



## Fact Sheet:

### Gender Equality Act 101

Data helps us understand where change is needed and what is changing over time. This is where a gender audit comes in. It will help your workplace measure its progress towards gender equality and importantly, see what is working and what is not.



#### What does the Gender Equality Act require?

Victorian public sector organisations with 50 or more employees must report on what they are doing to meaningfully progress gender equality in their workplace. If the act applies to your workplace, you must:

- Base your workplace gender audit on data at 30 June 2021, and aim to complete it by 31 July 2021.
- Include the results of the audit in your Gender Equality Action Plan and develop strategies and measures to make change based on the results. You will need to do this every four years.
- Complete your Gender Equality Action Plan by 31 October. We recommend allowing at least 20 working days to prepare, collect and analyse the data you need for the audit.



#### Resources

Gender Equality + Workplaces: An Overview of Victoria's Gender Equality Act (PDF) – [womenshealthbsw.org.au/genderequality-act](https://womenshealthbsw.org.au/genderequality-act)

Workplace Gender Auditing – [genderequalitycommission.vic.gov.au/workplace-gender-auditing](https://genderequalitycommission.vic.gov.au/workplace-gender-auditing)

#### What is a gender audit?

A gender audit is an essential part of helping your workplace understand how its structures, policies, systems, and practices are performing when it comes to promoting gender equality. An audit will help your workplace establish a baseline which can be used to:

- Identify any gaps and areas for improvement.
- Shine a spotlight on the challenges your workplace needs to address in its workplace Gender Equality Action Plan.
- Measure your workplace's progress and understand what strategies have been successful.

Publicly reporting your gender audit data can feel daunting, but it is also an opportunity to make your workplace more transparent and accountable to its employees and the community.



#### Resources

Workplace Gender Audit 2021: Guidance for Defined Entities (PDF) – [genderequalitycommission.vic.gov.au/workplace-gender-auditing](https://genderequalitycommission.vic.gov.au/workplace-gender-auditing)

## What does the workplace audit need to include?

You will need to draw on two types of data to complete your audit. The first is workforce data extracted from your internal data collection systems. The other is employee experience data which can be taken from the People Matters Survey or can be based on the survey template from the Commission. You will also need to ensure you:

- Break your data down separately for women, men and gender-diverse people (gender disaggregated) against each of the workplace gender equality indicators:
  - › gender pay equity
  - › gender composition at all levels of the workforce
  - › gender composition of governing bodies
  - › workplace sexual harassment
  - › recruitment and promotion
  - › gendered work segregation
  - › leave and flexibility
- Consider how gender inequality may be compounded by disadvantage or discrimination someone might experience based on other factors such as age, disability or ethnicity (intersectionality).



### Resources

Workplace Gender Equality Indicators - [genderequalitycommission.vic.gov.au/workplace-gender-equality-indicators](https://genderequalitycommission.vic.gov.au/workplace-gender-equality-indicators)

Intersectionality in gender equality - [vic.gov.au/gender-equality-baselinerreport/intersectionality-gender-inequality](https://vic.gov.au/gender-equality-baselinerreport/intersectionality-gender-inequality)

Workplace Gender Audit 2021: Guidance for Defined Entities (PDF) - [genderequalitycommission.vic.gov.au/workplace-gender-auditing](https://genderequalitycommission.vic.gov.au/workplace-gender-auditing)

## Tips to consider before you begin your audit

1. Invest time and resources into your workplace gender audit. Yes, it is mandatory, but a gender audit is also an opportunity to create positive change, and given any policies, programs or services seeking funding in Victorian budgets will be subjected to gendered analysis, these audits will help make your organisation more efficient and competitive if done properly.
2. Privacy is paramount! Before you begin collecting data you must ensure you have protocols in place to protect the safety and anonymity of your staff.
3. When you collect data for the gender audit, it is important that you provide three options - women, men and self-described gender. A person with a self-described gender may identify as non-binary, trans, gender diverse, agender, genderqueer, genderfluid or using any other term, so it is important that you provide an option for them to respond with what they prefer, not just a tick-box.
4. The Victorian Gender Equality Commission has ready-made templates available for your workplace to use. Always check the website to make sure you are using the latest version.

## Who can help?

WHWBSW have years of expertise and experience progressing gender equality in the Barwon South West region. Our staff can:

- Provide confidential one-on-one consultations to help answer any questions you have and work through any problems you may encounter.
- Run training sessions for small groups.
- Present to your Board, senior leaders and/or staff.
- Provide evidence-based resources and practical examples of how your workplace can get the most out of the audit while meeting its obligations.

## Tools and templates

Commission for Gender Equality in the Public Sector website [genderequalitycommission.vic.gov.au/workplacegender-auditing](https://genderequalitycommission.vic.gov.au/workplacegender-auditing)

- Workplace Gender Audit 2021 - Indicative Reporting Template (Excel)
- Workplace Gender Audit 2021 - Employee Experience Survey Questions
- Workplace Gender Audit 2021 - Practice Note: Gender Equality Employee Survey

## Contact

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