	Recommended	Recommended						
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicators						
						1	2	3	4	5	6	7
Example: Address gaps identified in collecting intersectional data as part of employee and payroll systems	Complete	<p>This strategy was implemented in March 2023. A payroll systems firm was engaged to upgrade our systems to support the collection of intersectional data in relation to sexual orientation, race, Aboriginality, religion, ethnicity, disability and gender identity. We have now begun collecting intersectional data and addressing the gaps identified in our 2021 audit.</p>	<p>Although originally anticipated for implementation in 2022, delays meant this strategy was implemented in March 2023.</p> <p>Intersectional data is being collected as part of new recruitments and promotions, and voluntary updates by existing staff.</p> <p>New intersectional data as part of our 2023 progress audit and future GEAPs will enable us to better understand intersectional gender equality in our organisation and areas for improvement.</p>	2022	People and Culture Corporate Support	X	X	X		X	X	X

Resourcing your GEAP

Table 2.2 - Allocation of resources to implement the strategies and measures in your GEAP

Recommended
You might consider some or all of the following, in addition to any other aspects you consider relevant: <ul style="list-style-type: none">• Who implements the strategies and measures in your GEAP? What role do they perform at what level in your defined entity?• How many staff members/FTE are allocated to implementing the strategies and measures?• Was enough resourcing allocated to successfully implement your strategies and measures? If not, how will this be addressed?
Your Comments
Implementation of GEAP Strategies is shared across various roles. The Director of People and Capability is allocated as the action driver however accountabilities for deliverables have various action owners. Roles include the Clerk - Legislative Assembly, Clerk - Legislative Council, Secretary - Department of the Parliamentary Services, Manager Human Resources, Manager Learning and Capability and General Counsel. To enable effective resourcing and to support the implementation of strategies, a GEAP Working Group with representation from each parliamentary department will continue to drive the work associated.

Workplace Gender Equality Indicators

Table 3 - Workplace gender equality indicators progress									
Required	Required	Required	Recommended				Recommended		
Indicator	Confirm if progress made	Progress description	Factors						
			a	b	c	d	e	f	g
<p>This column contains the seven workplace gender equality indicators. Complete the 'required' fields, and you are encouraged to complete the 'recommended' columns, to the right of each indicator.</p>	<p>Indicate whether your organisation has made progress in relation to the workplace gender equality indicators.</p>	<p>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.</p>	<p>Indicate below whether or not one of these factors has affected your organisation's progress against each indicator. You are encouraged to reference these factors in your discussion in column L.</p> <p>See the Factors key for a description of each factor.</p> <ul 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. 				<p>If you have selected 'yes' to any of the factors in the recommended columns to the left, you are encouraged to complete this column.</p> <p>This column allows you to discuss each factor that has affected your organisation's progress in relation to any of the workplace gender equality indicators.</p>		

Required	Required	Required	Recommended							Recommended
Indicator	Confirm if progress made	Progress description	Factors							Factors discussion
			a	b	c	d	e	f	g	
Gender composition of all levels of the workforce	Yes	In our 2021 audit, women represented 51% of our workforce in the year to 30 June 2021. In our 2023 progress audit, this increased by 2% to 53%.	No	No	No	No	No	No	No	We have made meaningful progress towards this indicator. Gender balance across some of our levels have seen a marked improvement, and most of our levels are highly representative of women. Our organisation is comprised of a 51% female workforce. A revised Recruitment and Selection Policy was released in August 2023 which guides processes and standards associated with recruitment. Additionally, the growth of the Learning and Capability team has enabled opportunities to build the capability and capacity across all cohorts. Each department has a strategic business plan with a focus on capability and development of all employees. In 2023, the Legislative Council and Legislative Assembly developed their Leadership Capability Framework which will guide succession planning and leadership development activities. We are satisfied with our progress to date on this indicator, however are mindful that many of the strategies we have in development will only seek to give us better results in the next GEAP reporting period.
Gender composition of governing bodies	Yes	In our 2021 audit, women represented 38% of our governing body in the year to 30 June 2021. In our 2023 progress audit, this increased by 29% to 67%.	No	No	No	No	No	No	No	We have made meaningful progress towards this indicator. Gender balance across governing bodies is now highly representative of women. At the Parliamentary Executive level, composition of this group is 67% of people identifying as female. Senior Leadership roles also see a high composition of people identifying as female, which is a marked change from the 2021 reporting period. A revised Recruitment and Selection Policy was released in August 2023 which guides processes and standards associated with recruitment. Additionally, the growth of the Learning and Capability team has enabled opportunities to build the capability and capacity across all cohorts. Each department has a strategic business plan with a focus on capability and development of all employees. In 2023, the Legislative Council and Legislative Assembly developed their Leadership Capability Framework which will guide succession planning and leadership development activities. Similarly, the Parliamentary Departments is working on a Management Fundamentals program which will seek to enhance the skills and development of our leaders at all levels. We are satisfied with our progress to date on this indicator, however are mindful that many of the strategies we have in development will only seek to give us better results in the next GEAP reporting period.
Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender	Yes	In our 2021, our mean remuneration pay gap was 6.4%. Pleasingly we have reduced this gap by 0.4% in our 2023 audit data. However, the current gap still means that to match what a man was paid for in a year, a woman would have to work 13 months. We are pleased that our strategies have assisted us to reduce this figure, however we recognise that more work needs to be completed to enable us to reach equal remuneration.								Although work has been undertaken on this strategy, it is a continuing work in progress. The selected status does demonstrate a delay in completing this action however, this has been delayed due to scoping, planning and development of key processes and programs. A Equal Opportunity and Diversity Commitment Statement was released by the Parliamentary Executive Group in December 2023. This indicator is difficult to achieve in the short term taking into consideration the salary structure within our Enterprise Agreement, which means that people who have been in the organisation for a longer tend to earn more than those who have been in the organisation for a shorter period in the same role. We note that we are two years into our GEAP reporting period, and anticipate that with the implementation of our revised Recruitment and Selection Policy, gender parity will be able to be achieved and demonstrated in our next reporting period.

Required	Required	Required	Recommended							Recommended
Indicator	Confirm if progress made	Progress description	Factors							Factors discussion
			a	b	c	d	e	f	g	
Sexual harassment in the workplace	No	<p>Our 2021 Employee Experience Survey data showed that 9% of women and 2% of men who responded to the survey had experienced sexual harassment in the workplace, and of those 0% of women and men made a formal complaint. In 2023, our Employee Experience Survey data showed that 13% of women and 1% of men who responded to the survey reported having experienced sexual harassment in the workplace, an increase of 3% from 2021. Of those, 0% of women and men indicated that they had made a formal complaint.</p> <p>We didn't record any formal sexual harassment complaints in our 2021 and 2023 workforce reporting data from employees of self-described gender.</p> <p>In analysing our 2021 and 2023 audit data, we found that our workforce reporting shows minimal change in terms of formal complaints of sexual harassment. In 2023 audit data shows that the outcome of the complaint was a disciplinary process and agreed separation.</p> <p>The enduring disparity between experiences of sexual harassment and formal reporting is concerning, however we are confident that the introduction of an anonymous reporting mechanism and a new policy regarding reporting inappropriate behaviours will change this disparity soon.</p> <p>We consider that the anonymous nature of the Employee Experience Survey data provides an accurate representation of sexual harassment. The increased sexual harassment reported via the Employee Experience Survey data indicates 'no progress' was made by our organisation against this indicator.</p>	No	No	No	No	No	No	No	<p>The organisation has taken meaningful steps towards creating an environment where employees feel safe to call out and report inappropriate behaviours. This strategy was completed in September 2023 with the development and release of new policies supporting and reinforcing the commitment from Leadership. Reporting and Managing Inappropriate Behaviours Policy and FAQs released, Respectful Workplace Behaviours Policy and Training released. Stopline now established. Reporting and Managing Inappropriate Behaviours Policy and FAQs released, Respectful Workplace Behaviours Policy and Training released. An external independent third-party provider, Stopline was introduced which enables employees to report inappropriate behaviour. We recognise that cultural change takes time, and hope that the development and promotion of these new policies and independent reporting services over time provide our employees with the confidence to formally report incidence of sexual harassment and other inappropriate behaviours. Employees may also raise a complaint internally by speaking with their manager, senior organisational leader or DPS People & Capability. The organisation has utilised external expertise to undertake investigations to ensure objectivity of the collection of evidence and assessment. We note that we are two years into our GEAP reporting period, and hope to see changes in our data based on the implementation of the strategies outlined above in the next reporting period.</p>

Required	Required	Required	Recommended							Recommended
Indicator	Confirm if progress made	Progress description	Factors							Factors discussion
			a	b	c	d	e	f	g	
Recruitment and promotion practices in the workplace	Yes	<p>Recruitment</p> <p>In our 2021 audit, recruitment and promotion data was unavailable, however in 2023, our updated systems have allowed our organisation to collect some of this data.</p> <p>Our Organisation’s Recruitment and Selection Policy was last amended in 2016. In accordance with our action items in our GEAP, a comprehensive review of this policy has now been undertaken to guide contemporary practice relating to Recruitment and Selection whilst ensuring it reflects best and current merit-based practices. The policy has been updated to include a significant focus on equity, inclusion, and diversity by promoting inclusive hiring practices to reduce barriers to recruitment by promoting the use of:</p> <ul style="list-style-type: none"> •flexible working and job share arrangements; •gender neutral language in advertisements; •clear, concise, and accessible language in advertisements; •skills-based assessments and other assessment tools to avoid bias; and •reasonable adjustment to enable people to fully participate in processes. <p>In 2023, of people recruited into our organisation, 63% were women.</p> <p>We were not able to collect non-binary or gender diverse data in 2021 or 2023.</p> <p>Our organisation argues that these figures, in conjunction with successful implementation of relevant GEAP strategies, contribute to progress against Indicator 5. Through the implementation of these strategies, we have been able to attract and recruit women to our organisation support to move towards a more gender-balanced workforce in the future.</p> <p>Promotions</p> <p>Our 2023 progress audit showed that 48% of all promotions were awarded to women. Of these, 10% occurred in the higher levels of the organisation and were ongoing permanent roles.</p> <p>Our organisation historically has a very stable executive leadership team where roles tend to be longer-term contracts or ongoing positions, with few exits. We are pleased to see promotion at the higher level of our organisation into ongoing positions for women.</p> <p>Our 2023, progress audit data showed that 67% of all secondments were awarded to women. We are extremely pleased with this result and are committed to continuing to offer women opportunities to develop their skills through secondments. Data on higher duties opportunities showed that 50% of all higher duties’ opportunities were awarded to women.</p> <p>In 2021 and 2023, we were not able to collect promotion, secondment or higher duties data for non-binary or gender-diverse employees. In the next reporting period, we are working towards updated systems that will allow us to collect and report on this data.</p> <p>In our 2023 audit data, we are pleased to report that our data showed that 52% of all career development training opportunities were awarded to women.</p> <p>Data limitations from the 2021 audit mean we are unable to track progress, however our overall positive results from our 2023 audit demonstrate measurable progress against the workplace gender equality indicator ‘recruitment and promotion practices in the workplace’. We also believe the uptick in career development opportunities for women and resulting increase in women’s share of promotions demonstrates that our strategic approach is effective.</p> <p>We hope to see similar improvements for gender diverse employees reflected in our 2025 data.</p>	No	Yes	No	No	Yes	No	No	<p>We have made genuine efforts to attract and recruit a more gender diverse workforce by implementing the strategies identified in our GEAP, in particular: strategy ‘Reduce the barriers to recruitment and promotion opportunities at PoV’ and Implement improved recruitment processes to attract greater gender diversity in candidates.</p> <p>We note that we are two years into the four-year GEAP implementation period, and as such have not fully implemented all GEAP strategies. The majority of our strategies against this indicator remain in progress. Our data shows positive progress in this indicator.</p> <p>We believe our genuine efforts to implement strategies against this indicator and measurable progress arising from the data, demonstrate progress against indicator 5.</p>

Required	Required	Required	Recommended							Recommended
Indicator	Confirm if progress made	Progress description	Factors							Factors discussion
			a	b	c	d	e	f	g	
Availability and utilisation of terms, conditions and practices relating to: <ul style="list-style-type: none"> • family violence leave; and • flexible working arrangements; and • working arrangements supporting employees with family or caring responsibilities 	Yes	Parliamentary Officers are covered by the Parliamentary Officers (Non Executive Staff Victoria) Enterprise Agreement 2020 which provides for a number of terms and conditions, these include: Childcare, Family Violence Leave, Paid Parental Leave, Flexi Time, Surrogacy Leave and Flexible Working Arrangements. Furthermore, these provisions are supported by organisational policies which include: Equal Opportunity and Diversity Commitment Statement, Family Violence Support Policy, Flexible Working Arrangements Policy - Specific Circumstances, Home Based Work Policy, Job Share.	No	No	Yes	No	No	No	No	We have made meaningful progress towards this indicator. 156 of our employees are utilising some form of flexible working arrangement. An Equal Opportunity and Diversity Statement was released by our Parliamentary Executive Group. We are in the process of completing a comprehensive review of our Family Violence Policy and have developed a Flexible Working Arrangements Policy - Specific Circumstances and Home Based Work Policy. During the reporting period we have seen an increase in secondary caregiver leave utilisation, and flexible working arrangement on return from primary parental leave. We note that we are two years into the four year reporting period, and are confident that other strategies that relate to this indicator will enable us to see even more positive results in the next reporting period.
Gendered segregation within the workplace	Yes	The existing organisational structures across the Parliamentary Departments demonstrate a strong balance of gender in the majority of leadership roles. In our 2021 audit, women represented 38% of our governing body in the year to 30 June 2021. In our 2023 progress audit, this increased by 29% to 67%. Since the commencement of the GEAP, we have seen a total of 64 women appointed to roles at the Parliament and a total of 3026 women candidates attracted to our roles during the reporting period. During the reporting period, of people recruited into the organisation, 63% were women. Similarly, of people who participated in career development training 52% were women. Gender parity was achieved in the offering of higher duties opportunities with 50% women and 50% males receiving an opportunity to act in a higher position. Additional work will be undertaken to capture further data sets in 2024.	No	No	Yes	No	No	No	No	We have made meaningful progress towards this indicator. Through revised and inclusive recruitment practices 63% of new entrants recruited into the organisations were women. We placed targets on specific initiatives for teams where there was historically a male-dominated workforce. This includes gender targets to recruit at least 50% women into our Security officer positions. This initiative was successful and helped us achieve gender parity within this team. We recognise that we are only in year two of our four year reporting period and note that many of our in-progress strategies will enable us to see continued meaningful progress to addressing gendered segregation within the workforce in our next reporting period.

Example(s)

Required	Required	Required	Recommended							Recommended	
Indicator	Confirm if progress made	Progress description	Factors							Factors discussion	
			a	b	c	d	e	f	g		
Example 1: Recruitment and promotion practices in the workplace	Yes	<p>Recruitment</p> <p>In our 2021 audit, women represented only 35% of new recruits in the year to 30 June 2021. In our 2023 progress audit, this rose 6% to 41%.</p> <p>In 2021, of the women we recruited, 17% were employed on a full-time permanent basis, 14% on a part-time permanent basis and 69% on fixed-term contracts. In 2023, 22% of women recruited were employed on a full-time permanent basis, 20% on a part-time permanent basis and 58% on fixed-term contracts.</p> <p>We were not able to collect non-binary or gender diverse data in 2021. Our employee and payroll systems have since been updated to collect improved gender-diverse data. This has been achieved through the implementation of strategy 5.2 under our 2021 Gender Equality Action Plan (GEAP): ‘Embed inclusive practices into our HR electronic systems. For example, offering a range of gender selection options’. As such, in 2023, our data showed that 2% of new recruits identified as non-binary or gender diverse.</p> <p>Our organisation argues that these figures, in conjunction with successful implementation of relevant GEAP strategies, contribute to progress against Indicator 5. Not only have we been able to notably increase our recruitment of women and gender diverse employees, but we have also been able to offer these new recruits more attractive contract conditions. Stable contracts will also support us to retain employees of all genders and move towards a more gender-balanced workforce in the future.</p> <p>Promotions</p> <p>Our 2021 audit showed that 25% of promotions in the 12 months to 30 June 2021 were awarded to women. These promotions occurred in the lower and middle levels of the organisation only, and not within the executive leadership team. Our 2023 progress audit showed that 30% of all promotions were awarded to women, an increase of 5%. Of these, 10% occurred in the higher levels of the organisation and were ongoing permanent roles.</p> <p>Our organisation historically has a very stable executive leadership team where roles tend to be longer-term contracts or ongoing positions, with few exits. We are pleased to see promotion at the higher level of our organisation into ongoing positions for women.</p> <p>In 2021, we were not able to collect promotion data for non-binary or gender-diverse employees. In 2023, our updated systems allowed us to collect this data. However, there were no promotions awarded to this staff cohort.</p> <p>We believe that a significant aspect of our success in increasing the proportion of promotions awarded to women has been our focus on improving secondment and higher duties opportunities for women and gender-diverse employees. The proportion of secondments awarded to women increased by 5% and the proportion of higher duties by 6% between our 2021 workplace gender audit and our 2023 progress audit. Data on higher duties opportunities for gender diverse and non-binary employees was not collected in 2021, therefore there is no measured change in the data.</p> <p>We consider these improvements, while small, to demonstrate measurable progress against the workplace gender equality indicator ‘recruitment and promotion practices in the workplace’. We also believe the uptick in career development opportunities for women and resulting increase in women’s share of promotions demonstrates that our strategic approach is effective. We hope to see similar improvements for gender diverse employees reflected in our 2025 data.</p>	No	Yes	No	No	No	No	No	Yes	<p>As a largely male-dominated industry we recognise we have started from a lower baseline for this indicator and there is further to go. Despite this, we have made genuine efforts to attract and recruit a more gender diverse workforce by implementing the strategies identified in our GEAP, in particular: strategy 5.2 ‘Embed inclusive practices into our HR electronic systems. For example, offering a range of gender selection options’.</p> <p>We note that we are two years into the four-year GEAP implementation period, and as such have not fully implemented all GEAP strategies. The majority of our strategies against this indicator remain in early implementation stage.</p> <p>We believe our genuine efforts to implement strategies against this indicator and measurable progress arising from the data, demonstrate progress against indicator 5.</p>

Required	Required	Required	Recommended							Recommended
Indicator	Confirm if progress made	Progress description	Factors							Factors discussion
			a	b	c	d	e	f	g	
Example 2: Sexual harassment in the workplace	No	<p>Our 2021 Employee Experience Survey data showed that 7% of women and 4% of men who responded to the survey had experienced sexual harassment in the workplace, and of those 5% of women and 6% of men made a formal complaint. In 2023, our Employee Experience Survey data showed that 9% of women and 6% of men who responded to the survey reported having experienced sexual harassment in the workplace, an increase of 2% from 2021 for both cohorts. Of those, 9% of women and 10% of men indicated that they had made a formal complaint.</p> <p>Our 2023 Employee Experience Survey also indicated that women with disability were overrepresented among those who reported experiencing sexual harassment. We have initiated a review process to consider how we might address this between now and the 2025 reporting cycle.</p> <p>No respondents in our 2021 Employee Experience Survey identified as gender diverse. We also didn't record any formal sexual harassment complaints in our 2021 workforce reporting data from employees of self-described gender. In our 2023 employee experience survey, 2% of respondents identified as non-binary or gender diverse. Of this cohort, 10% indicated experience of sexual harassment, with 50% of this group indicating that they had made a formal complaint.</p> <p>We note that these figures represent an increase in anonymous self-reporting of sexual harassment. This is concerning, as anonymous reporting tends to be more accurate than formal incident reporting processes.</p> <p>In analysing our 2021 and 2023 audit data, we found that our workforce reporting shows minimal change in terms of outcomes for formal complaints of sexual harassment. In 2021, our audit data showed that no outcome was reached for 70% of matters where the complainant was a woman, and 50% of matters where the complainant was a man. In 2023, our progress audit showed that of the incidents of sexual harassment reported by women, no outcome was reached for 65% of matters. This figure was 40% for men. We did not collect data on gender diverse and non-binary employees in 2021, nor their experience of sexual harassment. Our 2023 progress audit showed that of the incidents of sexual harassment reported by gender diverse and non-binary employees, no outcome was reached for 67% of matters.</p> <p>The enduring high levels of formal complaints with no outcome across our 2021 and 2023 audit data suggests that we have work to do in effectively and efficiently resolving sexual harassment complaints. The lack of outcomes for incidents of this type may contribute to our lack of progress in reducing sexual harassment. As a result of this analysis, we are reviewing our GEAP strategies and measures to consider how we might better respond to, and therefore hopefully reduce, sexual harassment in our organisation.</p> <p>We consider that the anonymous nature of the Employee Experience Survey data provides an accurate representation of sexual harassment. The increased sexual harassment reported via the Employee Experience Survey data indicates 'no progress' was made by our organisation against this indicator.</p>	No	No	No	Yes	Yes	No	No	<p>(e) Competing priorities and operational obligations</p> <p>Our organisation is a metro health service. During the recent covid-19 pandemic, Victoria's public health system experienced unprecedented demand. In particular, rates of access to ICU and ventilation increased dramatically. As such, our organisation prioritised its public-facing service delivery. We directed the majority of our stretched resources externally to enable high-quality public health care. Demand outstripped supply, and already-stretched resources were directed to keeping ICU and general wards staffed. As a result, we were not able to deliver comprehensive in-person bespoke staff training in relation to sexual harassment, so instead delivered a low-cost e-learning module. We also lacked the resources to comprehensively review our internal sexual harassment processes.</p> <p>(d) Resources</p> <p>As described cell D9, our resources were significantly stretched due to an increase in demand for ICU services during the covid-19 pandemic. Competing priorities reduced the resources available for internal-facing programs, such as comprehensive sexual harassment training delivery and process review.</p> <p>For this reason, we focussed on low-cost strategies and measures in our GEAP, including delivering a sexual harassment e-learning module, circulating internal communications campaigns and encouraging staff to undertake the Employee Experience Survey. Our communications campaign focussed on drawing attention to existing sexual harassment policies including how the organisation will respond.</p>

Gender Equality Action Plan Progress Statement

Parliamentary Departments

The parliamentary departments are working hard to ensure safe, diverse and inclusive workplaces across three separate entities: the Department of the Legislative Assembly, the Department of the Legislative Council and the Department of Parliamentary Services, where all people are treated equitably.

Through our Gender Equality Action Plan, we are working to increase women’s participation in all levels of our workplace, to increase diversity across our leadership roles and to closing the pay and superannuation gaps.

Our 2023 Progress Report highlighted areas which further attention and priority needs to be given: Indicator 4 – Sexual Harassment in the Workplace and Indicator 6 - Availability and utilisation of terms, conditions and practices supporting employees to access family violence leave, flexible working arrangements, and working arrangements supporting employees with family or caring responsibilities.

Indicator 4 – Sexual Harassment in the Workplace

The parliamentary departments have developed and implemented new policies, supporting information and reporting pathways, reinforced by the commitment from the Executive Teams.

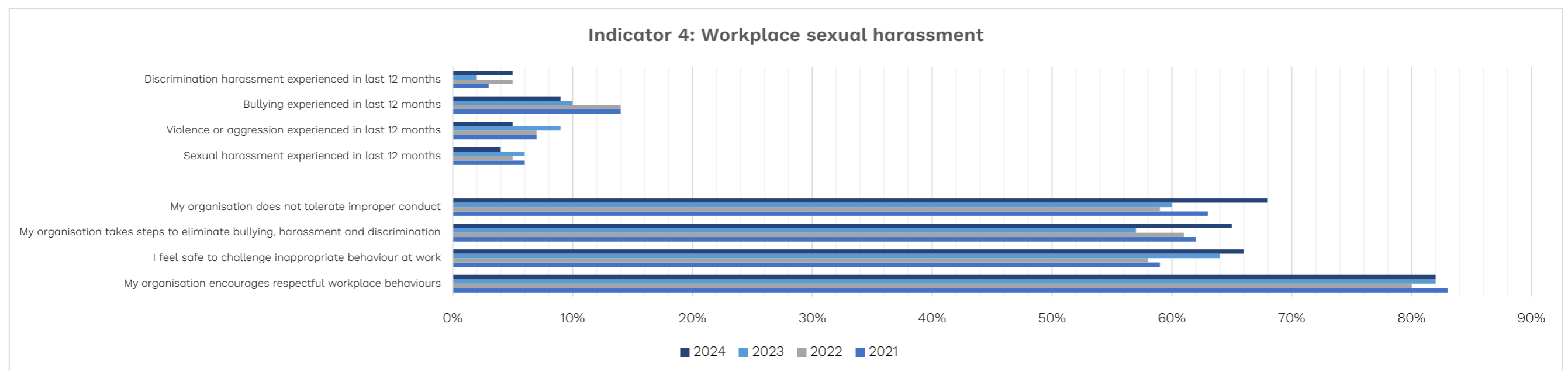
The deployment and promotion of new policies, initiatives and independent reporting services will over time provide our employees with the increased confidence to report incidences of sexual harassment and other inappropriate behaviours. Work to build the competency of managers to support safe reporting and drive education and promotional initiatives to reinforce the commitment to a zero-tolerance approach to sexual harassment is underway.

The above has included:

- The development and implementation of the Reporting and Managing Inappropriate Behaviours Policy and FAQs
- Respectful Workplace Behaviours Policy and Training
- Introduction of a Code of Conduct and Conditions of Entry for the Parliamentary Precinct
- Inclusion of reporting to Audit and Risk Committee
- Establishment of access for anonymous reporting via independent third-party whistleblower provider Stopline
- Development of and implementation of Workplace Aggression and Occupational Violence Policy
- Establishment of localised, and Department wide Action Plans resulting from People Matter Survey results addressing areas such as Safety Climate and working to eliminate barriers to reporting
- Localised team training interventions to support courageous conversations and embed a culture where people feel encouraged and safe to speak up.

The development and promotion of these new policies, initiatives and independent reporting services will over time provide our employees with the confidence to formally report incidence of sexual harassment and other inappropriate behaviours.

Additionally, when reviewing the People Matter Survey data for 2021, 2022, 2023 and 2024, it is evident that there has been improvement in the area of Sexual Harassment. This is demonstrated in the table below:



Indicator 6 – Availability and utilisation of terms, conditions and practices relating to: family violence leave, flexible working arrangements, and working arrangements supporting employees with family or caring responsibilities.

Flexible Work

The parliamentary departments remain committed to providing flexible working arrangements including working from home arrangements. Messaging from the Department Heads has been supported by policies and practice with each parliamentary department having each adopted a default flexible working arrangement position. The Department of the Legislative Council has introduced a formal flexible working policy.

The work of the Parliament of Victoria can be complex, (in particular sitting days and committee hearings) and flexible working arrangements within the parliamentary departments can vary between hours of work, days of work, patterns of work and locations of work. Employees continue to be able to request to work flexibly on either a short term or long-term basis.

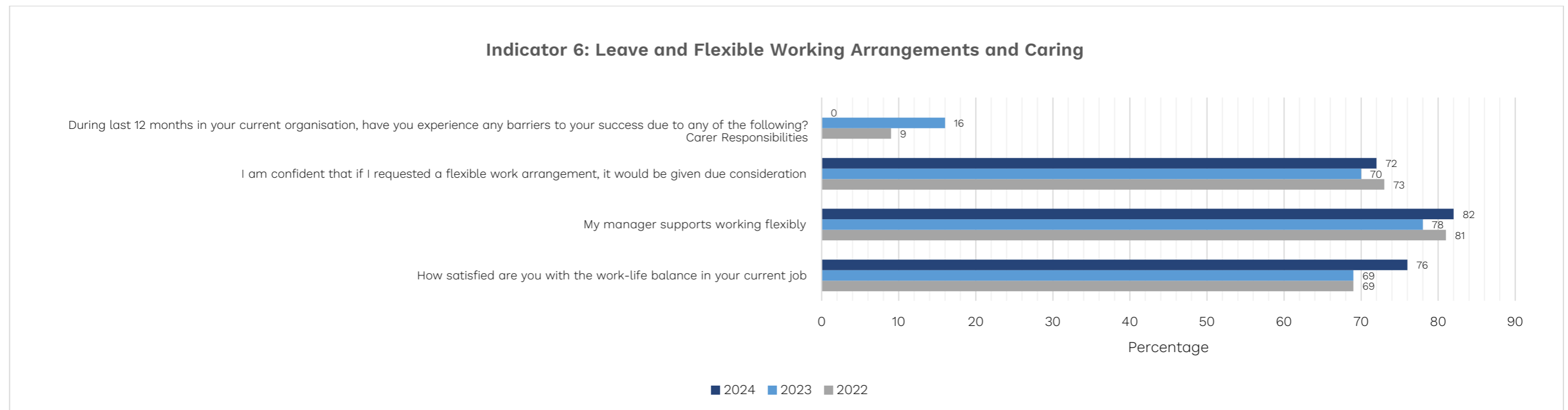
Furthermore, flexibility is embedded into the Parliamentary Officer (Non-executive) Enterprise Agreement which provides for set entitlements relating to hours of work, flexi time, childcare, various leave types above and beyond the National Employment Standards.

Flexible work arrangements are common across the parliamentary departments and can sometimes be localised within a team. The parliamentary departments acknowledge that data collection in relation to flexible working arrangements needs to be significantly improved, to enable accurate reporting on access to flexible working arrangements.

Through an embedded flexible working culture, employees are able to access:

- Working from home – each parliamentary department has their own flexible working policies however employees whose roles are not required to be onsite (i.e. catering staff, security) are able to work from home for on days/for periods that supports business needs
- Employees can access purchased leave up to 12 additional weeks leave and an extended leave scheme where they are able to work for 4 years and take the 5th year off whilst still receiving a salary
- Flexitime - ‘flexitime’ benefit recognises that everyone has personal commitments. Flexible work supports gender equity, diversity, productivity and work life balance because employees can manage commitments outside of work. This includes maintaining health and wellbeing, parenting or caring, studying, volunteering and more
- Job share
- Gender affirmation leave
- Surrogacy leave
- Pre-natal leave
- Family Violence Leave
- Cultural and Ceremonial Leave
- Family rooms for employees with caring responsibilities

Data available via the People Matter Survey Intersectional Analysis demonstrates strong progress against Indicator 6 as demonstrated in the below table:



Family Violence

In supporting employees experiencing family violence, the parliamentary departments are taking steps to increase accessibility to paid Family Violence Leave through proposed updates of the Family Violence Leave Policy, the payroll system and the articulation of an approval hierarchy ensuring that the privacy and confidentiality of the employee seeking family violence leave is protected.

Full time and part time employees are able to access 20 days of paid family violence leave for medical appointments, legal proceedings and other activities related to family violence. Casual employees are able to access 10 days.

Challenges have been encountered relating to data reporting due to system limitations and the ability to draw reports from the payroll system listing the number of individuals who have accessed the paid leave options whilst maintaining the privacy and confidentiality.

As a result, reporting on this indicator has relied upon manual records and approvals through the People and Capability team. Further work will be undertaken to improve data collection within this area.

Data collection in relation to Workplace Gender Equality Indicators

Data collection is a challenge for the parliamentary departments, due to the fragmented and limited nature of the existing disparate HR and payroll systems. There are also many local team arrangements for flexibility due to the nature of the Parliament's work which leads to unpredictable workdays and hours.

Limited functionality and integrations require significant manual intervention and the use of multiple systems and/or antiquated spreadsheets and documents results in no single source of truth, nor any efficient way of analysing and reporting on employee data quickly and accurately.

Available functionality does not support effective analysis and assessment of employee data including the review of factors such as remuneration, performance, office location, demographics, flexible working status and tenure to support the development of GEAP strategies and as a result, the parliamentary departments have committed to seeking a solution to this issue.