

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>
Ports Victoria Maritime Equity Program	Program	<p>Ports Victoria undertook a unique recruitment campaign with the launch of the Maritime Equity Program in February 2023. This program was specifically designed to enhance the diversity of our organisation and increase female representation in the maritime industry where women represent 1.2% of the workforce worldwide. Through engagement with industry experts in Vessel Traffic Services training delivery and the wider Women in Maritime network in Australia, PV developed an Ab Initio Maritime Training Program that recruited and trained 5 women in Vessel Traffic Service Officer roles, initially in Geelong. We believe this is the first program of its kind in Australia. "Ab initio training" provides an opportunity for those with no previous background in a field to be trained in all aspects of a role and to gain experience over a period of time before attaining certification. Traditionally recruits in this field have many years of seafaring experience and come with relevant qualifications in senior roles aboard ships. Our candidates were trained on the job in all aspects of VTS operations, partnered with existing experienced team members, were mentored by leading women in the maritime industry and underwent formal training aspects through the Australian Maritime College and other accredited organisations. Commencing at a trainee level the recruits underwent an intensive six-month program. Upon successful completion they became fully fledged Vessel Traffic Services Officers as part of the Ports Victoria team.</p>	New	Yes	<p>The program was developed in partnership with the Women in Maritime group and they provided support along the way in areas such as development of training materials, advertising materials and providing coaching/mentoring. A full review of the program is currently being undertaken through the independent consultant to look for further opportunities to improve the current workplace and to expand the program for future success.</p>	Yes	<p>Advertising promoted application by women and gender diverse candidates utilising conditions of the EEO Act to enable a positive program to be established. As part of recruitment activity we reached out to local community groups, such as First Nations groups, in order to broaden the field and encourage participation.</p>
Active Recruitment Target	Policy	<p>PV is actively progressing improvements in its recruitment processes. In addition to the Maritime equity program targeted at VTSO's, there has been a genuine effort to increase the gender representation across the business and in two years we have increased female representation from 14.47% to 27.67%. This is a significant advancement towards our Target of 35% women by 30 June 2025 (in an industry where women represent 1.2 percent of the seafarer work force worldwide).</p>	New	Yes	<p>We continuously review our recruitment activities looking to improve the quality of information and opportunity presented to encourage a diverse range of candidates.</p>	Yes	<p>See above as this approach is now applied to all recruitment campaigns.</p>
Leadership Development and executive coaching	Program	<p>There was significant investment in leadership development in 2023 providing opportunity for 54 of approximately 80 staff to attend. This program included opportunities to provide emerging female mid-level managers with the opportunity to lead projects identified through the program. It also provided executive coaching for female leaders in the executive leadership team and senior management team. These projects aim to enhance the overall work and cultural environment at PV. Both the CEO and Chair of the PCR Committee have promoted gender equality matters and supported all activities.</p>	New	Yes	<p>The leadership program was a significant activity. Originally intended for business leaders it was made available to all employees with 54 participating. Key projects resulting from the program are led by key women in the business.</p>	Yes	<p>Genuine efforts made to ensure the program was accessible to everyone.</p>
First Nations Action Plan	Program	<p>PV is progressing development of an organisation specific First Nations Action Plan. The objectives of the program include providing a culturally safe workplace developed in consultation with Aboriginal and Torres Strait Islander peoples and achieving a 2% staff representation. We have sponsored 3 scholarships per year for 3 years through the Department of Transport and Planning's Aboriginal and Torres Strait Islander employment program</p>	New	Yes	<p>Planning has advanced quickly with the addition of a Specialist Advisor, ESG and Heritage to the team and with direct support from the Board. We are actively engaged with traditional owner groups to help establish an effective and meaningful plan.</p>	No	
Employee benefits & value ('Family First' Culture)	Policy	<p>We have a broad range of flexible work arrangements and ensure staff on these arrangements have access to meaningful work. We can genuinely state that we succeed in this area as we find ways to support flexibility without impacting the level of contribution of employees. There is no detrimental impact on how their value and contribution to the organisation is seen. All of our administrative staff (approx 50 people) have some form of workplace flexibility in place. PV Provides flexible parental, carer and family violence leave regardless of gender and promotes flexible working arrangement options regardless of gender. Overtime and shift arrangements access is provided equally to male, female and gender diverse employees. Leadership and professional development opportunities are provided through flexible means.</p>	New	No action taken	<p>No action has been taken as this policy has now been established for a period of time and the flexible approach is a natural part of how we go about our business. It is actively promoted.</p>	Yes	<p>The options are available to everyone and can be tailored to individual needs.</p>

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 indicator(s)						
						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 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	6	7
<p>Promote the role of CEO and the Chair PCR Committee as champions for gender equality and the Ports Victoria's vision and commitment as a gender equality organisation through public statement, the Ports Victoria's website and internal and external communications. Role-model a commitment to women in leadership and diversity, within the organisation and with business partners. Incorporate gender equality, diversity and inclusion in plans, frameworks, strategies, policies, procedures and rules as these documents are reviewed.</p>	Ongoing	Both the CEO and Chair of the PCR Committee have actively promoted gender equality matters and actively supported all activities. In addition the technical leaders in our maritime operations - our Harbour Masters - were instrumental in the establishment of our Maritime Equity Program. We are currently awaiting the commencement of a new CEO and will seek opportunities to continue to promote positive actions in all aspects of our work. Status recognises that this is an approach that needs to be an ongoing mindset within the organisation.	We are fortunate to have leaders that positively promote inclusion and diversity in a natural manner. There is more to do on a broader level but there is a strong foundation and commitment.	This is an ongoing activity that needs to be applied continuously.	CEO, PCR Chair, senior managers and P&C	Y	Y	Y	Y	Y	Y	N
<p>Provide a culturally safe workplace guided by a Cultural Safety Framework developed in consultation with Aboriginal and Torres Strait Islander peoples. Pay respect to Aboriginal and Torres Strait Islander people and work with community for recruitment and community consultation, planning and development.</p>	In progress	Ports Victoria has added a new role dedicated to environment, social and governance (ESG) matters. This new role is actively engaging with a number of traditional owner groups in core office locations. Cultural awareness training is being provided to all PV people, including Board members from February through April 2024.	The addition of a dedicated ESG expert has seen great strides made in recent times as we roll out training and develop a specifically designed action plan.	All staff trained in cultural awareness by 30 June 2024. Establishment of a self determination action plan by 31 December 2024.	P&C and Specialist Advisor ESG	N	N	N	N	N	N	N
<p>Ensure language and images in all Ports Victoria's internal and external documents and communications are diverse and follow LGBTIQ+ inclusive language guidelines. Use gender neutral job advertisements, interview invitations, specific recruitment and selection criteria and structured interviews. Continue to implement language that is gender-neutral and inclusive (gender decoder) when writing/reviewing position descriptions and advertisements.</p>	Ongoing	All recruitment related activities have been improved, with specialist advice received on language in advertising. There are opportunities to review internal communication documentation. Resourcing levels restrict speed of progress.	More work required but given resourcing progress is steady.	This is an ongoing activity that needs to be applied continuously.	P&C and Communications	Y	N	Y	Y	Y	N	Y
<p>Strive for gender-balanced composition of executive, senior managers, managers, total workforce (by business units/team/location). Establish processes for recruitment of Committees and Working Groups internal to Ports Victoria that provide equitable opportunities for broader gender and intersectional representation.</p>	In progress	Genuine progress is being made in enhancing the diversity of Ports Victoria as demonstrated through the Maritime Equity program and the notable increase in gender diversity of the organisation over the last two years.	Excellent progress over the last two years increasing from 14% to 27% gender diversity.	Target of 35% women by 30 June 2025 (in an industry where women represent 1.2 percent of the seafarer work force worldwide).	P&C and ELT	Y	Y	N	N	Y	N	Y
<p>Consider gender equality, diversity and inclusion costs in annual budget preparations and ensure the infrastructure is in place to support a more inclusive and flexible workplace. Invest in frontline leadership capabilities to drive cultural change. Establish a formal mentoring program to assist women in mid-level roles to access high level positions in government. Ensure experience in key roles with support through life transitions.</p>	In progress	There was significant investment in leadership development in 2023 providing opportunity for 54 of approximately 80 staff to attend. This program included opportunities to provide emerging female mid-level managers with the opportunity to lead projects identified through the program. It also provided executive coaching for female leaders in the executive leadership team and senior management team. These projects aim to enhance the overall work and cultural environment at PV	The 2023 program was a significant investment by PV and has had a very positive impact. 54 of 80 employees participated with 5 female leaders leading projects identified through the program. Post program evaluation to take place in march 2024.	No target date, options to be considered at all budget reviews.	P&C, ELT and Finance Manager	N	N	Y	N	Y	N	Y
<p>Analyse the gender composition of each organisational structural level and, between business units and teams, develop strategies to address areas of gender and intersectional factor inequality and increase diversity and inclusion. Establish a policy of salary on commencement at base level and guidelines for any negotiation above base for preferred candidates to ensure it follows a standard gender equity approach. Provide flexible work arrangements at all levels of employment to encourage more women into the organisation.</p>	In progress	The increase in gender diversity over two years is a very positive step forward, having doubled the percentage of female representation. Recruitment has occurred at all levels of the organisation with specialised programs introduced. We have a highly flexible workplace that supports all staff in balancing their life commitments.	Female employment doubled in a male dominated industry.	No target date - should be a part of the way we operate.	P&C	Y	Y	Y	N	Y	N	Y
<p>Ensure the working environment is inclusive of gender and intersectionality needs, with new staff and existing staff appropriately supported. Ensure gender equality principles are applied to employee lifecycle frameworks and initiatives and that everyone is encouraged and confident to actively participate in meetings and forums. Ensure all employees have access to appropriate facilities, equipment and uniform based on their needs that do not make them feel vulnerable or disrespected. Develop and implement people at work awareness guidelines for LGBTIQ+ people, disability and culturally and linguistically diverse communities. Communicate and consult with people with physical disabilities, vision impairment, hearing impairment, intellectual disability, mental health issues, and people with communication or speech difficulties.</p>	Ongoing	Limited specific steps have been implemented to date but these areas are addressed through our overall approach and genuine efforts are made to ensure all staff have every opportunity to contribute.	Hard to measure specifics of this objective as actions are contained within other action points.	This is an ongoing activity that needs to be applied continuously.	P&C and ELT	Y	N	N	Y	Y	Y	Y

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. Sexual harassment in the workplace
4.	Recruitment and promotion practices in the workplace.
5.	Availability and utilisation of terms, conditions and practices relating to: - family violence leave - flexible working arrangements - working arrangements supporting employees with family or caring responsibilities
6.	Gendered segregation within the workplace
7.	

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	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 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	6	7
Manage teams to ensure the organisation provides additional training and access to resources on gender equality and increases awareness of intersectional factors so that teams can support inclusion and diversity. Provide support and guidance to all staff when reviewing plans, frameworks, strategies, policies, procedures and rules, and make recommendations on the implications of gender and intersectional factors. Incorporate an understanding of gender equality and intersectional factors into an induction program and provide regular and ongoing training across the areas including being an active bystander, unconscious bias, and Preventing Violence Against Women (PVAW).	Not started	Resourcing limitations have prevented any specific development of this action item at this time.	Limited progress to date.	30-Jun-25	P&C and ELT	N	N	N	Y	Y	Y	Y
Establish gender targets and use these targets to inform attraction, engagement and retention strategies, including specific and intensive recruitment efforts such as secondments and supporting communities affected by multiple forms of disadvantage and discrimination. Strive for gender and intersectional balance composition of employees of different ages, including older women, joining the organisation (by business units/team/location). Ensure all recruitment processes use a gender-balanced interview panel. When using recruitment agencies ensure they are adhering to the Ports Victoria's gender equality requirements and reporting on gender splits in the shortlisting and interviewing process. Recruit people with disability following the guidance on disability employment basics, fundamentals for organisations, recruiting people with disability and getting your workplace ready. Review organisation structures to seek opportunity to introduce entry level positions that can attract more diverse candidates.	In progress	Although specific targets were not established our approach includes all of these requirements and has been highly successful over the last two years in not only increasing gender representation but also diversity of age, culture and life experiences.	The business has made strong inroads without the need for targets with female employment doubled in the organisation.	becoming a standard way of approaching how we engage.	P&C and ELT	Y	Y	N	N	Y	Y	Y
Challenge traditional views of merit in recruitment and promotion assessment and evaluation. Provide mentoring and support programs for women seeking promotion. Provide the same benefits, training and promotional opportunities to women on flexible work and leave arrangements as other employees. Strive for gender and intersectional balance in promotion practices.	Ongoing	We are proactive in seeking opportunities to broaden the diversity of the organisation through recruitment practices. Opportunities for development and promotion are available to all.	see above	this is an ongoing activity that needs to be applied continuously.	P&C and ELT and hiring managers	Y	Y	N	N	Y	N	Y
Investigate the establishment of a graduate program, either in-house or in partnership the Department of Transport, that provides work placement opportunities for diverse graduates in fields such as engineering. Work in partnership with the Geelong Aboriginal Employment Taskforce and the DoT Aboriginal Employment Working Group to identify opportunities for placement of Aboriginal and Torres Strait Islander peoples by traineeship, scholarship or other suitable program.	Void/cancelled	We are not large enough to establish a graduate program. We have sponsored 3 scholarships per year for 3 years through the Department of Transport and Planning's Aboriginal and Torres Strait Islander employment program	Objective removed however we found an alternative way of being supportive across the broader portfolio. 3 scholarships per year over 3 years for Aboriginal and Torres Strait Islanders.	withdrawn	NA	N	N	N	N	N	N	N
Ensure employee engagement/ culture surveys allow for meaningful consultation, including measures of employees' sense of inclusion by gender diversity and intersectionality factors with disaggregated reporting of data. Conduct gender analysis of inflows and outflows of staff (voluntary and involuntary) by business units/team/ location to identify hotspots and incorporate into recruitment and/or retention strategies. Continue to complete gender impact assessments on policies, programs and services that have direct and significant impact on the public.	Ongoing	We participate in the annual People Matter Survey and take action on results which address diversity factors. We also undertake an internal engagement survey to identify specific areas for improvement.	Survey results have been positive in all areas and we have genuinely taken action on areas identified for improvement.	this is an ongoing activity that needs to be applied continuously.	P&C	N	N	N	Y	N	Y	N
Review remuneration policy with clear and transparent processes, including objective criteria for allocating benefits, with all remuneration linked to objective performance measures that consider gender. Conduct transparent annual gender pay equity audits and seek to eliminate inequities with continual monitoring and review of pay practices that can lead to gender-based pay inequities. Consider gender pay differences when hiring new staff, allocating remuneration packages and pay rises. Quantify the gender pay gap and establish mechanisms to reset the baseline. Examine how the Enterprise Agreement can be expanded to ensure greater workplace equity and flexibility.	In progress	These aspects have been considered through enterprise agreement negotiations. Our pay scales are largely defined within government parameters but we continue to look at ways of enhancing staff benefits to provide greater flexibility and reward.	This is difficult to measure. There has been an increase in our gender pay gap but this can be attributed in large to the establishment of the MEP. This recruitment campaign engaged 5 women with no experience whatsoever in the maritime industry to be trained and engaged in vessel traffic service operations. Due to their inexperience they began at the lowest increment level. Although paid at the same classification as experienced operators the starting increment impacts the pay gap figures. They will progress over time. Given the industry averages only 2% of women in operation areas our 50% balance within the Geelong operations teams is a significant achievement and warrants the remuneration gap. The long term benefits are notable.	30 June 2025 to be embedded	P&C, CEO and CFO	N	N	Y	N	Y	N	Y

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.
	Sexual harassment in the workplace
4.	Recruitment and promotion practices in the workplace.
5.	Availability and utilisation of terms, conditions and practices relating to:
	- family violence leave
	- flexible working arrangements
	- working arrangements supporting employees with family or caring responsibilities
	Gendered segregation within the workplace
7.	

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 indicator(s)						
						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 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	6	7
Ensure employees on flexible work arrangements have access to meaningful and quality work. This includes the same benefits, training and promotional opportunities as other employees. Support carers to return to work after parental leave and take steps to minimise disruption to their career progress.	Complete	We have a broad range of flexible work arrangements and ensure staff on these arrangements have access to meaningful work. They continue to contribute at the high standards they have previously and steps are taken to ensure that can be achieved whilst considering their needs.	We can genuinely state that we succeed in this area as we find ways to support flexibility without impacting the level of contribution of employees. There is no detrimental impact on how their value and contribution to the organisation is seen. All of our administrative staff (approx 50 people) have some form of workplace flexibility in place.	complete	P&C	Y	N	N	N	Y	Y	Y
Provide flexible parental, carer and family violence leave regardless of gender. Promote flexible working arrangement options highlighting different genders. Review overtime and shift arrangements to make sure access is provided equally to male, female and gender diverse employees. Ensure leadership and professional development opportunities are provided through flexible means allowing an equal number of opportunities for participation.	Complete	All of these are an established part of our approach and apply every day. We provide twice the required amount of family violence leave.	We have strong policies, procedures and support in place.	complete	P&C	Y	N	N	N	Y	Y	Y
Develop a communication plan that supports reinforcement of messaging from CEO and ELT on a zero tolerance approach to harassment, discrimination, unfair treatment, and sexism. Ensure a clear process exists for an employee or by-stander to report unwanted or offensive behaviour in the workplace, and at work-related social activities, confidentially and without fear of reprisals, with appropriate action. Ensure there are no requirements about employee appearance that might make people feel disrespected, vulnerable or deprived of lacking opportunities.	Ongoing	All senior leaders demonstrate and promote the values of the organisation and promote the need for appropriate behaviours. Any concerns raised are addressed in a timely and appropriate manner.	Further work required in specific communication events but the ELT demonstrate the values and support diversity at every opportunity. No complaints relating to discrimination or harassment (including sexual) have been received.	this is an ongoing activity that needs to be applied continuously.	P&C and Communications	N	N	N	Y	N	Y	N
Develop and implement a program of activities and events to engage and support informal learning and build awareness of gender equality and intersectional factors, including International Women's Day and LGBTIQIA+ festivals and events, and significant cultural events including National Reconciliation week and NAIDOC week. Develop and distribute an internal campaign and tools that clearly articulate what sexism and discrimination looks like and how to call out and prevent it.	Ongoing	We actively promote attendance of all employees at International Women's Day events. We are in the process of refreshing training activities in areas of diversity and appropriate workplace behaviours and they will be provided to all staff members. Our new internal website is in development phase and will provide an opportunity to establish communication campaigns promoting events and talking about workplace concerns to a broad audience.	There is a need to broaden involvement, promotion of more events beyond IWD but the business is open to being supportive. Resourcing impacts the ability to communicate broadly at times. All staff regularly undertake training in appropriate workplace behaviours.	this is an ongoing activity that needs to be applied continuously.	P&C	N	N	N	Y	N	N	N

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.
	Sexual harassment in the workplace
4.	Recruitment and promotion practices in the workplace.
5.	Availability and utilisation of terms, conditions and practices relating to:
	- family violence leave
	- flexible working arrangements
	- working arrangements supporting employees with family or caring responsibilities
	Gendered segregation within the workplace
7.	

Resourcing your GEAP

Table 2.2 - Allocation of resources to implement the strategies and measures in your GEAP
Recommended
<p>You might consider some or all of the following, in addition to any other aspects you consider relevant:</p> <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
<p>Implementing actions of the plan is led by the Executive Leadership team with day-to-day activity the responsibility of the People and Culture Advisor. Employees are encouraged to contribute and some provide assistance voluntarily. Officially the P&C advisor is the only dedicated resource and there is an opportunity to improve activity by expanding the team which is currently under consideration.</p>

Workplace Gender Equality Indicators

Table 3 - Workplace gender equality indicators progress			Recommended							Recommended
Required	Required	Required	Factors							Factors discussion
Indicator	Confirm if progress made	Progress description	a	b	c	d	e	f	g	Factors discussion
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.	Indicate whether your organisation has made progress in relation to the workplace gender equality indicators. Use the drop-down menu in the cell to select 'yes' or 'no.'	Demonstrate your progress in relation to each workplace gender equality indicator. In this column, please explain why you believe changes in your data do or do not represent progress against each indicator. Refer explicitly to quantitative changes in the data between your previous workplace gender audit and your progress audit. If you wish, you may also make reference to any strategy or measure from your GEAP that supported, or was designed to support, progress against that indicator.	Indicate below whether or not one of these factors has affected your organisation's progress against each indicator. You are encouraged to reference these factors in your discussion in column L. See the Factors key to the right of this table for a description of each factor.							If you have selected 'yes' to any of the factors in the recommended columns to the left, you are encouraged to complete this column. This column allows you to discuss each factor that has affected your organisation's progress in relation to any of the workplace gender equality indicators.
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	There has been a genuine effort to increase the gender representation across the business and in two years we have increased female representation from 14.47% to 27.67%	Yes	No	No	Yes	Yes	No	Yes	We have seen growth within the organisation which has created better opportunities to improve gender representation. Our Maritime Equity program introduced 5 women to our operations space in an area that previously had only one woman.
Gender composition of governing bodies	Yes	There has been little change in the Board membership with one woman exiting and not being replaced. This results in a balanced Board of 3 women and 3 men.	No	No	No	No	No	No	No	
Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender	Yes	All classification levels of the organisation are balanced and pay is determined on the complexity of the position not the incumbent. Any variations are incremental progression within a band based on either years with the organisation or breadth of experience upon engagement.	No	No	No	No	No	No	No	
Sexual harassment in the workplace	Yes	The People Matter Survey in 2023 reported no instances of experiencing or witnessing sexual harassment. This is an improvement on the previous report of 6% of respondents having seen/experienced such behaviour.	No	No	No	No	No	No	No	
Recruitment and promotion practices in the workplace	Yes	We undertook a targeted campaign utilising conditions within the EEO Act to recruit five female trainees who are now fully qualified and engaged Vessel Traffic Services Officers. This is a field which traditionally has only about 2% female representation. Across the business now we have about 20% female VTSOs. In all recruitment campaigns we seek to encourage applications from as diverse a range of candidates as possible.	Yes	No	No	Yes	Yes	No	Yes	There was a need to increase the numbers within the Geelong based team and this provided the ideal opportunity to undertake a unique recruitment campaign that provided five women with no previous experience in the maritime industry a customised six month training program with a guarantee of ongoing work upon successful completion. All 5 are now fully blended team members operating at a high level.
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	Ports Victoria provides a genuinely flexible and supportive approach in these areas. We have a default position of 3 days in office and 2 from home with staff able to negotiate variances from there. Options such as compressed hours, varying times of work etc... are all options available. We provide 20 days of family violence leave, with the possibility of additional time if required, twice the required amount. We provide 5 days of compassionate leave per event above the specified 2 days in the enterprise agreement. There are also health and wellbeing initiatives in place which provide reimbursement to staff for undertaking wellbeing activities and to have annual medical assessments.	No	No	No	No	No	No	Yes	We are constantly looking for opportunities to support our team members in balancing their work and life obligations and genuinely consider all possible solutions to maintain our valued workforce. In addition we encourage access to the health and wellbeing initiatives, including services like EAP, to support the teams physical and mental wellbeing.
Gendered segregation within the workplace	Yes	We acknowledge that we work within an industry that for a significant period of time has been male dominated, particularly in the operational environment. We have been making genuine efforts to engage or develop women for all positions that arise and in particular for leadership roles. We have appointed a female Deputy Harbour Master and through a targeted approach engaged 7 female Vessel Traffic Service Officers where previously there was only one.	Yes	No	No	Yes	Yes	No	Yes	see note above regarding optimising the need to double the team size and engaging in a targeted recruitment campaign.

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.