

2022



**VICSES  
baseline  
workplace  
gender audit  
analysis - *Staff***

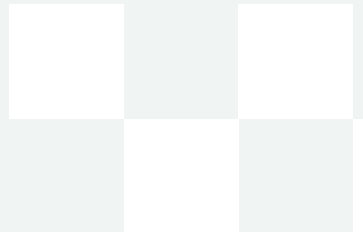




## Acknowledgement of Traditional Owners

Victoria State Emergency Service acknowledges the traditional owners of the lands and waters upon which we live and recognises their continuing connection to the land, air, and waterways.

We pay our respects to their Elders past, present, and emerging and extend this respect to all Aboriginal and Torres Strait Islander People.



## Baseline workplace gender audit analysis

Victoria State Emergency Service (VICSES) submitted our workplace gender audit data to the Commission for Gender Equality in the Public Sector on 26 November 2021.

An analysis of the data has been undertaken to develop this action plan, and below are key insights from this analysis against each gender equality indicator as described in the *Gender Equality Act 2020*.

The key gender equality indicators are:

1. Gender composition of the workforce
2. Gender composition of the governing body
3. Pay equity
4. Sexual harassment
5. Recruitment and promotion
6. Leave and flexibility
7. Gendered segregation

Additionally, VICSES participated in the Victorian Public Sector *People Matter Survey 2021*, with 117 VICSES staff completing the survey, which equates to a 43% participation rate. Employee experience data from the survey results has also been analysed and are presented below with considerations for the current state of VICSES workplace gender equality indicators.

### Indicator 1 – Gender composition of the workforce

The overall gender composition of VICSES's 274 employees on 30 June 2021 was:

- 120 Women (43%)
- 154 Men (56%)
- 0 Self-described gender (0%)

While new starters to VICSES have the option on new starter documentation to select Male, Female or Other, and our Human Resources Information System (HRIS) does allow for gender to be recorded as Male, Female or Non-specific, we do not currently have data recorded in our HRIS for employees with a self-described gender.

However, 3% of VICSES employees that completed the *People Matter Survey 2021* when asked to describe their gender selected 'Non-binary and I use a different term'. This could indicate that staff may not feel comfortable self-identifying a diverse gender identity, or it could be that staff are not aware of their ability to self-identify in formal VICSES documentation. This will need to be investigated to be understood fully and rectified appropriately.

Additional intersectional data includes:

- 15 individuals preferred not to say if they are Aboriginal or Torres Strait Islander (13%)
- 27 individuals preferred not to say if they were trans, non-binary, or gender diverse (23%)

The overall gender composition of the VICSES workforce, by employment basis (full time, part time and casual) is as follows:

	Women	Men	Self-described
Full time	80 (42%)	107 (57%)	0
Part time	16 (94%)	1 (6%)	0
Casual	24 (34%)	46 (66%)	0

As an overview, men hold the majority of full-time ongoing roles and hold 40% more of the full-time ongoing leadership roles than women. Men also hold more of the full-time fixed term roles, although only marginally. Slightly more women hold full-time fixed term leadership roles than men.

These statistics are broken down further in the following tables.

The gender composition of the workforce by level to CEO and/or other relevant classifications/groupings, is:

Position Title	Women	Men	Self-described
CEO	0	1 (100%)	0
Director	3 (75%)	1 (25%)	0
Manager	14 (30%)	33 (70%)	0
Staff	103 (46%)	119 (54%)	0

There are 52 leadership roles – CEO, Director, Manager – with 35 (67%) held by men and 17 (33%) held by women. Of the 222 staff roles, the majority of roles are held by men (54%), however women do represent a significant minority with 46% of the roles.

The gender composition of women and men employed by employment basis across age ranges is presented in the table below:

Employee Level	Employment basis	15-24 years			25-34 years			35-44 years			45-54 years			55-64 years			65+ years			
		W	M	S	W	M	S	W	M	S	W	M	S	W	M	S	W	M	S	
Manager	Full-time permanent/ongoing					3		4	7		3	8		1	8				4	
	Full-time contract (fixed-term)				2			2	1			1		2	1					
	Part-time permanent/ongoing																			
	Part-time contract (fixed-term)																			
	Casual																			
Staff	Full-time permanent/ongoing	1			10	4		13	10		13	16		10	19			2	3	
	Full-time contract (fixed-term)		1		5	3		4	10		4	5		1	1					
	Part-time permanent/ongoing				1			5			2			1						
	Part-time contract (fixed-term)				1			4			1			1	1					
	Casual	2	1		5	7		5	13		5	10		4	8			3	7	

Across age ranges, there are higher rates of men employed in full time ongoing leadership roles compared to women.

Women hold more full-time ongoing staff roles up to the age of 45 years, and then men hold higher numbers of ongoing roles from 45+ years of age.

The table below provides the percentage of respondents to the *People Matter Survey 2021* who agreed with the following statement, by gender:

**'There is a positive culture within my organisation in relation to employees ...'**

	Man	Self-described	Woman
Of different genders	79%	59%	63%
Who are Aboriginal and/or Torres Strait Islander	45%	53%	68%
From varied cultural backgrounds	74%	65%	80%
Of different age groups	71%	47%	71%
Who identify as LGBTIQ+	76%	47%	71%
With a disability	62%	41%	66%

Men responded with a higher level of positive agreement (agreed or strongly agreed) that there is positive culture in relation to employees of different genders (79%) than for the other intersectional factors.

Women were least likely to agree that there is a positive culture in relation to employees of different genders (63%), of all the intersectional factors surveyed.

While people with self-described gender identities had the second highest rate of positive agreement to the statement that there is a positive culture in relation to employees of different genders (59%), their response was the lowest of all genders.

This indicates that people with self-described identities view the culture towards different genders as generally more positive than towards other intersectional factors, however there is still work to be done to improve their overall experience of inclusion. As evidence of this, their response rate was approximately 10-20 percentage points lower across all intersectional factors when compared to men and women. The only exception is that men were least likely of all genders to perceive a positive culture in relation to Aboriginal and Torres Strait Islander People.

## Indicator 2 – Gender composition of the governing body

Victoria State Emergency Service (VICSES) is governed by a Board of Directors accountable to the Victorian Minister for Emergency Services.

The gender composition of the VICSES Board of Directors (as of June 2021) is provided in the table below:

Governing body position (Headcount)	Women	Men	Self-described
Chair	0	1 (100%)	0
Other members of governing body	5 (71%)	2 (29%)	0
TOTAL	5	3	0
Percentage	63%	38%	0

The majority of VICSES's board members are women. This is seen as a positive step towards further promoting and embedding gender equality into the culture of VICSES.



### Indicator 3 – Pay equity

The overall organisational gender pay gap is presented in the table below:

Classification by reporting level to CEO	Employee Level	Employment basis	Median Annualised base salary		Median Total remuneration		Mean Annualised base salary		Mean Total remuneration	
			Pay gap as %		Pay gap as %		Pay gap as %		Pay gap as %	
			W*	S^	W	S	W	S	W	S
		ALL	12.5%		14.4%		8.0%		12.2%	
		Full-time permanent / ongoing	11.9%		23.4%		12.4%		17.9%	
		Full-time contract (fixed-term)	-5.6%		-1.1%		-3.7%		-0.7%	
		Part-time permanent / ongoing								
		Part-time contract (fixed-term)	-2.0%		-2.0%		6.5%		6.5%	
		Casual	11.4%		11.4%		14.4%		14.4%	
0	CEO	ALL								
-1	Director	ALL	-0.5%		3.7%		0.7%		4.6%	
-2	Manager	ALL	0.0%		3.6%		-4.2%		3.0%	
-3	Staff	ALL	14.1%		14.1%		7.7%		10.7%	

\* Women

^ Self-described gender

The current gender pay gap across the Victoria public sector is 10.7%. VICSES has a slightly higher gender pay gap at 12.2% based on the mean total remuneration.

When looking at the gender pay gap across age ranges at VICSES, the pay gap increases for people 45+ years of age, particularly for women employed in full time ongoing capacity. The gap increases further when comparing mean annualised base salary with the mean total remuneration.

## Indicator 4 – Sexual harassment

There was one (1) formal sexual harassment complaint made by a VICSES staff member during the audit period.

The *People Matter Survey 2021* provides the percentage of survey respondents who reported experienced sexual harassment, by gender, as:

- Men – 0%
- Self-Described Gender – 18%
- Women – 7%

The following table provides the percentage of survey respondents who agreed with the following statements, by gender:

	Man	Self-described	Woman
I feel safe to challenge inappropriate behaviour at work	64%	53%	63%
My organisation takes steps to eliminate bullying, harassment, and discrimination	55%	38%	66%
My organisation encourages respectful workplace behaviours	76%	59%	76%

While men and women responded similarly to statements about feeling safe to challenge inappropriate behaviour and the organisation encouraging respectful workplace behaviours, respondents that identify with a self-described gender identity had lower levels of agreement on each statement.

It was also observed that at higher pay brackets (\$95,000 - \$125,000) men were more likely to positively agree that they feel safe to challenge behaviour (73%) and that VICSES takes steps to eliminate bullying, harassment, and discrimination (60%).

In contrast women at this pay bracket were less likely to agree with both statements (45% and 27% respectively).

Importantly, while these results are confronting, VICSES takes this information very seriously and actions have already been taken to try and address issues of bullying, harassment, and sexual harassment at VICSES. In 2021, VICSES engaged *Beyond Frontiers Consulting*, a third-party provider, to undertake a review into employee and volunteer experiences relating to sexual harassment and discrimination. A desktop review, meetings with key stakeholders, and confidential staff and volunteer interviews were conducted. Several areas of improvement were identified, including:

- Leadership and staff development and awareness raising
- Improved accessibility and visibility of relevant policies and procedures
- Improved risk assessment and reporting processes
- Review and simplification of conflict management and grievance handling processes.

From this, a program called *Be heard* was launched in 2021 and consists of an online resource hub for all staff and volunteers, staff and volunteer training, leadership training, confidential reporting options, and access to confidential specialist support and mental health support services.

Additionally, a *Diversity and Inclusion* page has been set up on the online member Hub to celebrate and communicate all D&I initiatives within the service. This allows our members to discover and support any number of gendered initiatives, and the page is regularly used to celebrate the LGBTIQ+ community.

## Indicator 5 – Recruitment and promotion

The following tables provide details about recruitment, promotions, career development training, higher duties, internal secondments and exits, by gender:

	Women	Men	Self-described	Total Employees
Recruited	23 (51%)	22 (49%)	0	45
Promotions	3 (100%)	0	0	3
Career development training	21 (55%)	17(45%)	0	38
Higher duties	29 (37%)	49 (63%)	0	78
Internal secondments	0	0	0	0
Exits	18 (37%)	31 (63%)	0	49

**Note:** current data capture methods do not allow for differentiation between higher duties and internal secondments; hence both have been recorded as 'higher duties'. It is likely that a majority of those on high duties are actually on an internal secondment. VICSES will be taking steps to better clarify and record role movements so that future reports more accurately represent staff experiences.

### Recruitment by employment level and employment basis:

Employment Level	Employment basis	Women	Men	Self-described	Total employees
Director	Full-time permanent /ongoing	1			1
	Full-time contract (fixed-term)				
	Part-time permanent /ongoing				
	Part-time contract (fixed-term)				
	Casual				
Manager	Full-time permanent /ongoing		3		3
	Full-time contract (fixed-term)	3	1		4
	Part-time permanent /ongoing				
	Part-time contract (fixed-term)				
	Casual				
Staff	Full-time permanent /ongoing	2			2
	Full-time contract (fixed-term)	6	9		15
	Part-time permanent /ongoing				
	Part-time contract (fixed-term)	3			3
	Casual	8	9		17



**Exits by employment level and employment basis:**

Employment Level	Employment basis	Women	Men	Self-described	Total employees
Director	Full-time permanent/ongoing		1		
	Full-time contract (fixed-term)				
	Part-time permanent/ongoing				
	Part-time contract (fixed-term)				
	Casual				
Manager	Full-time permanent/ongoing	3	5		8
	Full-time contract (fixed-term)	2	1		3
	Part-time permanent/ongoing				
	Part-time contract (fixed-term)				
	Casual				
Staff	Full-time permanent/ongoing	2	14		16
	Full-time contract (fixed-term)	5	7		12
	Part-time permanent/ongoing	1			1
	Part-time contract (fixed-term)	1			1
	Casual	4	3		7

**Percentage of survey respondents who agreed with the following statements, by gender:**

	Man	Self-described	Woman
My organisation makes fair recruitment and promotion decisions, based on merit	52%	26%	54%
I feel I have an equal chance at promotion in my organisation	40%	24%	51%
Gender is not a barrier to success in my organisation	71%	50%	63%
Being Aboriginal and/or Torres Strait Islander is not a barrier to success in my organisation	57%	53%	68%
Cultural background is not a barrier to success in my organisation	74%	65%	78%
Sexual orientation is not a barrier to success in my organisation	69%	53%	73%
Disability is not a barrier to success in my organisation	60%	47%	61%
Age is not a barrier to success in my organisation	69%	35%	76%

More men exited VICSES during the reporting period and approximately equal numbers of men and women were recruited. However, men were more likely to be recruited into full time ongoing leadership positions while women were more likely to be appointed to contract positions at the leadership level. Men were also awarded considerably more higher duties opportunities than women.

While almost equal numbers of men and women were recruited into staff roles, two women were recruited into full time ongoing roles and six into full time contract roles, compared to nine men recruited into full time contract roles. Women were appointed to slightly more part time contract and casual roles than men. Additionally, women earning \$95,000 - \$125,000 reported lower levels of agreement with the statement that cultural background was not a barrier to success (55%), and that disability was not a barrier (36%). These rates did not change significantly for men.

Notably, in the *People Matter Survey 2021*, people with self-described gender identities had considerably lower rates of positive agreement to questions regarding recruitment, promotion decisions, gender-based barriers to success at VICSES.

## Indicator 6 – Leave and flexibility

The proportion of the VICSES workforce using formal flexible working arrangements is 3%.

The following table indicates the gender composition of people at VICSES that access flexible work arrangements, parental leave and that have exited during parental leave:

	Women	Men	Self-described	Total Employees
Using formal flexible working arrangements, by gender	7 (78%)	2 (22%)	0	9
Gender composition of people in the organisation who have taken parental leave	10 (77%)	3 (23%)	0	13
Exited the organisation during parental leave	0	0	0	0

The proportion of the workforce using formal flexible working arrangements, by gender and level to CEO or other relevant classifications, is:

	Women	Men	Self-described	Total Employees
CEO				0
Director				0
Manager	1 (50%)	1 (50%)		2
Staff	6 (86%)	1 (14%)		7

Of those using formal flexible working arrangements, the type of flexibility includes working more hours over fewer days, working part time, and working remotely.

The number of women and men that accessed carers leave and family violence leave, is:

	Women	Men	Self-described	Total Employees
Carers Leave takers	35 (49%)	37 (51%)	0	72
Family Violence Leave takers	0	0	0	0

The percentage of survey respondents who agreed with the following statements, by gender:

	Women	Men	Self-described	Total Employees
My organisation would support me if I needed to take family violence leave	67%	41%	80%	72
I am confident that if I requested a flexible work arrangement, it would be given due consideration	67%	35%	85%	0
My organisation supports employees with family or other caring responsibilities, regardless of gender	67%	44%	78%	
I have the flexibility I need to manage my work and non-work activities and responsibilities	76%	47%	76%	
Using flexible work arrangements is not a barrier to success in my organisation	62%	32%	63%	
Having caring responsibilities is not a barrier to success in my organisation	64%	35%	63%	
Having family responsibilities is not a barrier to success in my organisation	64%	32%	61%	

Slightly more men (13.5%) accessed carers leave than women (13%) and no employees accessed family violence leave. Both men and women reported with high positive agreement that they would be supported by VICSES if they needed to take family violence leave, if they had family or other caring responsibilities, or requested a flexible work arrangement.

However, employees with a self-identified gender responded with considerably lower positive agreement to the same statements. Additionally, at higher pay brackets men were less likely to positively respond to the statement that flexible work arrangements would be considered (60% of men earning \$95,000 - \$125,000), although they were more likely to agree that flexible work arrangements were not a barrier to success (67%).

In contrast, women earning \$95,000 - \$125,000 were less likely to agree with the statement that flexible work arrangements were not a barrier (down to 55%).

## Indicator 7 – Gendered segregation

Gender composition of ANZSCO code major groups in the organisation:

	Women	Men	Self-described
1 – Managers	16	27	0
2 – Professionals	51	71	0
3 – Technicians and trades workers	0	2	0
4 – Community and personal service workers	7	20	0
5 – Clerical and administrative workers	46	27	0
6 – Sales workers	0	0	0
7 – Machinery operators and drivers	0	7	0
8 – Labourers	0	0	0

Percentage of survey respondents who agreed with the following statements, by gender:

	Women	Men	Self-described
My organisation uses inclusive and respectful images and language	79%	71%	85%
In my workgroup work is allocated fairly, regardless of gender	86%	71%	76%

Men hold a higher number of leadership and professional roles than women while women occupy a higher number of clerical and administrative positions. However, at higher pay brackets, women are less likely to agree that work is allocated fairly and without consideration of gender (drops to 64% at the \$95,000 - \$125,000 pay bracket).

Importantly, when it comes to perceptions of respectful and inclusive language, and work allocation within work groups, people with self-described gender identities reported the highest rates of agreement. This is seen as evidence of the progress towards gender equality already made within VICSES.