



Gippsland Southern Health Service Gender Equality Progress Report 2023

Gender impact assessments

Table 1 - Gender impact assessments progress							
Required	Required	Required	Required	Required	Required	Recommended	Recommended
Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken	Confirm intersectionality considered	Explain intersectional lens applied
<p>What is the title of the policy, program or service that was the subject of the GIA?</p> <p>Please use one row for each GIA completed. When reporting on multiple actions taken, include this information in the relevant single cell.</p>	<p>Was the subject of the GIA a policy, program or service?</p> <p>For definitions of policies, programs and services, please refer to the guidance materials at Appendix A: Glossary of terms.</p> <p>Use the drop-down menu in the cell to select your answer.</p>	<p>Provide a description of the policy, program or service subject to the GIA.</p>	<p>Was the policy, program or service new, or up for review?</p> <p>Use the drop-down menu in the cell to select your answer.</p>	<p>Were actions taken to develop or vary the policy, program or service to meet the needs of people of different genders, address gender inequality and promote gender equality as a result of the GIA?</p> <p>Use the drop-down menu in the cell to indicate whether or not actions were taken as a result of the GIA.</p>	<p>Describe the actions taken to develop or vary the policy, program or service to meet the needs of people of different genders, address gender inequality and promote gender equality.</p> <p>When reporting on multiple actions taken, include this information in one cell. You can press alt+enter to include new lines.</p>	<p>Was it considered that gender inequality may be compounded by disadvantage or discrimination that people may experience on the basis of intersectionality?</p> <p>Use the drop-down menu in the cell to select your answer.</p>	<p>Explain how an intersectional lens was applied while completing the GIA.</p> <p>If this was not done, explain why this was not practicable.</p>
Gender Equity Commitment Statement	Policy	The GSHS Executive updated the Gender Equity statement to communicate the commitment and importance of Gender Equity within our organisation.	For Review	Yes	The Executive in consultation with the workforce create an updated commitment statement. This is communicated to promoted to the workforce and is available to all employees.		
Yearly Diversity Day calendar	Program	GSHS developed a yearly calendar of an array of celebration days linked back to gender, diversity and culture that are important to the workforce	New	Yes	The Executive in consultation with the workforce created a yearly diversity calendar. This is communicated and promoted to the workforce via newsletters, emails, notice boards and lunch and learn promotional days.		
Participation of the People Matter Survey	Program	We participated in the survey to identify any barriers to success within the organisation due to intersectionality reasons.	For Review	Yes	We focused on Gender Equity questions that were identified as barriers from the last People Matter Survey that we participated in. We encouraged all employees to have their say and complete this survey. The survey results were gathered, analysed, and shared with all employees and relevant stakeholders are continuing to make improvements.		

Workforce and Recruitment Plan	Program	This plan helps the GSHS board to work towards improving recruitment and retention practices and to attract and retain men and gender diverse candidates	New	Yes	A commitment statement is included in all GSHS publications, advertisements, and other. Diverse photos are selected to ensure intersectionality and those who want to join us can see themselves in our staffing profiles.		
Flexible Working Arrangement Policy	Policy	GSHS revised our flexible working arrangements policy and process to improve on educating decision makers about flexible working arrangements legislations and to educate the workforce on our current Flexible Arrangement policy	For Review	Yes	The Executive in consultation with the workforce created an updated policy. This revised policy has been communicated and shared with all employees and all employees have access to this document.		

Strategies and measures

Table 2.1 - Strategies and measures progress

Required Strategies and measures	Required Status	Required Status description	Recommended Evaluation of success	Recommended Timeline	Recommended Responsible	Recommended Relevant indicator(s)					
						1	2	3	4	5	
<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 to the right of this table for a description of each workplace gender equality indicator.</p>					
Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	1	2	3	4	5	
GSHS should take opportunities to stop and celebrate diversity, celebrating days that are important to our workforce and community	Complete	Calendar in place	Feeling culturally safe at work has increase over the last two years in our people matter survey. Being myself at work has also increased.	Completed	Community Engagement Officer / People & Culture				X	X	
Communication of the commitment from GSHS Executive to gender equality	Complete	Statement in place	Feeling culturally safe at work has increase over the last two years in our people matter survey. Being myself at work has also increased.	Completed	Governing Body / CEO / Executive				X	X	
GSHS should invite employees to provide gender information by a confidential survey	Complete	Survey completed for all staff with 40%+ response rate, all new staff are surveyed upon commencement	Feeling culturally safe at work has increase over the last two years in our people matter survey. Being myself at work has also increased.	Completed	Governing Body / CEO / Executive	X	X	X	X	X	
GSHS should identify any barriers to success within the organisation due to intersectionality reasons (e.g., cultural background or disability) and plan to overcome these barriers	Complete	Intersectionality data has improved, people matter intersectionality questions improved, high take up of incoming staff of identification information, barriers are low in people matter survey	Feeling culturally safe at work has increase over the last two years in our people matter survey. Being myself at work has also increased.	Completed	Executive / People & Culture	X	X	X	X	X	

Indicators key	
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: - family violence leave - flexible working arrangements
7.	- working arrangements supporting employees with family or caring responsibilities Gendered segregation within the workplace

A comprehensive review of levels from CEO should occur for the next data submission with focus on position and directorate rather than linear levels from the CEO which will support easier analysis of data and identify wage gaps that may be skewed because of the current reporting levels in this report	Complete	Review completed	Review has been completed. Levels are better identified to support identification of gaps	Completed	People & Culture	X	X	X		X
GSHS should seek to understand who in our workforce is experiencing sexual harassment from and implement interventions to eliminate sexual harassment from these groups	Complete	Diversity survey completed. Analysis of People Matter Survey questions and responses.	Sexual harassment remains low	Completed	People & Culture				X	
Ensure data is gathered about recruitment and selection gender and intersectionality information	Complete	Intersectionality data has improved, people matter intersectionality questions improved, high take up of incoming staff of identification information, barriers are low in people matter survey	Feeling culturally safe at work has increase over the last two years in our people matter survey. Being myself at work has also increased.	Completed	Executive / People & Culture	X	X	X		X
Work to understand why the workforce believes there is a less positive culture towards Aboriginal and/or Torres Strait Islanders, employee who identify as LGBTIQ+, and employees with a disability and identify ways to promote a positive culture towards intersectionality	Complete	More effort to understand intersectionality, data gathering has supported, more time together and staff functions with a diversity focus are in place. Social media celebrations of key days are in place.	The review of People Matter indicated that people from diverse backgrounds had a high engagement, did not feel bullied or discriminated against and did not feel their background or identity was a barrier to success	Completed	Executive / People & Culture	X	X	X	X	X
GSHS should identify strategies that encourage women to take on middle to senior management positions, demonstrated by an increase in women in middle to senior management over the plan period	In progress	recruitment and selection changes have been made to make 'acting' positions easier to obtain and clearer paths exist. A leadership program is in place for three layers of leadership at the health service improving access to development. Formal career pathways to be identified in the future per the action plan timeline	So far successful, the people matter survey indicates low levels of identification of barriers to success relating to inclusion factors such as caring responsibilities is low	In Progress - 30 June 2025 in GEAP for the formal career pathways development	Executive / People & Culture	X	X	X	X	X
GSHS should identify strategies to encourage men and gender diverse employees to join GSHS for greater gender balance, including investigating pursuing accreditation under The Rainbow Tick Accreditation Program	In progress	The Rainbow Tick Committee is built in to the People & Culture Committee which has recommenced. The Workforce and Recruitment Plan has been delayed.	The review of People Matter indicated that people from diverse backgrounds had a high engagement, did not feel bullied or discriminated against and did not feel their background or identity was a barrier to success	In Progress - New date for Workforce Recruitment Plan is June 2024 per the GSHS Business Plan.	Executive / People & Culture	X	X	X	X	X
GSHS should review the process to report sexual harassment, ensuring a supportive and safe environment for victims of sexual harassment	In progress	The process has been reviewed, a P&C member attended investigation training to support improved processes. Further training is planned for both Managers and Staff following the plan.	80% of staff have completed sexual harassment training, training has been provided to some managers with more training in 2024, reporting managers increased from 17% to 23% and telling the person the behaviour was not ok increased from 33% to 38%	Further training is planned until December 2024	Executive / People & Culture / Managers				X	

GSHS must review the flexible working arrangements policy and process and educate decision makers about flexible working arrangements legislation	Complete	Flexible Working Arrangements Policy completed, a new form completed which includes different scenarios, training held, more training planned for 2024	Policy live, training completed. People Matter Survey indicates 75% of staff are confident their flexibility requests would be given due consideration increased ever year for the last 3 years, 69% to 75% in the last 12 months.	Completed	Executive / People & Culture	X	X	X	X	X
GSHS must educate staff about gender stereotypes when it comes to caring responsibilities to encourage shared responsibility for caring responsibilities, measured by increased utilisation of carer's leave taken by men	In progress	This strategy is not required until 2025.	N/A at this stage	This strategy is not required until 2025.	Executive / People & Culture	X	X	X	X	X
GSHS should update their commitment statements, advertising, and social media to encourage employment applications from peoples of all genders, cultures, backgrounds, and abilities	Complete	A commitment statement is included in all publications, advertisements, and other. Diverse photos are selected to ensure intersectionality and those who want to join us can see themselves in our staffing profiles	The review of People Matter indicated that people from diverse backgrounds had a high engagement, did not feel bullied or discriminated against and did not feel their background or identity was a barrier to success	In Progress - New date for Workforce Recruitment Plan is June 2024 per the GSHS Business Plan.	Executive / People & Culture	X	X	X	X	X
GSHS board should consider recruitment and retention practices to attract and retain men and gender diverse candidates	Complete	A commitment statement is included in all publications, advertisements, and other. Diverse photos are selected to ensure intersectionality and those who want to join us can see themselves in our staffing profiles	The review of People Matter indicated that people from diverse backgrounds had a high engagement, did not feel bullied or discriminated against and did not feel their background or identity was a barrier to success	Completed	Executive / People & Culture	X	X	X	X	X
GSHS should review all fixed term contracts to ensure legitimacy and salary in line with the very minor wage gap identified	Complete	Fixed Term Contracts were reviewed and are reviewed annually	Fixed term contracts have been reviewed and the recruitment policy updated.	Completed	Executive / People & Culture / Managers	X	X	X		X
Review recruitment and selection policies and process in relation to gender, interview panels, and bias in the recruitment process and train managers about bias in recruitment practices	Complete	Recruitment and selection training has been provided to Managers, however more is identified and will continue to be provided.	Training completed, no complaints about bias,	Completed	Executive / People & Culture	X	X	X		X
Create a more transparent recruitment process for middle to senior management positions and clear processes to take opportunities to act up in these positions for all genders	In progress	Career pathways are clear to middle to senior management positions and EOIs are sent out for positions, such as Nurse Unit Managers and Directors of Nursing. The Recruitment and selection policy includes fixed term employment. Efforts to track and retain data for secondments and reporting is in progress to be completed by June 2024 per the GEAP.		In Progress - 30 June 2024 in GEAP for the formal reporting mechanisms	Executive / People & Culture	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:

- 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

X resourced through the People & Culture Team

X Governance oversight by the Executive Director of People, Culture & Experience, Chief Executive Officer, and Board of Directors

Workplace Gender Equality Indicators

Table 3 - Workplace gender equality indicators progress

Required		Required	Recommended							Recommended
Indicator	Confirm if progress made	Progress description	Factors							Factors discussion
			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>Confirm if progress made Indicate whether your organisation has made progress in relation to the workplace gender equality indicators. Use the drop-down menu in the cell to select 'yes' or 'no.'</p>	<p>Progress description 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. See the Factors key to the right of this table for a description of each factor.</p>							<p>Factors discussion If you have selected 'yes' to any of the factors in the recommended columns to the left, you are encouraged to complete this column. This column allows you to discuss each factor that has affected your organisation's progress in relation to any of the workplace gender equality indicators.</p>
Indicator	Confirm if progress made	Progress description	a	b	c	d	e	f	g	Factors discussion
Gender composition of all levels of the workforce	Yes	<p>In our 2021 audit, we had a workforce of 575 people. 502 employees were women and 73 employees were men. The 2021 People Matter Survey data demonstrated a similar percentage of men and women, and a the PM Survey identified a small percentage of staff with many identifying as 'non-binary' or gender diverse and 75% of respondents selecting 'prefer not to say' when completing gender questions in the survey. The 2021 data showed that the workforce was predominantly women, although the workforce was predominantly male from our middle to senior management levels.</p> <p>In our recent internal audit in February 2024, we currently have a workforce of 654 people. 563 employees are women and 89 employees are male and 2 self-identify. While our current data shows that our workforce is predominately women, there has been an increase in men join our workforce. Further, our middle management includes more women.</p> <p>Our Executives in conjunction with the Board of Directors and workforce have updated our Gender Equity Commitment Statement that is communicated and advertised internally and externally via our social media platforms to encourage employment applications from peoples of all genders, cultures, backgrounds and abilities. GSBS has developed a yearly calendar of an array of celebration days linked back to gender, diversity, culture, and other intersectionality areas based upon celebration days that are important to our workforce. In 2024, GSBS has commenced liaising with the Gippsland Pride Initiative Inc stakeholder to investigate the implementation of the Rainbow Tick Accreditation program.</p>	yes	no	no	yes	yes	no	yes	

Factors key:	
a.	The size of the defined entity, including the defined entity's number of employees.
b.	The nature and circumstances of the defined entity, including any barriers to making progress.
c.	Requirements that apply to the defined entity under any other Act, including an Act of the Commonwealth.
d.	The defined entity's resources.
e.	The defined entity's operational priorities and competing operational obligations.
f.	The practicability and cost to the defined entity of making progress.
g.	Genuine attempts made by the defined entity to make progress.

Gender composition of governing bodies	Yes	<p>Gender composition of the governing body in June 2021 demonstrated that our board gender composition was more gender diverse than our workplace, however still had more women (64%) than men (36%).</p> <p>In 2022, GSHS worked on strategies to attract and retain men and gender diverse employees to join GSHS for greater gender balance. GSHS completed a workforce and recruitment plan which includes a gendered approach to recruitment, resulting in an increase in the overall % of men and gender diverse employees at GSHS.</p> <p>GSHS has commenced liaising with the Gippsland Pride Initiative Inc stakeholder to investigate the implementation of the Rainbow Tick Accreditation program.</p>	yes	no	no	no	yes	no	yes	
Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender	Yes	<p>From the 2021 data submitted, there was no concerning wage gap, and where gaps exist, the gap appeared to favour of women at GSHS. As GSHS follows the relevant Enterprise agreements, there are no gender-based pay gaps based on discretionary payments, and there are low instances of additional remuneration above and beyond entitlements in the Enterprise Agreements.</p> <p>In June 2022, GSHS has reviewed and adjusted all fixed term contracts to ensure legitimacy and salary in line with the very minor identified wage gap. The GSHS Recruitment and Selection Policy has been revised to ensure comprehensive fixed term contract practices. In 2023, GSHS were provided with provided with recruitment and selection training.</p> <p>In 2023, GSHS reviewed our Gender Equity survey data to identify strategies to encourage more women to engage in senior positions.</p>	no	yes	yes	no	yes	no	yes	
Sexual harassment in the workplace	Yes	<p>GSHS did not receive any informal or formal complaints of sexual harrassment between 1 July 2020 and 30 June 2021. In the 2021 People Matters Survey, 5% of participants (7 employees) reported that they had experienced sexual harrassment at GSHS. In the 2023 People Matter Seurvey, similar results to the 2021 survey showed that 5% of participants had experienced sexual harrassment at GSHS. Currently, GSHS has a confidential sexual harrassment reporting system that all our workforce are encouraged to use. From implementing these surveys and interventions, we are able to gain an understanding and percentage of sexual harassment reports matters that have occurred and been reported in our workplace. Since the 2023 People Matter Survey results, we have put together some actions to focus on minimising this area that includes ensuring compliance with Sexual Harassment training, communicate regularly via Staff Forums displayed posters around both campuses and through out staff newsletters that GSHS as Zero Tolerance policy for sexual harassment, continue to ensure all complaints regarding Sexual Harassment are dealt with as Serious Misconduct following the Fair Work Act 2009 (Cth) definition, provide training and support managers and employees to recognise, label and deal effectively with sexual harassment and continue implementation of the compliance requirements for the 'Positive Duty under the Sex Discrimination Act 1984' (Cth).</p>	no	no	no	yes	yes	no	yes	
Recruitment and promotion practices in the workplace	Yes	<p>From 1 July 2020 to 30 June 2021, 80% of GSHS's new employees were female, 20% were male and 0% identified as a self-described gender. The People Matters Survey provided a positive culture at GSHS towards varied cultural backgrounds, aged groups and sexes/genders, however Senior Leaders identified that the workplace needs to work towards understanding the commitment the Executive have in diversity and inclusion in the workplace and need to understand why the workforce believes there is a less positive culture towards Aboriginal and Torres Strait Islanders, employees who identify as LGBTIQ+, and employees with a disability. In 2022, GSHS reviewed and revised our Recruitment Selection plan to ensure comprehensive, equitable, and transparent opportunities for secondments in middle to senior management positions experiencing a positive impact. GSHS has commenced liaising with the Gippsland Pride Initiative Inc stakeholder to investigate the implementation of the Rainbow Tick Accreditation program.</p>	no	no	no	no	yes	no	yes	

Availability and utilisation of terms, conditions and practices relating to: - family violence leave; and - flexible working arrangements; and - working arrangements supporting employees with family or caring responsibilities	Yes	<p>The 2021 People Matter Survey demonstrated that women at GSHS are predominately using flexible working arrangements. In 2021, there appeared to be a trend where women were using their paid leave entitlements, such as annual leave to work flexible hours, which may have had the potential to impact their ability to take time away from work to recharge and avoid burnout.</p> <p>The 2021 People Matter Survey results showed that GSHS supports employees in supplying adjustments, such as assessable communication technologies, flexible working arrangements and physical modifications. In 2023, GSHS created a new flexible working arrangement policy and procedure. GSHS also created a training package for flexible working arrangement decision makers to ensure they understand legislative and policy requirements.</p> <p>In the 2023 People Matter Survey, 87% of participants said that their manager supports their working flexibility. 83% of participants said that if they were confident that they requested a flexible work arrangement, it would be given due consideration. This showed a 7% increase from the parent group 2023 category in comparison. In both the 2021 and 2023 People Matter Survey results, it showed that GSHS continues to increase in more flexible working arrangements and the workforce are more satisfied with the outcome of requests for flexible working arrangements.</p>	no	yes	no	yes	yes	no	yes	
Gendered segregation within the workplace	Yes	<p>In our 2021 audit, we had a workforce of 575 people. 502 employees were women and 73 employees were men.</p> <p>The 2021 People Matter Survey data demonstrated a similar percentage of men and women, and the PM Survey identified a small percentage of staff who many identify as 'non-binary' or gender diverse, with 75% of respondents selecting 'prefer not to say' when completing gender questions in the survey.</p> <p>The 2021 data showed that the workforce was predominantly women, although the workforce was predominantly male from our middle to senior management levels.</p> <p>In our recent internal audit in February 2024, we have a workforce of 575 people, 502 employees are women, 73 employees are male and 2 self-describe or identify.</p> <p>In 2022, GSHS Executives created a Gender Equity Commitment statement which is communicated to the GSHS workforce. GSHS continues to work towards closing the gender segregation gap by occupation by our current Gender Equity Action Plan.</p>	yes	no	no	no	yes	no	yes	