

Gender Equality Act Progress Report 2021-23



Workplace Injury Commission

Contents

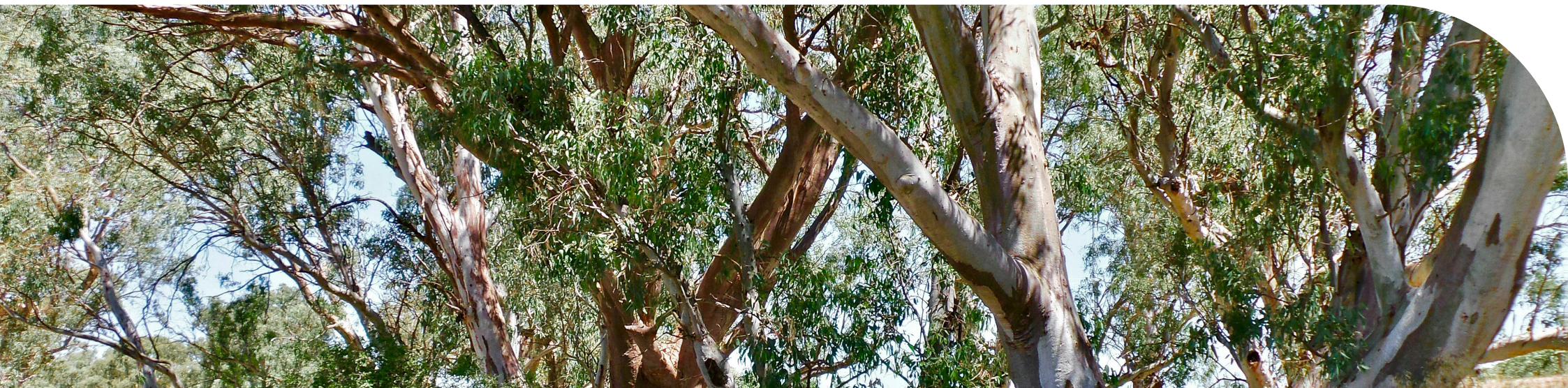
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Acknowledgement of Country

The Workplace Injury Commission respectfully acknowledges Aboriginal and Torres Strait Islander Peoples as the Traditional Owners of the land on which we live and work here in Victoria. We acknowledge Elders in their communities past and present.

As the custodians of our land for more than 60,000 years, we recognise we have a great deal to learn from Aboriginal and Torres Strait Islander peoples. We also recognise that, as a Victorian Government statutory authority, we have a responsibility to help address the wrongs of the past.

We are committed to engaging proactively with Aboriginal and Torres Strait Islander groups in Victoria to determine how best we can make a meaningful contribution towards advancing reconciliation and First Nations inclusion.



About progress reports

Under the Gender Equality Amendment Regulations 2023 progress reports must include the following components:

- **Progress Audit*** – conduct and report on workforce data and an employee experience survey (People Matter Survey) to enable reporting on progress against the seven workplace gender equality indicators.
- **Gender Impact Assessments (GIA)** – report on the policies, programs, and services subject to a GIA and the outcomes of those GIAs.
- **Strategies and measures** – report on our progress in implementing the strategies and measures in Workplace Injury Commission’s GEAP.
- **Workplace gender equality indicators** – report on our progress against the seven workplace gender equality indicators using the results of the Progress Audit.

*The results of the Progress Audit are not included in this document but can be accessed directly via the CGEPS insights portal
<https://insights.genderequalitycommission.vic.gov.au/application-dashboard>

The *Gender Equality Act 2020* aims to improve outcomes across the broader Victorian community by eliminating the systemic causes of gender inequality in policies, programs and services in workplaces and communities.

What follows is an overview of our progress.

Note: the Workplace Injury Commission’s (WIC) Gender Equality Action Plan was developed and approved when the organisation was trading as the Accident Compensation Conciliation Service (ACCS). WIC and ACCS are used throughout this document.

Table 1 - Gender impact assessment progress

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
<p>What is the title of the policy, program or service that was the subject of the GIA?</p>	<p>Was the subject of the GIA a policy, program or service?</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>Organisational name and brand design project.</p>	<p>Service</p>	<p>The Accident Compensation Conciliation Service (ACCS) was established as a statutory authority under the Accident Compensation Act 1985 to support people to resolve workplace injury compensation disputes through conciliation.</p> <p>In September 2022, following legislative amendments, ACCS commenced an extended service offering to include Arbitration as an alternative to taking a dispute to court, adopting a new name and identity: the Workplace Injury Commission (WIC). As a result of this change the service required a new name to reflect the expanded service and a brand design project commenced to design and implement a new organisational name, logo and brand to better reflect the new service offering.</p>	<p>New</p>	<p>Yes</p>	<p>The project timelines and implementation focused on name, logo and brand design. This included a new website, client facing material, intranet content, assets, amenities between 1 July 2022 to 1 September 2022. The key audiences were injured workers, employers, other external stakeholders (for example, worker representative groups, WorkCover Agents), and ACCS employees.</p> <p>Website copy: The actions undertaken included running a controlled copy of the entire website through a gender bias online checker. Feedback was gathered from gender balanced audience groups on sample copies where possible.</p> <p>Client Communications Content (written and verbal): The actions undertaken included running copy or scripts through a gender bias online checker. Feedback was gathered from gender balanced audience groups on sample copies where possible.</p> <p>Internet Copy: The actions undertaken included running copy or scripts through a gender bias online checker. Feedback was gathered from gender balanced audience groups on sample copies where possible.</p> <p>LinkedIn Content: The action included running copy of the content through a gender bias online checker.</p>

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
<p>Accident Compensation Conciliation Service Careers Microsite.</p>	<p>Program</p>	<p>The projected recruitment needs of ACCS in resourcing the new Arbitration service included the development of an online careers microsite to help attract job seekers and recruit candidates into newly created positions.</p>	<p>For Review</p>	<p>Yes</p>	<p>ACCS previously relied on a recruitment email inbox and SEEK to help facilitate recruitment requirements. Under the name and brand design project, resourcing was approved to create a new online careers microsite to facilitate expected volume recruitment needs and better attract job seekers to support the new service.</p> <p>Actions included: Implementation of a dedicated recruitment platform - Springboard, which was directly linked to the Victorian Government Careers Search portal. This would allow the organisation to advertise direct to Victorian government applicants and open up to a broader candidate market. The careers microsite was then linked to the Victorian Government careers portal. LinkedIn jobs posting was also implemented to help reach a broader cohort of job seekers.</p> <p>The creation of the careers microsite carefully considered externally facing material and how job seekers and candidates would view company information, access content that could provide a greater insight, apply for any vacant positions, and understand the information contained. Through analysing previous recruitment trends and data, along with job applicant feedback and interviews, this allowed a broader assessment to be conducted and considered during the construction and implementation stage.</p> <p>Audience exposure and impacts covering a number of different components focused on - gendered language, accessibility, communication, stories, pictures, font, tone and content was all reviewed and considered when developing the careers microsite.</p> <p>The content on the careers microsite considered the organisation services, people stories and representation, employee benefits and recognition programs, learning and growth, diversity and inclusion and other general information.</p>

Table 2 - Strategies and measures progress

Strategies and measures	Status	Status description
<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>Encourage employees to update personal information in the payroll system.</p> <p>Undertake research to understand barriers to self-identification of intersectional data and make recommendations.</p>	<p>In progress</p>	<p>Accident Compensation Conciliation Service - now trading as the Workplace Injury Commission (ACCS/ WIC) utilises an IT Shared Service (ITSS) through WorkSafe Victoria. In mid-2021 a project team at WorkSafe Victoria reached out to advise of plans for a new payroll/HR information system (PeopleCentral) to be implemented in January 2022.</p> <p>ACCS/WIC recognised this as an opportunity to change the way we capture and record demographic data in a system, and worked with the project team to scope out PeopleCentral’s functionality. ACCS/WIC identified and confirmed with ITSS which data we wanted to have functional in the new system in the initial expected implementation date of January 2022.</p> <p>Delays from the project team at ITSS/WorkSafe in the implementation of the new system have meant that commencement of improved reporting through PeopleCentral are not yet possible. The implementation date proposed for PeopleCentral is now June 2024.</p> <p>The delayed implementation of PeopleCentral led the P&C team to explore alternate reporting capabilities within the current payroll system, Aurion, noting this is an inaccurate reporting function that relies heavily on employee self-reporting. Functionality has been tested and, by the end of the progress reporting period, is ready for employees to update their profile with intersectionality data in the employee self service platform, however action had not yet been undertaken, leaving these actions as commenced, but not yet completed.</p>

Strategies and measures	Status	Status description
Address the gaps identified in the gender equality audit data by exploring improved data extraction methods.	In progress	<p>As above, the delay in the implementation of PeopleCentral has meant that the expected ability to generate improved data reports on gaps in the gender equality audit data has not yet eventuated, so this action remains in progress.</p> <p>ACCS/WIC has commenced collecting gender equality and intersectionality data sets relating to flexible work, recruitment, career progression and development opportunities through manual reporting functions.</p>
Develop regular analysis and reporting processes for the Gender Equality Workforce Indicators.	No started	The delayed implementation of PeopleCentral has meant that the ability to regularly capture workforce composition data that can be analysed and reported on has not yet commenced. With an anticipated implementation date now scheduled for May 2024, we will be in a position to capture this data then.
Explore and understand the gender composition of our stakeholders and the impact upon outcomes and experience.	Not started	<p>ACCS/WIC has undergone a number of changes throughout the reporting period, including a name change and organisational re-brand, the introduction of an Arbitration service, and the expansion of our workforce to support this function and other service improvements.</p> <p>Due to the scope of change, it was felt this strategy may be better undertaken in conjunction with other diversity, equity, inclusion initiatives, and broadened out to explore the impact of gender, but also other intersectional impacts of stakeholders with accessibility needs, cultural and linguistic diversity, indigenous and LBGTQIA+ backgrounds.</p>
Increase staff participation in the PM Survey to enable analysis of data against the gender equality audit and GEAP actions.	Ongoing	<p>This is intended to be an ongoing action, with comparison of data undertaken each year throughout the life of the GEAP.</p> <p>The initial target completion rate of 80% was met and exceeded by the 2023 survey. ACCS/WIC will aim to maintain or exceed this for the coming years.</p>
Promote support mechanisms for employees experiencing inappropriate behaviours - Health and Safety Representatives (HSRs), Peer Supporters, People & Culture (P&C).	In progress	<p>With an initial intention to go straight out to promotional activity and training programs with the HSRs, Peer Supporters and P&C team when the GEAP first commenced, we reviewed the cohort of employees undertaking these roles and agreed that there were other considerations that should be undertaken prior to the committed actions.</p> <p>The intranet was updated with the information regarding both the HSR and Peer Supporter program details in the first instance, with an intention for this to be expanded over the coming years as the program is assessed and evolves.</p>
Upskill HSRs, Peer Supporters and P&C to equip to have more supportive conversations with employees experiencing inappropriate behaviours.	Not started	As above, it was agreed that this action would be best undertaken once the HSR recruitment, new DWG establishment and Peer Support Program review was completed to ensure it would be most effective. This is planned for early 2024
Build competence, capability and commitment around gender, gender diversity and intersectionality within WIC through training to increase awareness of gender inclusion and diversity.	In progress	Actions towards this strategy are considered in progress, noting that, as described in the evaluation of success of the three measures committed to, one is due to commence after the end of this reporting period following the commencement of a new Communications Specialist, one has been superseded by other action now deemed more suitable to achieve progression towards this strategy, and the last measure - the audit of visual communications has now been Completed.

Strategies and measures	Status	Status description
<p>Identify pathways to document and enhance workforce diversity and inclusion, that includes a gendered approach.</p>	In progress	<p>Embedding gender impact consideration as a conscious activity is one that has commenced within the organisation, with authors of documents given prompt questions for consideration when writing papers. And whilst ensuring that a gender lens is applied to new action plans, strategies and frameworks is established within the processes, at this stage we don't feel this can be marked as completed, as we have not yet implemented our new Accessibility Action Plan, or commenced work on our Reconciliation Action Plan. For this reason, this strategy is one that remains In Progress.</p>
<p>Develop a framework and guidance for undertaking Gender Impact Assessments (GIA).</p>	Complete	<p>This strategy was completed in 2022.</p> <p>The committed strategy of developing a framework and guidance for undertaking GIAs has been completed and is in use within the organisation.</p> <p>We do note that the evaluation of success based on the measures we had committed in our GEAP mean we will continue to develop the framework and process in the interests of continuous improvement.</p>
<p>Implement a system for employees to anonymously raise concerns regarding inappropriate workplace behaviours.</p>	Not started	<p>This strategy has not yet commenced within this reporting period. Other issues that arose within the organisation during this time were prioritised for addressing and focus was turned to addressing issues of workload stress and vicarious trauma.</p>
<p>Implement a holistic approach to preventing sexual harassment and gendered violence, including reviewing and monitoring internal complaints systems and processes to understand if there are inherent barriers to people reporting complaints.</p>	No started	<p>Whilst initial research and engagement on this strategy has commenced, work on drafting a Sexual Harassment and Gendered Violence Prevention Plan has not yet started. Commencement on this was held off whilst the Prevention and Management of Inappropriate Workplace Behaviours policy was being reviewed, with plans to begin drafting the prevention plan once the planned in-person training has been delivered to all employees in late 2023.</p>
<p>Build awareness and understanding in people leaders of inclusive recruitment and development processes.</p> <p>Build capability in people leaders to recognise and manage unconscious bias in recruitment, workforce planning and employee development processes.</p>	In progress	<p>Action towards this strategy is in progress.</p> <p>Whilst work is underway towards upskilling managers' capability and developing process improvements, a decrease in the PM Survey results for 2023 indicate more work needs to be done in understanding where factors of fairness are in our recruitment and promotion processes and addressing these.</p>
<p>Review recruitment resources and assess fairness of recruitment practices, particularly in terms of gender and intersectionality, unconscious bias and gender pay equity.</p> <p>Investigate gendered and intersectional experience of employees during professional journey and the impact on professional opportunities.</p>	In progress	<p>Actions towards this strategy are in progress, with work continuing in improving the recruitment processes and documentation and developing manager tools to support better recruitment and selection practices.</p> <p>Actions the Talent Partner has completed to support the progress of this measure include improvements to advertising templates and the careers website, stronger engagement with applicants throughout recruitment activity, partnering with hiring managers to improve unconscious bias awareness, assess and improve panel composition, take a gendered lens over interview questions and improved recruitment reporting, enabling us to take a more informed gendered lens over applicants who are progressed through the recruitment process.</p>

Strategies and measures	Status	Status description
Explore opportunities to target and attract more diversity in applicants Promote benefits of flexibility, diversity and inclusion during recruitment campaigns and through the interview process (what you can expect - our culture and environment).	In progress	Initial action towards this strategy is completed, however the immaturity of the improved reporting means that tracking shifts in applicant pool diversity is not able to be monitored as yet. Aspects of the measures that have been completed include the implementation of a new careers website, improved job advertisements, and establishment of an employee value proposition that demonstrates ACCS/WIC's commitment to diversity, equity and inclusion. The role of the Talent Partner now ensures oversight of recruitment panels for diversity and gender composition. Whilst improvements to reporting have been made, data captured to date does not yet tell a reportable story about trends identified. This measure will keep this strategy in progress, as it will likely be a progressive data point over time.
Regular pay gap analysis.	Ongoing	This is intended to be an ongoing action, with comparison of data undertaken each year throughout the life of the GEAP.
Monitor pay equity throughout recruitment, hiring and promotion activities.	In progress	Action towards this strategy has commenced, however the data captured to date does not yet tell a reportable story about trends identified. This will likely be a progressive data point over time
Document an internal reclassification process that considers pay equity and the gendered impact.	Not started	This activity has not yet commenced, as it was identified that current work being undertaken by a working group (comprising WIC and CPSU delegates) to define work level descriptors for enterprise agreement classified roles at WIC would need to be established before the process for requesting re-classification could be defined.
Embed accountability for workforce gender equality at the Board and Executive level.	Complete	This strategy was implemented in 2022. To ensure consideration of gender equality is embedded as a conscious activity, all templates for Board, Executive and Committee Briefing Papers were updated to include a mandatory section requiring the author to actively consider gender impacts of any recommendations they present.
Strengthen the skills of the Board, Executive and people leaders to actively support gender equality in the workplace.	In progress	The Board and Executive leaders have commenced development activities that support progress towards this strategy.
Review policies, guidance material and other internal resources to reflect inclusive language and ensure they are free from unintended gender bias or barriers.	In progress	Work is in progress towards this strategy. <ul style="list-style-type: none"> ACCS/WIC's recruitment team are currently using Gender Decoder - an online language assessment application, to assess drafted job advertisements and recruitment related documentation prior to launching any recruitment activity. Whilst conscious consideration of gendered language, subtle bias and unintended barriers is manually being undertaken when reviewing internal policies and guidance material, a need for further exploration of available tools for assessing inclusivity of language is acknowledged.
Reinforce a culture of care through people leaders' actions and role modeling of inclusive behaviours, including flexible work practices.	Ongoing	This is intended to be an ongoing action, with comparison of data undertaken each year throughout the life of the GEAP.

Strategies and measures	Status	Status description
<p>Review employee lifecycle processes to ensure they are free from gender bias or barriers including:</p> <ul style="list-style-type: none"> Recruitment process Onboarding methods Parental leave career gaps Providing workplace adjustments Periodical feedback reviews (e.g. exit interviews). 	In progress	<p>Actions under this strategy are in progress, with the following lifecycle process reviews completed:</p> <ul style="list-style-type: none"> Parental leave career gaps - Managers now advise the Learning Partner of any employees on parental/ long term leave and invite them to monthly/quarterly Professional Development Days. Managers guidance includes ways to keep in touch during parental leave. Parental Leave Toolkit was developed, incorporating off-boarding checklist and return to work guidance. Providing workplace adjustments - Discussions are opened early in the engagement process, with an offer at interview invitation to support adjustments in the recruitment process. This continues with new starter documentation formally asking what adjustments can be put in place to support any health needs. Ergonomics assessments are offered to all new employees during induction program. and a new form is being drafted to support employees requesting workplace adjustments and flexible arrangements.
<p>Promote workplace flexibility options and leave entitlements for all staff, with a focus on targeted promotion to increase men accessing carers' leave and parental leave.</p>	Ongoing	<p>This strategy is In progress, but has been broadened out to be a more ongoing activity including periodical peaks in promotional activity targeted to coincide with school holidays, where ACCS/WIC have been encouraging men to participate in the increased caring responsibilities that come with being a parent during school holidays.</p> <p>Reporting has commenced that records the number of male employees accessing planned leave entitlements during school holiday periods, as well as those accessing carers leave and carers sick leave. Data being reported includes the number of male employees who access parental leave, part-time or flexible hours to accommodate the school day, and those who participate in the 'Bring your kid to work day' events during school holidays.</p> <p>Reporting has shown a significant increase in the number of male employees accessing carers leave to support their families. In 2021, just 9 male employees had utilised carers leave, and in 2023, that has increased to 16 male employees accessing carers leave.</p>
<p>Review Prevention of Inappropriate Workplace Behaviours training content for gender inclusive language and alignment with recommendations from the Set the Standard report.</p>	Complete	<p>This strategy was completed in 2023.</p> <p>The Prevention and Management of Inappropriate Workplace Behaviour policy was reviewed and updated in May 2023, with the induction program e-learn module expected to be implemented in late 2023 to reflect the policy changes.</p> <p>Scoping of Custodians of Culture workshops began in early 2023 following the engagement of iHR Australia to deliver in-person training for all people leaders. Half day workshops were scheduled for July 2023 with plans for sessions for all staff to be delivered in late 2023, with refresher training to be run bi-annually.</p>
<p>Improve awareness and support for staff undergoing stage of life experiences that are impacted by intersectionality including menopause, caring responsibilities for elderly and people with disabilities, gender transition and retirement planning.</p>	In progress	<p>Action towards this strategy has commenced with varying status. Whilst education strategies have been conducted relating to building awareness of menopause, not all identified areas of intersectional gendered impacts have been addressed at this stage.</p> <p>It is intended that training for people leaders regarding reasonable adjustments is captured in the Managers Toolkit being designed in 2023-24.</p> <p>Negotiations for the next enterprise agreement will commence in late 2024, however WIC have noted that a new VPS enterprise agreement will likely be approved in early 2024 and will give a good indication of how we might expand our employee benefits to support other life stage experiences employees encounter.</p>

Table 3 - Workplace gender equality indicators progress

Indicator	Confirm if progress made	Progress description
<p>This column contains the seven workplace gender equality indicators.</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>Gender composition of all levels of the workforce.</p>	<p>Yes</p>	<p>In our 2021 audit data, women represented 69% (78 headcount) and men 31% (35 headcount) of the overall gender workforce composition to 30 June 2021. In our 2023 progress audit this number remained much the same with a slight increase to women representation at 70% (85 headcount) and slight decrease to men at 30% (37 headcount), noting overall headcount had increased to 30 June 2023.</p> <p>Most age range data remains consistent at 70% for women representation, however the age range of 45-54 years old was far above the overall average representation with 82% of women (27 headcount) and 18% of men (6 headcount). Gender representation at the Senior Management Level is completely different to the overall gender workforce composition. In our 2023 progress audit, the percentage of women and men were split at 50% gender composition. This is a significant shift in gender balance compared to our audit data in 2021, where women represented 72% and men represented 28% at the Senior Management Level.</p> <p>The gender composition for full time employees remains consistent with the overall gender workforce composition percentages. When comparing part time employee gender composition to 30 June 2021, women represented 68% and men 32%. In our 2023 progress audit, this number has changed with women representation increasing to 87% and men decreasing 13%. This could be due in part to an increase in flexible working arrangements for part time employees that make up 61% of the overall formal flexible working arrangements in place. Since the introduction of our Enterprise Agreement 2021-2025, and with applied communication strategies and greater education, employees have been better informed about entitlements and benefits they can access to benefit their lifestyle and circumstances.</p> <p>When comparing gender representation for client-facing, operational and support roles, out of 86 employees, women represented 79% and men 21% of the headcount. With 21 employees under formal flexible working arrangements, women represented 85% and men 15% as at 30 June 2023.</p> <p>The 2021 People Matter (PM) Survey data indicated that 85% of survey respondents agreed to feeling culturally safe at work when it comes to gender composition. This figure slightly decreased in the 2023 PM Survey data to 80%. This could be in part due to changes with COVID-19 and many employees spending extended time away from people. Our response rate for the PM Survey increased from 77% of the workforce in 2021, up to 88% in 2023. As we continue to capture more data, this will allow us to better explore the themes, trends and insights.</p>
<p>Gender composition of governing bodies.</p>	<p>Yes</p>	<p>As at 30 June 2021, ACCS/WIC's Board comprised of five women (70 per cent) and two men (30 per cent). Women are well represented within WIC's governing body. The lack of intersectional data on record meant that we were unable to determine the diverse representation of women who comprised the Governing Body.</p> <p>As at 30 June 2023, the gender representation of ACCS/WIC's Board remains the same, however we have been able to capture additional intersectional related data increasing our understanding of our gender diversity at the Board level. The representation of women and men at the Board level is on par with the broader workforce gender composition. Having this representation and stability at the Board level has benefited the Senior Management Team (Executive).</p>

Indicator	Confirm if progress made	Progress description
<p>Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender.</p>	<p>No</p>	<p>In our 2021 audit data, the median base salary pay gap was 27.5%, whilst mean base salary pay gap was 8.6%. The median total remuneration pay gap was 26.1%, whilst the mean total remuneration pay gap was 8.2%. Comparing this to our 2023 audit data, the median base salary pay gap increased to 30.5%, whilst mean base salary pay gap increased to 14%. The median total remuneration pay gap increased to 29.5%, whilst the mean total remuneration pay gap increased to 13.6%.</p> <p>Comparing age related categories in our 2023 audit data, women aged 25-34 years had the lowest median base salary pay gap at 2.3%, whilst the mean base salary pay gap was 2.7%. Women aged 55-64 years had the largest median base salary pay gap at 34.1%, while the mean base salary pay gap was 22.5%. The Senior Leadership Team mean base salary pay gap for women reflected -11.9 as at 30 June 2023. Whilst this is encouraging from the top, the trend does not continue down the organisation which means a lot more work is needed. The largest cohort of employees under ANZSCO - 271299 covers 36 employees, 23 women and 13 men which is 30% of our active headcount for the reporting period. The mean base salary pay gap for women reflected -0.23% and the mean total remuneration pay gap for women reflected -2.29% as at 30 June 2023. Overall these figures reflect that there are variances across the entire organisation, a lot of work is still to be progressed and completed.</p> <p>In our 2023 audit data, of the 13 internal promotions, women accounted for 9 and men accounted for 4 employees, the mean base salary pay gap was 4.5%. For the 28 new employees who commenced across the reporting period, women accounted for 18 and men accounted for 10, the mean base salary pay gap was 7.8%. Data from both promotions and new employees was lower than the overall mean base salary pay gap. This at least reflects movement in the right direction, although we certainly acknowledge that there is a lot of work to be progressed.</p>
<p>Sexual harassment in the workplace.</p>	<p>Yes</p>	<p>2021 PM Survey data indicated that 4% of employees had experienced sexual harassment in the previous 12 months. When further analysing the data, 58% of respondents agreed they felt safe to challenge inappropriate behaviour at work. 85% of respondents agreed that the organisation encourages respectful workplace behaviours, 70% of respondents agreed that the organisation takes steps to eliminate bullying, harassment and discrimination.</p> <p>Comparing this to the 2023 PM Survey data, the results indicated a decrease in the percentage of respondents who had experience sexual harassment in the previous 12 months to 2%, noting the sample size is too small to disclose further information. When analysing other related data, whilst the number of respondents who felt safe to challenge inappropriate behaviour at work increased to 69%, there were very minor drops in the percentage of respondents who agreed that the organisation encourages respectful workplace behaviours at 84%, and 68% of respondents agreed that the organisation takes steps to eliminate bullying, harassment and discrimination. Whilst the results are fairly consistent, we are reviewing our GEAP strategies and measures to consider how we might better respond to, address and stamp out any sexual harassment in our organisation.</p> <p>There have been no formal sexual harassment complaints during the reporting period. The organisation is cognisant that no formal reports do not necessarily indicate no actions. ACCS/WIC is not being complacent and is ensuring we have appropriate practices in place so that employees feel comfortable and empowered to safely report any occurrences. The PM Survey data tells us that a percentage of employees witnessed negative behaviour (unspecified bullying, harassment, sexual harassment or discrimination) and spoke to the person who was witnessed encountering that behaviour increased from 60% in 2021 up to 94% in 2023, along with an increase from 0% in 2021, up to 25% in 2023 of those who witnessed negative behaviour reporting this to their manager, demonstrates that whilst the organisation has many areas to continue addressing, there have been improvements with peer to peer support and reporting when it comes to a broad spectrum of what is categorised as negative behaviours.</p> <p>Our organisation provides a service to injured workers and other stakeholders through conciliating WorkCover disputes. We acknowledge that external stakeholders can also present a risk when it comes to inappropriate negative behaviours and interactions. The 2021 PM survey data indicated that 10% of employees were subjected to aggressive or violent behaviour at work. This has decreased to 6% in the 2023 survey. Whilst the data in the survey is anonymous and no direct links can be made unless in verbatim comments, the organisation has been putting in place policies, procedures, training, awareness, occupational health and safety and safe work practice initiatives to help address this whether internally or externally.</p>

Indicator	Confirm if progress made	Progress description
Recruitment and promotion practices in the workplace.	Yes	<p>Recruitment</p> <p>Our 2021 audit data indicates we recruited 16 employees (excluding agency contractors) - with women representing 69% and men representing 31%. Of women recruited 72% were full time and of men recruited all were full time. Of the 16 positions filled during this period, all were fixed term positions, 11 new employees were women. The number of fixed term positions reflect various backfill arrangements for long-term absences (predominately parental leave), internal movements and limited tenure positions in response to projects.</p> <p>Comparing this to our 2023 audit data, we recruited 28 employees (excluding agency contractors) - with women representing 64% and men representing 36%. Of women recruited, 62% were full time and of men recruited all were full time. One male casual employee was recruited. Of the 28 positions filled during this period, 72% were ongoing contracts. Women represented 80% and men represented 20% of ongoing contracts. Of the 8 fixed term contracts engaged, women represented 25% and men represented 75%. The increase in ongoing employment reflects our commitment to secure employment provisions, as committed in our enterprise agreement.</p> <p>Internal Promotions</p> <p>Our 2021 audit data told us 2 employees (both women) were promoted internally. Comparing this with our 2023 audit data, of the 13 internal promotions, women represented 69% and men 31%. All internal employees promoted during the reporting period were still active by 30 June 2023. This reflects a positive retention rate and progress made in the areas of recruitment, promotion, job opportunities, upskilling, learning and development needs.</p> <p>Career Development Training</p> <p>In our 2021 audit data, 53 employees had participated in career development training, with women representing 64% and men representing 36%. In our 2023 audit data, based on active headcount, 116 employees participated in career development training, with women representing 71% and men representing 29%. This strong increase in career development reflects our commitment to focus area 3 of our GEAP. The 2023 PM Survey results reflect that 77% of respondents agreed that they were developing and learning in their role, this is an increase of 15% compared with the 2021 PM Survey data. Added to this the 2023 PM Survey results indicated that 77% of respondents agreed that the organisation places a high priority on the learning and development of employees, this is an increase of 28% compared with the 2021 PM Survey data.</p> <p>Higher Duties</p> <p>In our 2021 audit data, 14 employees undertook higher duties arrangements in a different position, of which women represented 79% and men represented 21% of opportunities available for upskilling and exposure. Comparing this to our 2023 audit data, 21 employees undertook higher duties arrangements in a different position, of which women represented 76% and men represented 24% of opportunities.</p> <p>Turnover</p> <p>In our 2021 audit data, a total of 10 employees exited the organisation, with women represented 60% and men represented 40%. Comparing this to our 2023 audit data, a total of 21 employees exited, with women represented 81% and men represented 19%. Of the 21 who departed, 38% were fixed term employees who finished the end of their contracted tenure. Of the 13 ongoing employees who departed, there were 12 women and 1 man.</p>

Indicator	Confirm if progress made	Progress description
<p>Availability and utilisation of terms, conditions and practices relating to:</p> <ul style="list-style-type: none"> • family violence leave; and • flexible working arrangements; and • working arrangements supporting employees with family or caring responsibilities. 	Yes	<p>According to the 2021 PM Survey data, 65% of respondents were satisfied with their work-life balance. When it came to confidence about requesting a flexible work arrangement, 75% of respondents agreed that the request would be given due consideration. For the reporting period, 28 women had flexible work arrangements in place, in comparison to four men.</p> <p>Comparing this to the 2023 PM Survey data, 51% of respondents were satisfied with their work-life balance. When it came to confidence about requesting a flexible work arrangement, 58% of respondents agreed that the request would be given due consideration. We are addressing this concern more broadly throughout the organisation. The introduction of the hybrid working arrangements at the end of 2022, has provided more flexibility to employees when it comes to home vs office working arrangements. It was interesting to note that just 52% of respondents to the 2023 PM Survey indicated that they accessed flexible work arrangements working from an alternative location. All roles at ACCS/WIC, except the Receptionist position are currently being offered hybrid work arrangements in which they are able to work up to 40% of their work week from home. There are only 3 employees known to have opted to work from the office 100% of their time. Prior to the next survey, further communications defining terms used may assist in providing more accurate data. Positively 80% of employees reported that their manager supports working flexibly. For the reporting period, 23 women had flexible work arrangements in place, in comparison to 3 men.</p> <p>In our 2021 audit data, no women and two men accessed family violence leave. In our 2023 audit data, three women and no men accessed family violence leave. According to our 2021 PM Survey, 71% of respondents agreed that the organisation would support them if they needed to take family violence leave, compared to 2023 PM Survey results, where 83% of respondents agreed that the organisation would support them. This could be due to the inclusion of specific Family Violence Leave in the enterprise agreement 2021-2025.</p> <p>In our 2021 audit data four women accessed parental leave. In our 2023 audit data, three women and one man accessed parental leave. In our 2021 audit data, 38 women and 9 men accessed carers leave throughout the reporting year. In our 2023 audit data this number had increased to 59 women and 16 men accessing carers leave in the reporting year.</p>
Gendered segregation within the workplace.	Yes	<p>In our 2021 audit data, women represented 77% and men 23% of the composition of the workforce by gender for managerial positions. In our 2023 audit data numbers had shifted with women representing 68% and men representing 32%, both increasing in headcount. The composition of workforce by gender for professional roles has remained consistent with women representing 64% and men representing 36%. In our 2021 audit, data for clerical and administrative workers showed women represented 74% and men 26%. These numbers have increased with our 2023 audit data indicating increased representation of women to 81% and representation of men decreasing to 19%. All service facing positions which comprise of legal related positions and administrative support positions are heavily represented by women. Information Technology is the exception, where men represent 100% of the headcount of this small team.</p>