


TOGETHER FOR EQUALITY  RESPECT

Gender Audit Tool and Guidelines

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Table of Contents

.....	1
INTRODUCTION	3
DUAL AUDIT THEMES	4
PREPARING FOR THE AUDIT	5
Gaining Political Will.....	5
Consider Benefits and Risks.....	6
Communication	6
Who to Involve	7
Selecting Areas to Audit	8
Key Tips.....	11
Self- Assessment Template.....	11
Definitions	13
Glossary of Gender Terms ^[1]	13
Theme 1: INTERNAL.....	15
Theme 2: EXTERNAL	18
INTERPRETING RESULTS	20
APPENDIX 1: Staff Survey	21
APPENDIX 2: Internal Consultation Guidelines	24
Focus Groups	24
REFERENCES.....	25

INTRODUCTION

Gender equity entails the provision of fairness and justice in the distribution of benefits and responsibilities between women and men, taking into account the historic social disadvantage of women. The concept recognizes that women and men have different needs and power and that these differences should be identified and addressed in a manner that rectifies the imbalances between the sexes. . Women should not only have equitable access and opportunity, but should be given the means to utilise these opportunities.

A gender audit tool is a practical resource to guide organisations in identifying challenges and opportunities for increasing organisational equality, and to create gender action planning. A gender audit will not only support the development of gender equity strategies to promote equality, but will also encourage the development of gender sensitivity throughout the workplace and organisational environment.

This local gender audit guide has been designed to support the Together for Equality and Respect: A Strategy to Prevent Violence against Women in Melbourne's East 2013-2017 (TFER) and the regional objective which is: *"At the conclusion of the Strategy there will be an increase the number of TFER organisations that have established systems to support gender equity"*.

This guide aims to support organisations to:

- Generate an understanding of how gender is considered within both internal and external policies, procedures and practices;
- Develop a baseline for collective discussion and analysis;
- Identify areas for improvement and action; and
- Encourage a participatory process that builds your organisation's ownership of integration of gender.

Whether your organisation is in the planning or evaluation stage, using this gender audit tool will promote an understanding of the gender issues which arise within the organisation and in the way it interacts with the community, and how those gender issues can be addressed. Incorporating gender issues into policies, procedures and practices will help organisations promote women's leadership and equality. It will help foster inclusion and distribute benefits to women and to men who participate in, or are affected by, that organisation's projects and services.

This gender audit guide leads you through the following process:

- Preparing for the audit
- Using the tool
- Interpreting the results and planning for action

- Looking at examples of existing policies, procedures and practices through a gendered lens.

DUAL AUDIT THEMES

The policies, procedures and practices to be gender audited can be classified as either internal or external:

- **Internal** refers to whether the organisation actively fosters gender equity and sensitivity within its internal operations and managerial structure.
- **External** refers to whether the organisation actively fosters gender equity and sensitivity in the way it offers services, or delivers projects and programs in the community.

PREPARING FOR THE AUDIT

Gaining Political Will

Gender audits require demonstrated political will from senior management, particularly as these audits require resources, planning and coordination. Political will is evidenced in the ways in which management communicate and demonstrate support and commitment to working towards gender equality.

The prevention of violence against women is a priority for a number of agencies in the Eastern Metropolitan Region (EMR) and incorporating deliberate consideration of gender in organisational systems is one of the many ways we can address the determinants of violence against women. For a list of the organisations that have signed a commitment to working towards reducing violence against women in Melbourne's East see: [TFER: strategy document 2013 - 2017](#)

You may need to explain the case for gender auditing to senior management. VicHealth has recently published a useful resource for workplaces entitled the Equal Footing toolkit. The toolkit contains a tip sheets including: "How to bring leaders (especially men) on board." The toolkit is available from URL: <https://www.vichealth.vic.gov.au/media-and-resources/publications/equal-footing-toolkit>

Similarly, The Australian Government's Workplace Gender Equality Agency (WGEA) website has some useful information you can use, including fact sheets such as "The Business Case for Gender Equality" (go to URL: https://www.wgea.gov.au/sites/default/files/business_case_for_gender_equality.pdf) and a guide for becoming a WGEA employer of choice for Gender Equality (2015): https://www.wgea.gov.au/sites/default/files/2014-11-12_EOCGE_Guide_to_citation.pdf According to the WGEA, a workplace that promotes gender equality can benefit by:

- Attracting the best employees;
- Reducing cost of staff turnover;
- Enhancing organisational performance;
- Improving access to target markets;
- Minimising legal risks;
- Enhancing the organisation's reputation; and
- Engaging men.

If political will is absent, focus should be on beginning the conversation and developing an approach to creating a shared understanding of the benefits for organisations of establishing systems that support gender equity.

There have been changes to *section 13 of the Workplace Gender Equality Act* which may assist you in gaining political will. These include the requirement that for all non-public sector employers with 100 or more employees provide a public report in writing to the Workplace Gender Equality Agency relating to six new gender equality indicators. More information can be found here: <https://www.wgea.gov.au/report>

Even though this may not be a reporting requirement for your organisation, it demonstrates federal commitment to assessing employer's progress on gender equality.

Consider Benefits and Risks

There are numerous benefits to conducting a gender audit which can mitigate risks involved in conducting an audit. Benefits include:

- to demonstrate to staff, stakeholders and clients that your organisation has a commitment to improving gender equity and the status of women in the community;
- to recognise any progress already made to improve gender equity and to raise professional standards within your organisation; and
- to promote action in areas requiring more gender-responsive policy and practice.

The risks of undertaking a gender audit for an organisation may be:

- that the audit will demonstrate that your organisation is averse to the incorporation of gender responsive policies, procedures and practices;
- that this will negatively affect the capacity of your organisation to attract women to work there; and
- that lack of political will may result in no action to implement gender-responsive policy and practice.

There may be risks that are unique to your organisation. Each needs to be carefully considered for impact and where necessary strategies developed to minimise these risks.

Communication

Once you have approval to conduct the gender audit, a communications strategy to inform management and staff should be drawn up. You may wish to communicate on the following topics:

- Explain why your organisation is participating; what steps are involved; what are the timelines; and what are the benefits for your organisation;
- Clarify the expectations for your gender audit; explain how the results will be disseminated; how action plans will be devised; and how action plans will be implemented. You should be honest and clear about what your organisation should expect from the gender audit;

- Clarify levels of staff involvement – will focus groups be formed; will feedback be encouraged; will surveys be disseminated; how many staff will have the opportunity to be involved?

An example communications strategy has been provided below (adapted from the InterAction Gender Audit Handbook (2010) - [InterAction Handbook](#)).

Table 1: Communication Strategy Example

Action	Responsibility	Method
Determine the best strategies to communicate with staff about the audit process.	Person/team responsible for gender audit team in consultation with senior leadership	Meeting
Distribute email from senior leadership to staff informing them that a gender audit will be undertaken. The email should reference senior support for the audit, include a description of the process, and inform staff who will be responsible for conducting the audit.	Person/team responsible in consultation with senior leadership	Email
Team leaders should communicate in-person with staff at meetings to convey the importance of the gender audit.	Team Leaders	Meeting
Staff who will participate in the gender audit should be informed of their role and provided with information about document analysis, completing the survey, or contributing to the focus group, including due dates.	Email to staff and meeting	Email and meeting
Ongoing staff communication in regard to process and results of the gender audit.	Regular 'newsletter' email from the person/team responsible	Email

Who to Involve

Creating a gender audit working group from across the organisation is a recommended approach. Depending on the size of your organisation anywhere from 2-3 up to 10 people could be involved. Selecting a variety of people from within the organisation will help to generate ownership of the results of the gender audit, and commitment to action. Including a member of senior management is encouraged to facilitate political will.

Also consider already formed groups and committees that may be interested in taking on the tasks. For example:

- An existing gender equity committee

- Quality improvement team or those responsible for accreditation
- Health promotion
- Members from municipal public health and wellbeing steering group
- Access and equity
- Health and wellbeing

Selecting Areas to Audit

It's important to consider your resources, time and political will in deciding what areas within your organisation you would like to assess. Initially, an organisation may choose to audit either **internal** or **external** policies, procedures or practices, or both. You also may choose only a few departments or service to audit.

Local Government

A useful resource is "Ten ways Local Government can Action Gender Equity". This resource outlines the areas where local government can influence gender equity. The following areas have been suggested:

- Infrastructure
- Land use planning and design
- Promoting women in leadership
- Workplaces
- Sports and Recreation
- Access to Services

Each area has a fact sheet and can be found here: <http://www.mav.asn.au/policy-services/social-community/gender-equity/prevention-plans-resources/Pages/gender-equity-fact-sheets.aspx>

It may also be useful to review the examples section which outlines other local government plans in gender equity.

Community Health Services

Community health can influence gender equity in the way it provides services to the community and how it behaves as an employer. Therefore areas that may be suitable to audit could include; clinical practice, service coordination, community programs, health promotion, consumer engagement, workforce and governance.

USING THE TOOL

The questions within this tool reflect key elements of organisational systems that promote gender equity and gender equality. These questions have been adapted from a variety of tools, however most of the questions were adapted from InterAction's Gender Audit Handbook (2010) and GAT and GAPP (Federation University Australia and Women's Health Grampians, in press). For a copy of these tools, see the Resource section.

Questions were organised into the following themes and categories:

Table 2: Themes and Categories

Theme	Category
1: INTERNAL	Organisational Culture Gender Policy Financial / Resource Commitment Human Resource
2: EXTERNAL	Projects, Program and Services (<i>e.g., how they were targeted, planned</i>) Community Consultation

Three methods have been recommended for finding the evidence to answer the questions. These include;

- Document Analysis
- Staff Survey
- Internal Consultation

Table 3 provides a summary of the questions under each category with the recommended collection method. The ✓ indicates the most appropriate method of collection for the question. You can choose one or more ways of collecting evidence to respond to the questions posed.

An example staff survey can be found in Attachment 1.

Internal consultation guidelines can be found in Attachment 2

Key Tips

- Ideally you would audit both internal and external systems. However, depending on your organisational level of readiness you may wish to consider only a few categories within the themes
- A comprehensive gender audit will use more than one method of collection to elicit a mixture of responses.
- Ideally, you would ask each question from each category. At least 3 questions from each category will ensure validity of results.
- InterAction (2010) recommend the following sample size if conducting **staff surveys**

No. of Staff	Sample Size
< 100 (small)	All staff
> 100 (medium/large)	25- 30% <i>(ensure a proportional number of respondents from each unit or department)</i>

- Political will and commitment to the gender audit is critical in response rates for the staff survey and internal consultations.
- Your human resource department will be a critical stakeholder for internal questions

Women's Health East (WHE) through TFER would like to collect regional data for evaluation purposes. The questions highlighted in orange are those which WHE would like to collect. Results at a regional level will be available to a representative from your organisation that is involved with the TFER strategy. Additionally, de-identified results will be made available to the TFER Evaluation Working Group. This will allow your organisational results from this survey to be combined and compared to the results from other TFER partner organisations from across the Eastern Metropolitan Region.

All answers provided in this survey will be kept completely confidential, and all reports that contain this data will not contain any identifiable features.

Self- Assessment Template

A self-assessment template is to be used in conjunction with this TFER GE Audit Guide. The self-assessment template is used to support the audit process. It prompts organisations to reflect on the key aspects of a systems approach in relation to each criterion; documentation, implementation and reflection and review. A summary of the evidence, ie. how the organisation can demonstrate what it does to address the criterion for each of these aspects of the system, is provided. An example is provided at the start of the tool.

Two versions of the self-assessment template are available. A regional version to guide self-assessment against the ten items that will be collected for the regional Together For Equality & Respect evaluation, are shaded buff in this tool. Following completion of this audit a summary of the self-assessment will be forwarded to the TFER Evaluation Working Group, to form part of the regional evaluation.

The other version of the self-assessment template is provided for internal organisational use only; it allows for self-assessment against all of the questions posed in the GE Audit Guide. Undertaking this process enables a more comprehensive assessment and subsequent action plan.

Definitions

Glossary of Gender Terms [11](#)

Sex	Identifies the biological differences between men and women, such as women can give birth, and men provide sperm. Sex roles are universal.
Gender	Identifies the social relations between men and women. It refers to the relationship between men and women, boys and girls, and how this is socially constructed. Gender roles are dynamic and change over time.
Gender Mainstreaming	The process of ensuring that women and men have equal access to and control over resources, development benefits stages of development process, projects, programs or policy.
Gender-blind	A failure to recognize that gender is an essential determinant of social outcomes impacting on projects and policies. A gender-blind approach assumes gender is not an influencing factor in projects, programs or policy.
Gender Awareness	An understanding that there are socially determined differences between women and men based on learned behaviour, which affects access to and control resources. This awareness needs to be applied through gender analysis into projects, programs and policies.
Gender Sensitivity	Encompasses the ability to acknowledge and highlight existing gender differences, issues and inequalities and incorporate these into strategies and actions.
Gender Equality	The result of the absence of discrimination on the basis of a person's sex in opportunities and the equal allocation of resources or benefits or in access to services.
Gender Equity	Entails the provision of fairness and justice in the distribution of benefits and responsibilities between women and men. The concept recognizes that women and men have different needs and power and that these differences should be identified and addressed in a manner that rectifies the imbalances between the sexes.
Gender Analysis	The methodology for collecting and processing information about gender. It provides disaggregated data by sex, and an understanding of the social construction of gender roles, how labor is divided and valued. Gender Analysis is the process of analyzing information in order to ensure program benefits and resources are effectively and equitably targeted to both women and men, and to successfully anticipate and avoid any negative impacts interventions may have on women or on gender relations. Gender analysis is conducted through a variety of tools and frameworks, including those listed below.

Sex-disaggregated data	For a gender analysis, all data should be separated by sex in order to allow differential impacts on men and women to be measured.
Gender Planning	Refers to the process of planning developmental programs and projects that are gender sensitive and which take into account the impact of differing gender roles and gender needs of women and men in the target community or sector. It involves the selection of appropriate approaches to address not only women and men's practical needs, but also identifies entry points for challenging unequal relations (i.e., strategic needs) and for enhancing the gender-responsiveness of policy dialogue.
Gender Roles	<p>Learned behaviours in a given society/community, or other special group, that condition which activities, tasks and responsibilities are perceived as male and female. Gender roles are affected by age, class, race, ethnicity, religion and by the geographical, economic and political environment. Changes in gender roles often occur in response to changing economic, natural or political circumstances, including development efforts.</p> <p>Both men and women play multiple roles in society. The gender roles of women can be identified as reproductive, productive and community managing roles, while men's are categorized as either productive or community politics. Men are able to focus on a particular productive role and play their multiple roles sequentially. Women, in contrast to men, must play their roles simultaneously and balance competing claims on time for each of them.</p>
Gender Needs	Leading on from the fact that women and men have differing roles based on their gender, they will also have differing gender needs. These needs can be classified as either strategic or practical needs.

[1] Taken from Introductory Gender Analysis & Gender Planning Training Module for UNDP staff.

<http://info.worldbank.org/etools/docs/library/192862/introductorymaterials/Glossary.html> retrieved 8th July 2014

Theme 1: INTERNAL

1.1 Internal Theme: Organisational Culture

Question	Document Analysis	Staff Survey	Internal Consultation	Internal Consultation PROMPTS
1.1.1 Do people in senior positions demonstrate commitment to and leadership on gender issues?	✓	✓	✓	<ul style="list-style-type: none"> How is this demonstrated?
1.1.2 Is promoting gender equality consistent with our vision and values?	N/A	✓	✓	<ul style="list-style-type: none"> If so, why? If not, why not?
1.1.3 Are gender issues taken seriously and discussed openly by men and women in our organisation?	N/A	✓	✓	<ul style="list-style-type: none"> Can you provide an example?
1.1.4 Does our organisation have a gender sensitivity policy or code of conduct in place in terms of unacceptable language, jokes and comments made, images and materials displayed, and action taken around sexual harassment?	✓	N/A	✓	<ul style="list-style-type: none"> How is this demonstrated?
1.1.5 Does our organisation encourage gender sensitive behaviour, for example, intolerance of sexist language, jokes or comments?	N/A	✓	✓	<ul style="list-style-type: none"> Can you provide an example of this practice? How is this demonstrated in practice?
1.1.6 Can our organisation do much more than it's currently doing to promote gender equity?	N/A	✓	✓	<ul style="list-style-type: none"> Please list any suggestions that arise during the consultation/audit process

1.2 Internal Theme: Gender Policy

Question	Document Analysis	Staff Survey	Internal Consultation	Internal Consultation PROMPTS
1.2.1 Does our organisation have written policy/policies that affirm a commitment to gender equity?	✓	N/A	✓	<ul style="list-style-type: none"> Is it visible? This commitment does not necessarily require a specific gender equity policy but could be contained within other policy statements
1.2.2 Does our organisation have procedures that enact the policy/policies?	✓	N/A	✓	<ul style="list-style-type: none"> How is this commitment demonstrated?
1.2.3 Is gender equity a priority in the organisational strategic plan?	✓	N/A	✓	<ul style="list-style-type: none"> If so, can you provide an example of this?
1.2.4 Is gender taken into account during strategic planning for organisational activities?	✓	N/A	✓	<ul style="list-style-type: none"> If so, how?
1.2.5 Does our organisation consistently draw upon a person or division within the organisation who has expertise in gender?	N/A	✓	✓	<ul style="list-style-type: none"> If so, what tasks do they perform?
<i>If your organisation has a gender equity policy or priority in strategic plan:</i>				
1.2.6 Do you feel ownership of the gender policy or priority in the organisational strategic plan?	N/A	✓	✓	<ul style="list-style-type: none"> If so, how did this come about? If not, why is this the case?
1.2.7 Is our organisation committed to the implementation of the gender policy/goal in the strategic plan?	✓	✓	✓	<ul style="list-style-type: none"> How is this commitment demonstrated?
1.2.8 Do management take responsibility for the development and implementation of the gender policy/goal in the strategic plan?	N/A	✓	✓	<ul style="list-style-type: none"> How is this responsibility demonstrated?
1.2.9 Does our organisation set agreed success measures for gender equity principles?	N/A	✓	✓	<ul style="list-style-type: none"> If so, how is this demonstrated?

1.3 Internal Theme: Financial/Resource Commitment

Question	Document Analysis	Staff Survey	Internal Consultation	Internal Consultation PROMPTS
1.3.1 Is there a budget allocation for staff training or other workforce development activity in gender equity?	✓	N/A	✓	<ul style="list-style-type: none"> Have you been provided the opportunity to participate? Have you participated?
1.3.2 Is there a budget allocation to staff training in prevention of violence against women?	✓	N/A	✓	<ul style="list-style-type: none"> Have you been provided the opportunity to participate? Have you participated?
1.3.3 Is there designated responsibility for promoting gender equity in our organisation?	✓	N/A	✓	<ul style="list-style-type: none"> Is it part of a job function or group ToR? To what extent does responsibility for the implementation of gender equity initiatives sit with this position/division/group?

1.4 Internal Theme: Human Resources

Question	Document Analysis	Staff Survey	Internal Consultation	Internal Consultation PROMPTS
1.4.1 Is sex-disaggregated data used for workforce/HR planning?	✓	✓	✓	If so, how is this data used?
1.4.2 Is gender awareness present in all job descriptions and/or in job performance criteria?	✓	N/A	✓	
1.4.3 Do position descriptions include responsibility for the promotion of gender equity?	✓	N/A	✓	
1.4.4 Are recruitment applications assessed with a gender equity approach?	✓	N/A	✓	<ul style="list-style-type: none"> If so, can you provide an example of this?
1.4.5 Is action taken to recruit, mentor and retain a representative number of women on the board of the organisation or as local councillors?	✓	✓	✓	<ul style="list-style-type: none"> How is this action demonstrated? Is this embedded into policies and procedures?

1.4.6 Are there proactive strategies implemented to recruit or promote women into senior management positions?	N/A	✓	✓	<ul style="list-style-type: none"> • Can you provide an example? • Are these embedded into policies and procedures?
1.4.7 Are career training opportunities equitably distributed and available to men and women	N/A	✓	✓	
1.4.8 Are leadership and management training opportunities equitably distributed and available to men and women?	N/A	✓	✓	<ul style="list-style-type: none"> • How can do you know this? • If not, why do you think this may be the case?
1.4.9 Has there been an increase in the representation of women in senior management positions in the past 1-2 years?	✓	✓	✓	<ul style="list-style-type: none"> • If so, why do you think this is the case? • If not, why do you think this is the case?
1.4.10 Does our organisation conduct an annual pay gap analysis?	✓	N/A	✓	

Theme 2: EXTERNAL

2.1 External Theme: External Projects, Programs and Services:

If you are reviewing a project, program or service:

Question	Document Analysis	Staff Survey	Internal Consultation	Internal Consultation PROMPTS
2.1.1 Do you consider the views of both male and female community members in your project, program or service design?	N/A	✓	✓	<ul style="list-style-type: none"> • If so, how is this demonstrated?
2.1.2 Is sex disaggregated data used for planning projects, programs and services?	✓	✓	✓	<ul style="list-style-type: none"> • Is this process embedded into policy and procedures?
2.1.3 Are gender equity goals and objectives included in program, project or service design?	✓	✓	✓	<ul style="list-style-type: none"> • If so, can you provide an example?
2.1.4 Is the gender impact of projects, programs and services monitored and evaluated?	✓	✓	✓	<ul style="list-style-type: none"> • If so, how is this demonstrated? Is this process embedded into policy and procedures?

External Theme: Community Consultation

Question	Document Analysis	Staff Survey	Internal Consultation	Internal Consultation PROMPTS
2.1.5 Is participation in community consultations analysed by gender?	✓	✓	✓	
2.1.6 Is feedback from community consultation analysed by gender?	✓	✓	✓	
2.1.7 Is effort made to engage and invite both men and women in community consultations?	N/A	✓	✓	• If so, what measures are put in place?
2.1.8 Is effort made to ensure women are able to participate in community consultation?	N/A	✓	✓	• If so, what measures are put in place?

INTERPRETING RESULTS

The results of your gender audit should indicate the strengths and weaknesses of gender sensitivity and gender practice within your organisation. It should tell you how gender is incorporated into project, programs or services and within internal operations. Any group consultation(s) should have provided you with a rich source of detail to analyse. You should now consider developing an action plan to improve the capacity of your organisation to work towards gender equality.

Guidelines to drawing up an action plan are:

- Focus on the successes you have found in organisational gender responsiveness;
- Prioritise the areas in which the organisation can work for change;
- Decide what resources you might need to work towards change – be realistic;
- Decide who will take responsibility for implementing change;
- Create timelines for change;

You may wish to conduct a Gender Action Planning Strategy with staff from across the organisation.

The gender action plan session creates the opportunity for participants to work together to identify those activities that will move the organisation toward more effective practices in gender equity. Through each step of the Gender Audit process, staff have made clear how they think the organisation can move forward to integrate gender and these recommendations will emerge as you look systematically at the results you have compiled.

A sample gender action template is below (adapted from InterAction). The accompanying self-assessment template also provides suggestions for developing a gender action plan.

Table 4: Sample Gender Action Plan

Gender Action Plan

Developed by:

Date:

THEME	ACTION	TIME FRAME	PARTNERS	RESPONSIBILITY	MEASURE
Internal	Build capacity of staff in gender equity	By June 2015	Community Wellbeing Team	Learning and Development	50% staff received training
External	Ensure departments are using sex disaggregated	By January 2016	Primary Care Managers	Health Promotion	All departments are collecting sex- disaggregated data for

APPENDIX 1: Staff Survey

This survey template has been developed as a possible means by which you may gather information from staff about what they believe your organisation is doing to consider gender in projects, programs and services as well as within its internal operations. It is included as a possible resource and is not a requirement of the audit process, as organisations will need to develop mechanisms for generating staff responses to the audit questions relevant to the context.

If you use the survey it is recommended that you tailor the introduction to suit your context and include only those items that are relevant for you.

Survey monkey is a useful tool for administering the survey.

This survey aims to gain your perspective on the extent to which you believe our organisation is considering gender in projects, programs and services and within internal operations.

Read through the questions and think about our organisation. For each statement, think about how much you believe our organisation is actively doing. The following scale is used.

- 1 = Not at all
- 2 = To a limited extent
- 3 = To a moderate extent
- 4 = To a great extent
- 5 = To the fullest extent
- DK = Do not know

Your responses will be tallied with the responses of your fellow staff members. Your identity and responses will **remain confidential**. Some questions require an open ended response

There are no right or wrong answers.

		Not at all (1)	To a moderate extent	To a great extent (3)	To the fullest extent	Do not know (DK)
	To what extent:					

			(2)		(4)	
	Internal Theme: Organisational Culture					
1	Do people in senior positions demonstrate commitment to and leadership on gender issues?					
2	Do you believe gender equality fits with the image of our organisation?					
3	Are gender issues taken seriously and discussed openly by men and women in our organisation?					
4	Does our organisation have a gender sensitivity policy or code of conduct in place in terms of unacceptable language, jokes and comments made, images and materials displayed, and action taken around sexual harassment?					
5	Can our organisation do more than it's currently doing to promote gender equity?					
	Internal Theme: Human Resources					
6	Is action taken to mentor, recruit, and retain significant numbers of women on the board of our organisation?					
7	Are there proactive strategies implemented to recruit or promote women into senior management positions?					
8	Are career training and development opportunities transparent?					
9	Are men and women receiving the same access to leadership and management training?					
10	Has there been an increase in the representation of women in senior management positions in the past 1-2 years?					
	Internal Theme: If your organisation has a gender equity policy/priority in strategic plan					
11	Is our organisation committed to the implementation of the gender policy/goal in the strategic plan?					
12	Do you feel ownership of the gender equity policy/goal in the strategic plan?					
13	Do management take responsibility for the development and implementation of the gender					

	policy/goal in strategic plan?					
14	Does our organisation set success measures for gender equity principles?					
15	Does our organisation consistently draw upon a person or division within the organisation who has expertise in gender?					
	External Theme: Projects, Programs and Services					
16	Do you consider the views of both male and female community members in your project, program or service design?					
17	Is sex disaggregated data collected for planning projects, programs and services?					
18	Are gender equity goals and objectives included in program, project or service planning?					
19	Is the gender impact of projects, programs and services monitored and evaluated?					
20	What are some of the obstacles to considering gender in program, project, and service planning, implementation and evaluation in your organisation? Response:					
	External Theme: Community Consultation					
21	Is participation in community consultations analysed by gender?					
22	Is feedback from community consultation analysed by gender?					
23	Is effort made to engage and invite both men and women in community consultations?					
24	Is effort made to ensure women are able to participate in community consultation?					
Comments: please feel free to comment on any of your responses to the questions above						

APPENDIX 2: Internal Consultation Guidelines

In the context of this guide internal consultation can take two forms:

- 1) Fact-finding: Focus on relevant staff from departments such as human resources, quality improvement, sport and recreation, allied health and corporate services.
- 2) Focus Groups: in which a number of employees from various departments within your organisation are brought together in a discussion group or series of discussion groups.

Remember you can use the prompter questions in Table 3. An example theme-list is available upon request.

Focus Groups

Focus group sessions can use the following guidelines:

Introduce the Objectives of the Gender Audit

Why is your organisation conducting a gender audit? What elements of your organisation are being audited and why? What other actions are being undertaken alongside this focus group?

Inform the focus group that they will have the opportunity to raise issues, and to discuss the nature of gender as it is impacted by your organisation and as your organisation impacts on the community in the delivery of its services.

Preparatory exercises

Some short preparatory exercises may be useful to introduce the subject of gender to the focus group. Possible discussion points could be:

- How do you think that gender equality affects women? How do you think that gender equality affects violence against women?
- Do you think that organisations have a role to play in increasing gender equality in the community?
- Do you think that countries like Australia need to do more to work towards gender equality?
- Do you personally include gender equality in your thinking about your job?
- Have you ever worked somewhere that included gender equality as an important goal in the workplace?
- Have you ever worked somewhere that negatively impacted on gender equality, and in what way?

REFERENCES

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