

Gender
Equality
Action Plan

Progress Report
2023



City of Port Phillip
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St Kilda, VIC 3182

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Acknowledgement

The City of Port Phillip respectfully acknowledges the Traditional Owners of this land, the people of the Kulin Nations. We pay our respects to their Elders, past and present. We acknowledge and uphold their continuing relationship to this land.

Governance

Responsible Department:

People, Culture and Safety

Adoption Authorised:

Executive Leadership Team

Date of Adoption:

7 March 2022

Date Effective From:

31 March 2022

ECM file #:

Endorsed ELT member or department manager to make or approve document editorial amendments:

Executive Manager, People, Culture and Safety

Monthly and Annual Reporting:

Internal Annual Report

Mid-way review date: December 2023

Completion date: October 2025

Version number: Version 2

Stakeholder review and engagement:

People, Culture and Safety, Community Building and Inclusion, Organisational Performance and Governance, Property and Assets

Relevant Legislation:

Gender Equality Act 2020

Associated Strategic Direction #:

Inclusive Port Phillip and Well-Governed Port Phillip

Associated Instruments:

Organisational Strategy, People and Culture Strategy, Accessibility Action Plan, Organisational Workforce Plan 2022 - 2025

Supersedes:

Requirement of Legislation or meeting the Industry Standards:

As a defined entity under the *Gender Equality Act 2020*, Council has an obligation to promote workplace gender equality through gender auditing and action planning, and to consider gender equality in our community-facing policies, programs and services. Our positive duty to promote gender equality under section 7 of the *Gender Equality Act* aligns with other Victorian legislative frameworks, including our obligations under sections 8 and 38 of the *Charter of Human Rights and Responsibilities Act 2006* and section 15 of the *Equal Opportunity Act 2010*.

Meeting our obligations under the *Gender Equality Act 2020* will also satisfy the gender equality workforce planning requirements of the *Local Government Act 2020*.

Editorial Amendments Approver:

Amendments Approver:

Review History:

Name
Content Manager
File Reference
Date
Description of Edits

Overview

Under the Gender Equality Act 2020, Council, as a defined entity, is required to advance gender equality in our organisation and in our community-facing work. In 2022, the City of Port Phillip endorsed its first workplace Gender Equality Action Plan (GEAP) 2022 to 2025 as a way to progress this requirement.

To determine whether reasonable and material progress has been made in relation to workplace gender equality a Workplace Gender Progress Audit and Report was required to be undertaken in 2023 with data from the commencement of the GEAP to 30 June 2023. Completing the reporting was also a way to ensure that our Gender Equality Action Plan was focused on actions that would make a difference.

The Progress reports includes:

- the policies, programs and services that were subject to a gender impact assessment
- the actions taken as a result of each gender impact assessment
- our progress in relation to the measures and strategies set out in our Gender Equality Action Plan
- our progress in relation to the workplace gender equality indicators
- whether we met any relevant targets or quotas (note there are currently no targets and quotas regulated).

In September 2024 we were advised by the Commission for Gender Equality in the Public Sector that after their assessment, our progress report was assessed as compliant under the Act. This was great recognition of the significant progress we are making on our gender equality journey.

The data and supporting evidence the City of Port Phillip provided to the Commission for Gender Equality in the Public Sector demonstrating our progress to date can be viewed in the subsequent pages.

We are confident that advancing gender equality in our organisation will help us to achieve the strategic objectives in the Council Plan, particularly 'Inclusive Port Phillip' – a place for all members of our community, where people feel supported and comfortable being themselves and expressing their identities and 'Well-governed Port Phillip' – a leading local government authority, where our community and our organisation are in a better place as a result of our collective efforts.



Gender Equality Progress Report

Gender impact assessments are designed to help organisations think critically about how policies, programs and services will meet the different needs of women, men and gender diverse people. The purpose of gender impact assessments is to create better and fairer outcomes, and make sure all people have equal access to opportunities and resources. Good progress has been made in rolling out gender impact assessments (GIAs) across the organisation, with 27 GIAs completed to June 2023 and outcomes reported in this progress report.

This report includes the specific policies, programs and services that completed a GIA during the reporting period, what actions/changes were made as a result of doing the GIA and how an intersectional lens was applied in the GIA.

Table 1 Gender impact assessments progress

Required				Recommended	
Description	Status	Confirm if actions taken	Describe actions taken	Confirm inter-sectionality considered	Explain intersectional lens applied
1. Procurement Policy					
<p>P The procurement policy review is about continuous improvement, ensuring the policy is updated to reflect organisational objectives and the policy environment, particularly changes in response to the Local Government Act 2020.</p> <p>The review will ensure that procurement processes align with the principles in the policy and with the Council Plan. It will also broaden people's understanding of Corporate Social Responsibility (CSR) and embed CSR principles into the procurement process.</p>	<p>■ Review</p>	<p>● Yes</p>	<p>Amended the policy to include a specific section on Gender Equality (Section 9). Clause 9.3 states: <i>Given the legislative requirements, when advertising relevant tenders, Council will consider the impact of options available to advance gender equality through procurement activity. This may include practices to support supplier diversity (e.g: supporting women-led businesses) but also filter categories such as requiring suppliers to be compliant with the Workplace Gender Equality Act (Cth) or have gender equitable practices in place. As an initial step in the process, Council's conditions of tender have been amended to include a questionnaire relating to gender equality.</i></p> <p>Through the amended tender process, Council asks respondents to complete the Corporate Social Responsibility (CSR) schedule which asks about workplace policies including gender equity, inclusive employment and family violence leave.</p>	<p>● Yes</p>	<p>With a focus on positive social outcomes through procurement, Council applied an intersectional lens to ensure respondents to tenders describe their organisational policies and approach with regards to gender equity and inclusive employment, specifically employment of First Nations, youth, migrant and refugee, long term unemployed and people with disability.</p>

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2. Waste It Strategy					
<p>P City of Port Phillip is committed to reforming its waste management strategy and services to comply with Recycling Victoria (RV) requirements, respond to community expectations regarding managing waste and recycling and to deliver Strategic Direction 3 ‘Sustainable Port Phillip’ in line with our Council Plan 2021–2031.</p> <p>The Strategy review incorporates a four-service model for residential waste management including ongoing garbage, ongoing recycling, separated glass (by 2027) and food organics and garden organics – FOGO (by 2030).</p>	<p>■ Review</p>	<p>● Yes</p>	<p>To prioritise the safety of women and gender diverse people in public space, communal hub locations have been specified to meet safety requirements including:</p> <ul style="list-style-type: none"> a. close to places of residence (approx. 300m walking distance from homes) b. well illuminated at night c. open with several accessible paths and exits d. located in plain sight of roads / houses (i.e. not obstructed by trees / bushes) e. informed by crime prevention through environmental design (CPTED) principles <p>To engage our diverse communities in more inclusive ways, the strategy has diversified waste communications:</p> <ul style="list-style-type: none"> f. All resident letters containing waste information contain 1 page of translation information targeting CALD communities. g. Council is taking part in a collaborative grant to review waste infrastructure, including signage that is provided to residents living in multi-unit dwellings. This includes further exploration into waste signage targeting CALD members of the community. 	<p>● Yes</p>	<p>The GIA incorporated findings from the waste and recycling behaviours and attitudes community survey that was conducted in 2019, to consider how factors such as gender, age, parental status and housing status intersect to influence community members’ attitudes and behaviours towards waste and recycling.</p> <p>This intersectional analysis has influenced design of a more inclusive community engagement and communications approach tailored to the needs and concerns of diverse population cohorts.</p>

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3. Positive Ageing Policy					
<p>P This policy describes Council’s role and commitment to creating an age-friendly city. Council has developed this policy to guide how Council will facilitate, partner, advocate and deliver services and programs that promote ageing well in our community.</p>	<p>● New</p>	<p>● Yes</p>	<p>Amended the draft policy to include research regarding the gender differences in issues facing people as they age.</p> <p>Amended the draft policy to include specific reference to gender within the context of the respect and inclusion commitment.</p> <p>Included collecting data which can be disaggregated by gender within the policy measures to ensure understanding of impact across intersectional groups.</p>	<p>● Yes</p>	<p>Council conducted research and participated in consultation to ensure the GIA considered intersectionality. Specifically, throughout the consultation workshops, participants were asked to consider the issues for different cohorts across each commitment.</p> <p>This identified lower socio economic status as the main driver of disadvantage in positive ageing which was closely aligned to those living with disability. This was also confirmed in survey results where data was disaggregated.</p> <p>Language was included within the policy to ensure specific focus on disadvantaged communities.</p>

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4. Public Toilet Plan					
<p>P City of Port Phillip has approximately 50 public toilet facilities across the municipality. The Public Toilet Plan is a set of guidelines/principles to support Council's Public Toilet Asset Management Plan which sets out to provide guidance and practical assistance for planning and decision making in the development, maintenance and operation of the public toilet network across the City of Port Phillip.</p>	<p>■ Review</p>	<p>● Yes</p>	<p>The Public Toilet Plan was endorsed in September 2023. The Plan was amended to make inclusivity improvements, including provision of sanitary/incontinence bins in all female and minimum one male toilet per block with appropriate signage, provision of additional baby change tables and nappy disposal in both female and male toilets and in all accessible toilets, and provision of hooks on the back of toilet doors and in changing rooms.</p> <p>The Plan was amended to strengthen the focus on applying gender-sensitive CPTED principles (such as visibility, access and lighting) to maximise safety of women, girls and gender diverse toilet users. The Plan also recognised that clean and well-maintained facilities help with improved perceptions of safety for women, girls and gender diverse people.</p> <p>A new section on Gender Equity was included in the Plan, recognising the inequity that exists when providing public toilet facilities, specifically the lack of recognition of all-gender toilets within the Building Code of Australia. In response to this, the Plan recommends Council investigates potential options to address the equity gap through design processes, recognising the preferred option would be the inclusion of M/F/All gender single stall, ambulant and accessible toilets.</p> <p>The Plan recommends Council continues to investigate options for the inclusion of private cubicle all-gender toilets, including obtaining performance solutions where necessary and providing public information to educate and alleviate concerns about this change.</p> <p>The Plan states the GIA should be referred to and adapted for all new public toilet projects.</p>	<p>● Yes</p>	<p>In the public engagement process for the Plan, Council collected and analysed data by gender, age, First Nations, LGBTIQ+, disability, income and (non)English speaking background to understand the needs and perspectives of diverse community members. In determining recommended options for public toilet provision, Council considered that trans and non-binary toilet users have a right to safe and appropriate public toilet options, that some women have additional usage requirements particularly those who are menstruating, pregnant and feeding, those with disability and those who prefer to use female only toilets for cultural, religious or safety reasons.</p>

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5. Play Space Strategy					
<p>P The Play Space Strategy sets the vision, policy context and framework for future development of play spaces in the City of Port Phillip and prioritises future play space projects. The Strategy encompasses those spaces that contain traditional playground infrastructure as well as more informal nature based play spaces that consist of 'green' open space and natural play elements. This review is to update Council's Play Space Strategy 2011.</p>	<p>■ Review</p>	<p>● Yes</p>	<p>While the Play Space Strategy update has not been completed yet, the GIA recommended a suite of actions to improve play opportunities for children of all genders and their families, including actions that address gaps in play provision, inequitable distribution, and reduce inadvertent reinforcement of gender norms and stereotypes. Gender equity principles are to inform both short term action plan (capital works program) and update of the 2011 Play Space Strategy. GIA has informed engagement plan for the strategy update, including engagement with children, young people and adults of all genders and with diverse population cohorts to ensure the strategy is equitable and inclusive.</p>	<p>● Yes</p>	<p>GIA found that, in addition to engagement on the strategy update itself, Council needs to seek input from people of all genders, age groups and abilities at detailed design stage of play space projects regarding what they like, don't like, what they need and how they feel in a particular space. It also recommended that observations regarding how a space is used and by whom is highly valuable in a design process. A particular equity issue has been identified for older children, especially teenage girls, whose needs and interests are not currently well catered for in traditional play spaces. This requires greater creativity, making spaces that work for girls.</p>
6. Accessibility Action Plan					
<p>P This Action Plan is a legislative requirement through the Victorian Disability Act 2006, articulating the steps that Council will actively take to reduce discrimination towards people with disability in our municipality.</p>	<p>■ Review</p>	<p>● Yes</p>	<p>Intersectional gender engagement was undertaken on the draft Action Plan for both staff and community. Based on feedback, several terms were simplified and defined for greater clarity, for example intersectionality, noting the intersecting points of discrimination that can occur for marginalised groups including women and gender diverse people with disability.</p>	<p>● Yes</p>	<p>Wording in the policy was changed to explicitly describe intersectionality and what it means, both in relation to the Action Plan and how it impacts people with disability more broadly. A further focus was the engagement options provided to people in terms of accessibility and inclusivity. Feedback was sought from all external advisory committees, capturing views from multifaith and multicultural communities, the LGBTIQ+ community and older persons. Finally, a co-facilitated session was held with Voices of the South Side (VOSS) members, many of whom reside in housing commission high rises and are disproportionately impacted by psycho-social disability and experience lower socio-economic status than others residents in the municipality, adding a unique and much needed perspective.</p>

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7. LGBTIQ+ Action Plan					
<p>P This action plan is Council's first in directly addressing issues and improving outcomes for the LGBTIQ+ community. This is to ensure that all LGBTIQ+ residents of the City of Port Phillip feel welcome and safe, can thrive and live a life free of discrimination.</p> <p>The City of Port Phillip has one of the highest rates of LGBTIQ+ residents in Victoria, with some estimates taking the total to 26%.</p>	● New	● Yes	<p>Engagement on the action plan was enhanced as a result of the GIA to ensure a diverse representation of voices were heard across the municipality, particularly those of people who identify as transgender, non-binary and gender diverse, in recognition that gender identity may require additional focus to complement the dominant focus on sexuality.</p> <p>Monitoring and accountability plan was changed as a result of the GIA, to include an annual report and mid-term report on the action plan for the LGBTIQ+ Advisory Committee and Council.</p> <p>Action Plan was amended to add a paragraph about the specific risks and unique kinds of family violence that LGBTIQ+ people experience.</p>	● Yes	<p>As a result of enhanced engagement, intersectional engagement data was used to further refine the action plan, including the vision statement and placing additional emphasis on intersectionality.</p> <p>Feedback was sought from Council's community advisory committees, capturing views from older persons as well as multicultural and multifaith communities to further inform the action plan.</p>
8. Fair Access Policy					
<p>P This policy aims to support positive outcomes for the community by building the capacity of the City of Port Phillip to identify systemic causes of gender inequality in other policies, programs, communications, and in delivery of services in relation to community sports infrastructure (and responds to the Fair Access Policy roadmap).</p>	● New	● Yes	<p>Created standalone policy as opposed to updating already existing policies, a key recommendation following GIA options analysis.</p> <p>Amended the policy to include a commitment to support local clubs in the implementation of the policy and subsequent action plan.</p> <p>In overall objectives, included not only the infrastructure of sport and recreation facilities, but also increase in participation by considering other barriers women and girls experience (from key research and data), as well as highlighting the importance of representation in governance and coaching roles.</p>	● Yes	<p>Amended engagement plan to consider intersectionality and Council's commitment to hearing from CALD women, low-income earners and women with disability.</p>

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9. Car Share Policy					
<p>P The review of the car share policy is to develop a strategic vision for the future car sharing in the City of Port Phillip, to help ensure the liveability of the city and respond to increased population growth.</p> <p>Other objectives from the policy review include building increased support and awareness of car share benefits amongst City of Port Phillip staff, Councillors and the community, more efficient service management including centrally held data and information and broad community access to a network of car share vehicles.</p>	<p>■ Review</p>	<p>● Yes</p>	<p>Prior to consultation, the policy incorporated collection of gender-disaggregated data, established a target for a maximum distance of 250m from a car share vehicle for 90% of Port Phillip residents outside Fisherman's Bend and siting criteria to consider personal safety, to maximise safety for women and gender diverse people.</p> <p>Following consultation, amendments to the Car Share Guidelines were made based on engagement findings. These included providers must supply a range of vehicles based on an assessment of local needs including making vehicles accessible for people with disability and child and parent friendly, encompassing passenger vehicles, SUVs, vans/people movers and utility vehicles. Council will also continue to promote the concept of car share as a travel option for diverse communities, complementing walking, bike riding, public transport and an alternative to privately owned vehicles.</p>	<p>● Yes</p>	<p>The GIA informed development of a comprehensive intersectional engagement plan, with the objective of hearing from: women and parents of young children, people with disability, older people, culturally and linguistically diverse groups, LGBTIQ+ people and people who don't own a car to identify barriers and enablers for car share in the City. Engagement findings enabled Council to test whether proposed policy options would be likely to lower barriers to participation in car share among diverse communities.</p>
10. Childcare Centre Portfolio Improvement					
<p>Pr Childcare portfolio improvements are part of Council's long-term strategy of renewal, upgrading and replacement to achieve a fully fit for purpose and future ready portfolio of facilities supporting children's services.</p>	<p>■ Review</p>	<p>● Yes</p>	<p>Gender equality impacts included as a new criterion in the Options assessment to guide decision-making in relation to Council retaining, selling, gifting or rebuilding childcare centres in the municipality.</p>	<p>● Yes</p>	<p>Making Council's childcare centres fully accessible for staff, children and parents with disability was one of the main considerations in the GIA and Options assessment.</p>

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11. Events Strategy					
<p>P The Events Strategy drives economic growth in the City, curates an events calendar that meets the needs of the community and showcases our places and spaces, forges partnerships with venues, performers and community and supports our local creative industries.</p>	<p>■ Review</p>	<p>● Yes</p>	<p>Developed a guide for running safe and inclusive events that promote gender equality and inclusion.</p> <p>Conducting a gender and inclusion audit of several key events that will be reported on at the end of the events season.</p> <p>Collecting gender-disaggregated data in monitoring and evaluation of events.</p>	<p>● Yes</p>	<p>It was identified in the GIA that people from CALD backgrounds are less likely to attend events and CALD women have heightened concerns for their safety attending events at night. Council has addressed these findings through analysis of the type of events that are appealing to CALD communities, as well as the timing/location of events, and type of communications channels used to promote events.</p> <p>In considering the visibility of women's contributions and achievements, the GIA recommended showcasing women from diverse backgrounds, including First Peoples, women of all ages, abilities and cultural backgrounds in Council's events calendar. This also extended to raising the profile and visibility of non-binary and gender diverse people in Council's events calendar.</p>

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12. South Melbourne Town Hall Redevelopment					
<p>Pr The South Melbourne Town Hall is a 140 year old building of state, heritage, local and architectural significance. The building was closed to the public two years ago following the collapse of some internal roof sections. Upon investigation, it was found that the building required substantial works to its roof, HVAC, fire and electrical systems to return the building to public service and meet current standards. As a result, the South Melbourne Town Hall is undergoing a once in a generation renewal.</p>	<p>● New</p>	<p>● Yes</p>	<p>The project initially started in 2018 in response to the collapse of a ceiling section. At that time, a GIA was not considered in the project scope but as the renewal project grew and with Council's developing awareness and implementation of GIA, Council began to apply gender sensitive design principles to the building.</p> <p>The GIA identified design considerations that will help address the needs of everyone navigating this space by:</p> <ul style="list-style-type: none"> – Ensuring there is an all gender toilet and a separate accessible toilet on each floor in addition to the existing segregated, multi stall options; – Adding a baby feeding room and quiet reflection room; – Applying the principles of universal design when reviewing door weight and widths and the accessibility of kitchenette benches and cupboards; – Ensuring heating and cooling (HVAC) specifications and settings consider the different metabolic resting rate of females and males doing light office work to ensure comfortable building temperature for everyone; – Ensuring trafficable surfaces (paving, grates, gaps) are suitable for wheelchairs, heels and other needs; and – Considering lighting, security and safety elements in design (including exterior of the building). 	<p>● Yes</p>	<p>In applying equity and universal design principles, Council considered the accessibility requirements of people with disability, as well as a feeding room for parents with small children and a quiet room that can be used for prayer.</p>

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13. Marlborough Street public car park					
S This project is to provide a basement public car park as part of a new affordable housing development near Balaclava station to continue to service community requirements for the use of the Balaclava activity centre.	● New	● Yes	In response to safety concerns raised in the GIA, the following actions have been taken: The project undertook a full risk assessment, with a gender and safety lens. Council has since installed CCTV cameras, duress alarms, enclosed dark undercroft spaces, adjusted light sensors to have all lights on, repainted walls and columns a lighter colour and locked electrical outlets to prevent unintended use.	● Yes	The GIA carefully considered the experience of people who are homeless as it was identified that people who sleep rough may wish to sleep in the basement car park. Council has addressed the safety concerns of car park users as well as the dignity and safety of people who experience homelessness.
14. Sandridge Beach BBQ Area Upgrade					
S This project is to upgrade the BBQ area at Sandridge Beach.	■ Review	● Yes	The GIA for this project was the direct influence in postponing the design and construction of the Western BBQ Area to ensure it was integrated properly into the Bay Trail Safety Upgrade Project. This was to maximise the quality of the safety design aspects of the area. By postponing to align with another project, Council is able to restructure the area, re-design lighting and landscaping elements and be able to explore more feasible accessibility options that were not realised before undertaking the GIA. This GIA highlighted the suitability of the location of the Eastern BBQ Area with its clear sightlines, open space feel and strong lighting.	● Yes	The GIA considered the intersection of gender and disability, particularly the accessibility of the BBQ area and facilities.

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15. Community Safety Plan					
P The Community Safety Plan 2019 to 2023 guides the actions undertaken by Council to improve safety and reduce the risk of crime and anti-social behaviour. The plan identifies community needs for Council and defines agreed priorities for community safety. The Community Safety Plan is being reviewed and extended for two years to November 2025.	■ Review	● Yes	<p>The engagement plan for 2024-25 has applied a gender and intersectional lens for the deliberative engagement process.</p> <p>Council has committed to collect and analyse community safety data by gender and other attributes where possible going forward.</p> <p>Council has started to apply a gender lens in CPTED assessments on known hotspot areas, including recently the Middle Park toilets.</p> <p>Council has committed to apply a gender and intersectional lens in the development of actions and programs under each of the three priorities in the Community Safety Plan as they are developed moving forward.</p>	● Yes	<p>Council conducted research into intersectional inequality in relation to community safety, particularly relating to experience of family and interpersonal violence.</p> <p>The research found that women with disability, First Nations women, trans women and migrant and refugee women are found to be at greater risk of gender-based violence due to the intersection of gender inequality, racism, colonialism, transphobia and ableism in society. Older women are also found to be at greater risk of elder abuse.</p> <p>In addition to Council's ongoing role in preventing and responding to family violence, Council has recognised the importance of raising awareness of family violence in community safety engagement processes and events, and providing free resources for help and support.</p>
16. Elder Smith Netball Infrastructure					
S This project is to design a new netball facility to be used primarily by the Port Melbourne Netball Club which has outgrown its current facilities. The project will provide improved facilities, including courts, lighting, pavilion, toilets and changing rooms to increase opportunities for participation and membership.	● New	● Yes	<p>Public toilet amenities to be 'all gender' individual cubicles, externally facing with clear site lines from the courts. Change room access to also have clear site lines from the courts.</p> <p>Reserve lighting to consider inclusion of better lighting design elements to promote user safety through creating a welcoming environment/ enhanced experience.</p> <p>Included CPTED analysis in scope. The public space is to be designed to incorporate CPTED principles, but includes the requirement for designs to be gender-sensitive to alleviate some of the safety concerns felt by different user groups when utilising the space. Items to consider include access to the pavilion and public toilet facilities, sightlines to entrances, shared gender entrance to toilets vs. externally facing cubicles.</p>	● Yes	While striving to have inclusive toilets and change facilities for people of all genders (including to accommodate increasing demand to play netball among boys and men), Council maintained priority facilities for people with accessibility needs and individual, private cubicles to address safety and cultural concerns for people of all ages and cultural backgrounds.

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17. Gasworks Park upgrade					
<p>S Gasworks Park is being upgraded to improve the open space experience for all users of the park. Council is also partnering with the State Government to manage the contamination at Gasworks Park in conjunction with the upgrade works.</p> <p>The park is in need of upgrade to improve vegetation management, path network and accessibility, drainage, opportunities to introduce play to the park and extend opportunities for art in the park and consider lighting opportunities.</p>	<p>■ Review</p>	<p>● Yes</p>	<p>During concept plan consultation Council sought feedback for areas of the park where people felt unsafe. Council asked for contributions on preferred locations for new lighting.</p> <p>In engagement, Council asked demographic questions including age, gender, number of children in the household, ages of children in the household to enable enhanced analysis.</p> <p>The data received will inform decision making for lighting locations and locations needing improved site lines and thinning of existing vegetation.</p> <p>Revegetated areas will be designed to have open site lines in response to the feedback.</p>	<p>● Yes</p>	<p>The GIA considered the needs and preferences of older women and women with disability, including improved lighting for safety, improved access to buildings and services as well as toilets and parking.</p>
18. Pakington Street Reserve					
<p>S Expand Pakington Street is a public open space project. The project looks at developing an additional 243sqm that sits adjacent to an existing park reserve. The area will be integrated into the existing public open space.</p> <p>There are several existing uses in the park such as a play space, community garden plots, open lawn, DDA path and new lighting. The draft concept design has been prepared to increase greening and biodiversity, additional seating and lawn.</p>	<p>■ Review</p>	<p>● Yes</p>	<p>The following changes have been incorporated in the draft concept design:</p> <p>Provide access to the extension of the park via the DDA path</p> <p>Seating that is connected to the playspace</p> <p>Maintain optimal sightlines through the site</p> <p>Ensure no entrapment areas within the garden beds</p> <p>The concept plan will be launched soon for community consultation.</p>	<p>● Yes</p>	<p>The plan has been prepared to consider lowering risks to all women, including women with disability and women with children by ensuring sightlines are maintained, and entrapment areas are limited.</p>
19. Informal Recreation Audit					
<p>S The informal recreation audit is in response to growth in population, changes in the community since COVID and the legislative landscape particularly the Fair Access Policy Roadmap and legislation related to accessibility and disability inclusion. This audit is to ensure informal recreation facilities are up to date, inclusive, accessible and fit for purpose for our diverse community.</p>	<p>■ Review</p>	<p>● Yes</p>	<p>Amended the policy to include recommendations around providing inclusive and accessible fitness station equipment for women and girls.</p> <p>Amended the policy to include recommendations to support popular female sports such as roller skating.</p> <p>Amended the policy to include recommendations to support a diverse range of informal facilities that encourage participation from a wide range of demographics.</p>	<p>● Yes</p>	<p>The GIA specifically looked into the needs and recreation preferences of women and girls of all ages, cultural backgrounds and abilities. The audit made specific recommendations to improve equity for women and girls with disability.</p>

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Description	Status	Confirm if actions taken	Describe actions taken	Confirm inter-sectional-ity considered	Explain intersectional lens applied
20. Inkerman Street Safe Travel Corridor					
<p>S The key objectives for the Inkerman Safe Travel Corridor are to provide a safe and continuous protected bike lane that will increase safety for all road users, including introducing safer speeds, attract a broader range of people of all genders, ages and abilities to ride a bike and increase travel options by providing a safe alternative to public transport and cars.</p> <p>The Inkerman Safe Travel Corridor delivers Outcome 2 of Council’s Move Connect Live: Integrated Transport Strategy: ‘Our community is healthier because it has safe, connected, and convenient walking and bike riding choices.</p>	<p>● New</p>	<p>● Yes</p>	<p>Criteria to assess gender impacts of three initial design options were included as part of the overall multi-criteria assessment tool, with gender impact representing 5% of the overall score for each option. Gender impact assessment scoring included elements such as women’s safety as pedestrians, bike riders, flexibility, quality of lighting, availability of convenient parking etc).</p> <p>Two concept designs have since been developed to improve safety on Inkerman Street. Council has applied a gender and equity lens to community engagement (currently underway), ensuring that responses and preferences are to be broken down by gender, age and other attributes. Feedback by people of different genders will be included in an Engagement Findings report. All feedback collected from the community and traders will be considered in early 2024 and help inform decision-making about travel safety on Inkerman Street.</p> <p>During detailed design stage, Council will investigate undertaking lighting upgrades at one location along Inkerman Street that was identified as a spot where women, girls and gender diverse people felt unsafe in the YourGround crowd-mapping project.</p>	<p>● Yes</p>	<p>The GIA found that barriers to women riding on Council’s bike lanes are likely to be compounded for older women, women with disability and women from diverse cultural backgrounds due to mobility and safety concerns. CaLD women may face additional barriers relating to cultural norms, having access to a bike and travelling alone in public spaces.</p> <p>Design options have sought to take into consideration the needs of diverse women, along with the needs of parents with young children, people who cannot or do not drive and have fewer transport options. In particular, the GIA recommended providing safer and more inclusive crossing options for pedestrians to benefit people of all genders, ages and abilities.</p>

Required				Recommended	
Description	Status	Confirm if actions taken	Describe actions taken	Confirm inter-sectionality considered	Explain intersectional lens applied
21. Children's Services Integrated Registration and Enrolment					
S Municipal Association Victoria (MAV) and Department of Education and Training (DET) initiative encourages all Local Governments in the State to adopt a central registration enrolment system for kindergarten aged children to support Priority of Access principles and inform future infrastructure and planning needs. The initiative will support planning of increased infrastructure needs for the new rollout of funded 3-year-old kindergarten and increased hours of access of kindergarten provision.	● New	● Yes	<p>Registration data updated to include collection of information about the gender of the registrant. Collection of this information will help inform improved gender analysis in future.</p> <p>Developed the Communications Plan to review opportunities to strengthen messaging about the suite of supports available to families, recognising that women are the primary users of the registration system.</p> <p>Targeted communications are being provided in a range of media e.g. online, website, posters, in plain English and in 7 community languages.</p> <p>Specific needs and requirements of victim/survivors of family violence are being addressed in the development of the new system, including in privacy and confidentiality procedures.</p>	● Yes	<p>The system itself promotes equity of access and participation – as well as being an upgraded / user friendly means of enrolment – it will also be a tool to fairly and consistently apply the Priority of Access principles: the application of which is aimed at changing structural inequalities for women particularly those who experience intersectional inequality through cultural identity, language, disability and socio-economic disadvantage.</p> <p>The GIA made several recommendations to strengthen engagement and access to the new system through provision of information in plain English, multiple languages and through different communication channels (posters, online, verbal) and access to Council's computers/internet.</p>
22. Lagoon Reserve					
S This project is to upgrade sports field, pavilion and supporting infrastructure (including public toilets) that are in poor condition and don't comply with current standards to ensure visitor accessibility, safety and support a range of public space benefits.	■ Review	● Yes	<p>Recommendations from GIA being incorporated into design, including:</p> <p>Improved sightlines to toilets and pavilion entrances,</p> <p>Inclusion of signage and path lighting at entrances, and</p> <p>Renewal of existing aged lighting infrastructure in the Park with quality, sustainable lighting that meets current Australian standards.</p>	● Yes	<p>Research has consistently indicated that passive and active surveillance in outdoor recreation areas is important in diverse women's decision making to participate in outdoor recreation.</p> <p>The lighting upgrades create an increased sense of safety/visibility for women, girls and non-binary visitors and vulnerable users.</p> <p>The proposed design supports diverse user groups with multipurpose options (not limited to one sport) and a community room that can be hired out to various user groups.</p>

Required				Recommended	
Description	Status	Confirm if actions taken	Describe actions taken	Confirm inter-sectionality considered	Explain intersectional lens applied
23. Local Laws Review					
<p>P Local Laws are a form of local regulation that enables Councils to make legislative controls to manage the different circumstances of each municipality. The Local Law-making power attributed to councils comes from the Local Government Act (2020). The Local Law plays an important role in enabling Council to deliver on its strategic objectives, core strategies and policies.</p> <p>Council is making a new Local Law (Community Amenity Local Law 2023) to replace the existing Local Law No.1 (Community Amenity) adopted in 2013. The proposed new Local Law (proposed Local Law) will supersede and replace the current Local Law.</p>	<p>■ Review</p>	<p>● Yes</p>	<p>Gender neutral language has been used throughout the proposed Local Law and the Procedures and Protocols Manual.</p>	<p>● Yes</p>	<p>The GIA recognised that specific groups within our community experience intersecting inequalities and may have lower trust in government authorities. The proposed Local Law engagement process has therefore been developed to ensure:</p> <ul style="list-style-type: none"> - Accessibility of information. - Variety of suitable engagement opportunities. - Information and communication to build confidence and trust in the process. <p>To ensure accessibility for all community members, the Local Law is written in clear and unambiguous language.</p> <p>It is made available on websites and through hard copy in libraries and there is an option for written hard copy feedback.</p> <p>Customer facing staff are trained to assist people in understanding or interpreting the Local Law, as required.</p>

Required				Recommended	
Description	Status	Confirm if actions taken	Describe actions taken	Confirm inter-sectionality considered	Explain intersectional lens applied
24. St Kilda Pier Entrance Revitalisation Project					
Pr St Kilda Pier redevelopment project is well underway, and Council is working in partnership with Parks Victoria to make some improvements to the landside area leading from the Pier. The main aim of the project is to create an iconic visitor entrance to the pier from the St Kilda foreshore precinct and to provide a better connection with Catani Gardens to the St Kilda neighbourhood.	● New	● Yes	<p>Included lighting design/consultant in scope. Following good practice, evidence-based lighting design principles, based on emerging research to improve feelings of safety for diverse women.</p> <p>Applied gender and equity lens to safety assessment conducted to assess the safety of pedestrians, bike riders and drivers using the space and to inform decision-making about separating bike and pedestrian lanes.</p> <p>Included CPTED analysis in scope. The public space to be designed to incorporate CPTED principles, but also includes the requirement for designs to be gender-sensitive to address some of the safety concerns felt by diverse women and other user groups when utilising the space.</p> <p>Preliminary Landscape Concept Design has been developed based on the options included in the GIA and Council will apply a gender lens to upcoming community engagement and include additional questions in the online survey. It will enable Council to disaggregate all the data by gender following the consultation. Feedback received during the consultation will be considered in the development of the Final Concept Plan early next year.</p> <p>Based on the engagement findings, the proposed design options and recommendations in the GIA will be reviewed and updated, if necessary.</p>	● Yes	<p>The GIA considered that women are often accompanied by children, older persons and people with disability in their role as parents or carers and how this affects women's transport needs/decisions and their needs as carers when they are in the public space (e.g. need for seating, shelter, toilets, amenities).</p> <p>The GIA addressed specific safety and accessibility barriers for women and girls with disability, through improved lighting, wayfinding signage, improved network of wide pedestrian paths with good sightlines, ramps for prams and wheelchairs to fit side by side, DDA compliant seats and access points.</p>

Required				Recommended	
Description	Status	Confirm if actions taken	Describe actions taken	Confirm inter-sectionality considered	Explain intersectional lens applied
25. Urban Forest Strategy					
P This strategy shapes the direction for greening port Phillip over the next 20 years. The strategy recognises that trees and biodiversity cannot be managed in isolation from other parts of the urban environment. When managing our trees, we consider their relationship to the environment, buildings, roads, foot-and-bike paths, utilities, open spaces, and activity centres.	■ Review	● Yes	Currently investigating opportunities for addressing gender inequity and lack of diversity generally in arboriculture and horticulture workforce (staff and contractors). For example, through creating traineeship/apprenticeship program internally and encouraging it through external contract providers to help future proof workforce currently experiencing skill shortages and encourage greater gender diversity. Designed engagement approach and engagement analysis that is informed by a gender and diversity lens. Strategy ensures vegetation maintenance standards take gender and safety into account, including through applying a gender lens to CPTED assessments carried out at the project/ activity level.	● Yes	Council designed engagement for this strategy informed by a gender and intersectional lens, in recognition that middle aged women whose first language is English have typically been more engaged with environmental issues than older people, particularly older men and people from non-English speaking families. Council has addressed this through deliberate, targeted engagement with youth, older persons, LGBTIQ+ and multicultural advisory committees and First Nations people, ensuring engagement events and materials are accessible and Council uses an intersectional approach to analyse engagement results.
26. JL Murphy Community Pitch – Synthetic					
S This project is to upgrade the community pitch at JL Murphy Reserve, Port Melbourne. The current pitch is a turf soccer field but turf has a useful life and hours of use diminish over winter. The current pitch cannot sustain higher use and is therefore not suitable to create additional opportunities for increased leisure for the community. A synthetic pitch has been proposed because this would make the ground more accessible all year round, less maintenance is required and the flat surface is more welcoming and safer for a wider group of users.	● New	● Yes	Recommendations from GIA being incorporated into design: Included ramp access to the pitch Included CPTED analysis in scope. The public space is to be designed to incorporate CPTED principles, but also includes the requirement for designs to be gender-sensitive to address some of the safety concerns felt by women and diverse user groups when utilising the space.	● Yes	The GIA considered the needs and preferences of diverse users groups, including women and girls with disability and from CALD communities, recognising the barriers to participation they have experienced from the current turf soccer pitch that was used predominantly by men and boys playing soccer. The proposed design supports increased accessibility for people with disability, children and older people due to the all-weather, year round access and flat, even surface. Access for diverse women and girls is also expected to be improved by a wider review of safety and security in the reserve and through supporting all user groups with multipurpose options (not limited to one sport) and opportunities to hire out to diverse user groups.

Required				Recommended	
Description	Status	Confirm if actions taken	Describe actions taken	Confirm inter-sectionality considered	Explain intersectional lens applied
27. Act and Adapt Strategy					
<p>P Council first published its ten-year Act and Adapt: Sustainable Environment Strategy, in 2018, in response to the many sustainability challenges we face. Under five priority areas, the strategy set the direction for City of Port Phillip’s long-term commitment to environmental sustainability for the organisation and the wider community. The strategy established a pathway to transition Port Phillip into a greener, cooler, more liveable city with lower carbon emissions, a water sensitive city adapting and resilient to climate change and with a sustained reduction in waste.</p> <p>Over the past year, Council has reviewed the priorities and actions set in 2018 and looked at what has changed in the political, economic, social, technological, legal and environmental context to ensure we develop a contemporary and relevant new strategy.</p>	<p>■ Review</p>	<p>● Yes</p>	<p>Strategy has been amended to include a statement pertaining to advancing equity through how Council works externally and internally to implement the initiatives.</p> <p>Council has used the findings and evidence in the GIA to embed gender and equity lens in the Act & Adapt Implementation plan where possible.</p> <p>Council is producing a short equity guidance document for teams that are implementing sub initiatives to refer to when planning and carrying out their projects.</p> <p>Council is, where relevant, embedding gender and equity measures in the monitoring and evaluation plan for Act & Adapt, collecting data and reporting against those regularly.</p> <p>Council is, where possible, using demographic and place-based data and analysis (including gender analysis) to inform targeted communications, engagement and awareness campaigns and will be trialling values-based messaging / values-based framing for climate and sustainability engagement.</p>	<p>● Yes</p>	<p>According to Council’s new Sustainability research, some groups are more concerned about climate change – these include women, young people and people with disability. Older people (particularly older men), while more at risk from climate events, are less concerned and less informed about climate change. Multi-lingual groups are also less concerned, possibly due to language and cultural barriers in the way information is communicated. The GIA highlighted that a one size fits all approach to community engagement tends to represent dominant lenses and lived experiences and that Council needs to engage in more culturally sensitive ways with both First Nations and CALD communities. The GIA also identified that people in lower socio-economic groups have fewer resources to dedicate to climate adaptation and behaviour change.</p> <p>To address this, Council is building new and strengthening existing partnerships and communications with community partners and networks to better understand different groups within the community and meet their needs with regards to climate adaptation and resilience.</p>

Gender Equality Progress Report

Below are the organisation’s strategies and measures. They show the planned actions that the City of Port Phillip have outlined in our Gender Equality Action Plan (GEAP) to promote gender equality in our workplace.

Table 2.1 Strategies and measures

Required		Recommended									
Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
1.1 Senior leaders communicate clearly and regularly about our commitment to gender equality, respect, flexible work and zero tolerance towards discrimination and sexual harassment					1	2	3	4	5	6	7
● Ongoing	<p>This is an 'ongoing' action as leadership commitment to this goal is crucial to building a respectful and inclusive workplace. As part of the organisation’s leadership commitment, the leadership team have embedded the practice of role modelling and advocating for a fair and equitable workplace for all employees into their day-to-day activities and practices.</p> <p>During this reporting period, Council developed a leadership strategy consisting of nine (9) formal communications directed towards the organisation’s commitment to respectful and inclusive workplace cultures, flexibility and a zero tolerance towards discrimination and sexual harassment. For example, direct Chief Executive Officer (CEO) communications were made for the following: International Women’s Day (IWD), 16 Days of Activism against Gender-Based Violence, International Day of People with Disability, the launch of the flexible work policy, promotion of the role of the Equal Employment Opportunity (EEO) officer network and relevant related policy and process updates. In addition to these efforts, a draft version of a values and behaviours matrix was drafted and consulted upon that embedded equitable and inclusive behaviours. Since the reporting period, the matrix has been embedded into the City of Port Phillip’s ways of working and the related processes and procedures (employee performance appraisals e-plans).</p>	<p>This action has been implemented and now part of business-as-usual practices. Key messaging has been cascading down through the Leadership Network and has been embedded into the broader culture of the organisation.</p> <p>The relevant Employee Experience Survey 2023 results reflect a 3% increase in employees answering favourably that My organisation encourages respectful workplace behaviours.</p> <p>The Council’s Annual Employee Survey run in November 2022 also indicated that 75% (+4%) of employees answered favourably that the organisation encourages respectful workplace behaviours. Of which, 75% (+7%) of women answered favourably. Additionally, there was a 5% favourable increase to My organisation takes steps to eliminate bullying, sexual harassment and discrimination with a 10% favourable increase for responses by women.</p> <p>This measure has been successful as messaging has contributed to the above results.</p>	2022,2023 and duration of action plan	Lead: EM PCS Support: Internal Communications and Leadership Network	●	●	●				

- 1. Gender composition of all levels of the workforce
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- 5. Recruitment and promotion practices in the workplace

- 6. Availability and utilisation of terms, conditions and practices relating to:
 - family violence leave
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- 7. Gendered segregation in the workforce

Required		Recommended									
Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
1.2 Encourage and support leaders to role model and share their stories of flexible work, and diversity and inclusion practices					1	2	3	4	5	6	7
■ Void/ cancelled	This goal was incorporated into action 1.1. Through the development and implementation of a diversity, equity and inclusion framework in 2024, further leadership communication strategy will be developed.	n/a	2022,2023 and duration of the action plan	Lead: EM PCS Support: Leadership Network							
1.3 Report on key workforce gender metrics to Executive Leadership Team (ELT) at least twice per year					1	2	3	4	5	6	7
● Ongoing	Changes have been made to the monthly Human Resources (HR) reporting dashboard that now includes Gender Measures and this is shared with the Executive Leadership Team. Additionally Key Gender Measures are reviewed in key processes such as Remuneration Review.	ELT now have greater oversight of Council's gender metrics and this has been used to inform decisions. Further progress is to be made on the detail of gender and intersectional reporting incorporated into monthly reporting. This action continues to be ongoing to enable development of more detailed gender and intersectional analysis to be provided to ELT on a six monthly basis.	2022,2023 and duration of the action plan	Lead: EM PCS Support: HR Analytics	●				●	●	●
1.4 Provide annual reporting to staff and council members (communicate and share progress of actions and measures in this plan each year)					1	2	3	4	5	6	7
● Ongoing	This action has been marked as ongoing for the duration of the Gender Equality Action Plan (GEAP). Through CEO updates and the annual reporting cycle process, staff and council members have been kept up to date with Council's GEAP Progress. This year's annual report is scheduled to include progress on the GEAP to date. A summarised version of the GEAP Progress report will be shared with Staff and Council in the third quarter of 2023/24 upon submission.	Communication on the ongoing progress of the GEAP has been provided to employees and the Council. Upon the submission of the GEAP progress report, a summary will be provided for the following annual report cycle and further staff communication will occur in Quarter two of 2023.	2022,2023 and duration of the action plan	Lead: EM PCS Support: Social Policy & Gender Equity Advisor and HR Analytics	●	●	●	●	●	●	●

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Required		Recommended									
Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
1.5 Adopt a holistic and intersectional approach to diversity and inclusion, including establishing a Diversity and Inclusion Framework and Steering Committee					1	2	3	4	5	6	7
● In Progress	<p>As part of Council's commitment to taking a holistic and intersectional approach to Diversity, Equity and Inclusion (DEI), there have been multiple steps taken to date:</p> <ol style="list-style-type: none"> 1) Executive Leadership Team endorsed the establishment of the inaugural Diversity, Equity and Inclusion Steering Committee and the relevant terms of reference in late June 2023. The steering committee has since been established and the first meeting held. 2) Implementation of the new enterprise agreement inclusive of enhancements to carer focused leave as well as the introduction of gender affirmation leave entitlement to all employees (2022). 3) Implementation of the Pride Employee Network (implemented 2022) 4) The Accessibility and Disability Inclusion Staff Network (established in 2022) 5) Implementation of Diversity Council Australia membership (and resources) access for all staff <p>Development of the DEI framework is currently underway working towards being established over the next 12 months.</p>	<p>Significant steps have been taken by Council toward adopting a holistic and intersectional approach to DEI with the sponsorship of employee networks (Pride and Accessibility/Disability) as well as the endorsement (and implementation post June 2023) of the internal DEI Steering Committee. Implementation of the DEI framework from late 2024 will further embed a holistic and intersectional approach to DEI.</p>	2022	<p>Lead: EM PCS Support: Steering Committee members and Administration Support</p>	●	●	●	●	●	●	

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Required		Recommended									
Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
1.6 Improve our HR processes and systems to enable new and existing employees to share their demographic data					1	2	3	4	5	6	7
● In Progress	<p>Steps have been taken to improve our HR processes and systems to provide the opportunity for new and existing employees to share their demographic data. In early 2022, changes were made to our Council's HR system allowing existing employees to share their demographic data covering some intersectional attributes (Gender identity, LGBTIQ+, First Peoples, Disability) through our employee self service system. These changes were also implemented into our recruitment system and induction paperwork allowing new employees to provide further demographic details.</p> <p>Further demographic data specifications have been built into Council's employee engagement surveys providing further data about our workforce.</p>	<p>To date, 9.09% of employees have provided additional demographic data that was not captured at the time of recruitment.</p> <p>While the ability to add this demographic information in the employee self service system has been promoted via communications and through a checklist for new employees, more work needs to be done to understand what further actions/strategies can be undertaken to encourage employees to share this data. Additional demographic data collected through Council's employee engagement surveys is now being considered in decision making practices.</p> <p>Working within the system limitations we currently have, changes have successfully been made to our systems and processes.</p>	2023	<p>Lead: Head of HR</p> <p>Support: HR Analytics</p>	●	●	●	●	●	●	●
1.7 Promote and build staff confidence to share demographic data for improved workforce data capture and intersectional analysis					1	2	3	4	5	6	7
● In Progress	<p>This action has been marked in progress as we have begun to build staff confidence to share demographic data.</p> <p>Council implemented and promoted a voluntary process to input demographic data into the current HR systems. Various communications were made to employees promoting changes to the system and offering the opportunity to provide further demographic data.</p>	<p>There has been a slight increase (3%) in the percentage of employees that have provided further demographic data that has either been captured through internal promotion efforts and through changes to our recruitment processes.</p> <p>Commencement has been made on this action; however, further work is required to continue to build staff confidence to share their demographic data voluntarily.</p>	2022, 2023, 2024, 2025	<p>Lead: Head of OD</p> <p>Support: Internal Communications and HR Analytics</p>	●	●	●	●	●	●	●

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Required		Recommended									
Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
1.8 Review employees' experience of intersectional gender equality at work every two years					1	2	3	4	5	6	7
● In Progress	<p>In 2022, changes were made to the Council's Employee Self Service systems allowing existing employees to share their demographic data covering some intersectional attributes.</p> <p>Further data has been collated through Council's employee engagement surveys allowing for an intersectional lens being used when analysing data. Further work is being done with the provider to further dissect data using multiple intersectional lenses.</p> <p>This year, further analysis was conducted using an intersectional lens (where data was available) when reviewing Employee Experience Survey data.</p>	<p>Multiple steps have been taken to build further demographic data through Council's processes and projects. As the data continues to build and Council's employee engagement survey results can be viewed through multiple intersectional lens, this will better inform the organisational policies, processes and procedures.</p>	2023, 2025	<p>Lead: Head of OD</p> <p>Support: Social Policy Advisor</p>	●	●	●	●	●	●	

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Required		Recommended									
Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
1.9 Celebrate and acknowledge key events identified in our Diversity and Inclusion calendar, including 16 Days of Activism and International Women’s Day, in our workplace and community					1	2	3	4	5	6	7
● In Progress	Council has led annual internal and community-facing initiatives including events and social media campaigns to celebrate key days of recognition including 16 Days of Activism, International Women’s Day, Day of People with Disabilities and International Day Against LGBTIQ+ Discrimination.	<p>High Levels of participation indicate the success of this action.</p> <ul style="list-style-type: none"> 16 Days of Activism Against Gender-Based Violence campaign focused on respect and equality in community sport (through social media campaign including discussions with young local athletes and their clubs) and two videos produced and shared). From this, there were 17,104 impressions and 108 web page views during the 16 Days, with average time spent on the web page being 7.19 minutes which was a significant increase on previous years. International Day of People with Disabilities (inclusive of community activities and employee education awareness through workshops (attended by 187 employees). International Women’s Day (IWD): Council’s celebration of IWD and the theme DigitALL: Innovation and technology for gender equality was marked by an evening community event attended by two guest speakers. There were 110 people that attended the event. <p>Internally, Council celebrated IWD on 8 March 2022 through a morning tea event, a webinar and panel discussion on Cracking the Code: Innovation for a Gender Equal future that was well attended.</p> <ul style="list-style-type: none"> International Day Against LGBTIQ+ Discrimination Day: The Pride Employee Network organised an event discussing the impacts of discrimination on the LGBTIQ+ community with a guest speaker. This event was well attended. 	2023, 2024, 2025	Lead: Social Policy and Gender Equity Advisor	●	●	●	●	●	●	

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Required		Recommended									
Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
1.10 Evaluate implementation of this action plan to inform next plan					1	2	3	4	5	6	7
● Not Started	This action item will commence in late 2024 in preparation for the development of a new Gender Equality Action Plan.	n/a	2025	Lead: Head of ICSPRS Support: Social Policy advisor	●	●	●	●	●	●	●
2.1 Ensure consistent and fair selection processes for career development opportunities (e.g. secondments, higher duties, development programs, mentoring and buddying, coaching)					1	2	3	4	5	6	7
● In Progress	The organisation has a merit based approach for higher duties and secondments. A gender lens is also applied when selecting participants for organisational development programs and opportunities such as LGPro programs and Leadership programs to ensure wherever possible that there is a balance of genders to development opportunities.	After reviewing our workforce data, 58% (156) women participated in career development training compared to 42% (129) men. There was also 59% of women who were awarded higher duties arrangements during the reporting period. These results align with the overall gender composition of the workforce with 56% women and 43% men. The People Matter Survey data results also indicated a significant favourable increase (+11%) in respondents feeling satisfied that their learning and development (L&D) needs have been met in the last 12 months. This was an increase of 8% from 2021 on favourable responses from woman.	Duration of the plan	Lead: Head of OD Support: Head of HR	●					●	
2.2 Use evidence about intersectional experience in our workplace to explore specialised and/or targeted leadership and career development initiatives to advance outcomes for diverse groups					1	2	3	4	5	6	7
● Not Started	While progress has been made as outlined in actions 1.7 and 1.8 there is still not sufficient intersectional data to fully identify whether there is a need for more targeted leadership or development initiatives. Further exploration will occur in 2024/2025	n/a	2022,2023 and Duration of plan	Lead: Head of OD Support: Head of HR and Social Policy Advisor	●						●

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Required		Recommended									
Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
3.1 Review and implement strategies and workforce planning actions to support gender balance in Family, Youth and Children, and Maintenance and Operations departments					1	2	3	4	5	6	7
● In Progress	<p>Initial steps have been taken to progress this action. The department workforce planning template was updated in 2022 to include focus on identifying the diversity of the department workforce and consideration of that in action planning. Review has also commenced in these two departments and good discussions have taken place regarding the apparent barriers to greater gender diversity within these departments. To date, broader strategies have been put in place to encourage unbiased gender recruitment and diversity measures enlisted into department workforce plans.</p> <p>Further review is currently occurring for these departments and the findings will inform the most appropriate next steps. This will be an ongoing process and strategy that will take time to come into fruition.</p>	<p>To date, we have seen an increase in men working within Family, Youth and Children with the appointment of the following male individuals: Educator, Centre Coordinator, Waitlist Officer and Chef.</p> <p>Within the Maintenance and Operations department, there has been a new executive manager that has been appointed post reporting date who will be addressing the gender imbalance with strategies to a) identify the reasons why women and non-binary individuals are not taking up employment in this area and b) what can be done to change the outcome to have a more gender diverse workforce.</p>	2022, 2023	<p>Lead: Head of HR Support: EM – Family, Youth and Children, EM – Waste and City Maintenance</p>	●						●
3.2 Apply learnings from 3.1 to improve gender balance in other segregated teams					1	2	3	4	5	6	7
● Not Started	<p>This has been marked as 'Not started because this goal is dependent on the progression of goal 3.1. This action will be implemented 2025 when strategies to increase gender balance has occurred and can be leveraged.</p>	N/A	2023, 2024	Lead: Head of HR							●

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Required		Recommended									
Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
3.3 Integrate the use of ANZSCO job codes into HR system and processes to improve data on workforce gender segregation and align with commission recommendations					1	2	3	4	5	6	7
● Not Started	We are currently manually applying the top level ANZSCO codes. Resourcing and system limitations has impacted the ability to further integrate into HR processes to ensure consistency of application for the role based ANZSCO codes. We will continue to explore ways to create an automatic and systemised approach in 2024/25.	N/A	2022	Lead: Head of HR Support: HR Analytics							●
4.1 Explore and identify different strategies to remove gender bias and promote inclusive recruitment					1	2	3	4	5	6	7
● In Progress	<p>A review of the Recruitment and Selection processes and related documents was conducted. The analysis identified areas where gender bias could occur and could be minimised or removed to promote more inclusive recruitment. Examples identified are as follows: Position descriptions (PD), advertisements, selection panel process, selection report and the recruitment and selection policy.</p> <p>The following changes and additions have been made to remove potential gender bias: All PD template and advertisements have been fitted with gender decoders to ensure these documents use gender neutral language, introduction of gender balanced selection panels (practice has been implemented and reinforced), recruitment and selection in-house training amended to reflect these mentioned changes as week as the relevant updates made to internal recruitment and selection guidelines.</p> <p>As the above changes were implemented early 2023, the effects of these changes are yet to be seen through the audit data.</p>	Centrally, the review of the Recruitment and Selection process overall was completed and identified key areas where gender bias could be mitigated. Further steps were taken to implement changes to related documents, guidelines and training to embed the practice internally. As the changes have only recently being embedded, the current audit data will not reflect these changes. Further data analysis will need to be conducted over the next 12 months to review the outcome of the implementation.	2022	Lead: Head of HR Support: Head of Recruitment, Workforce Systems and Experience, Social Policy and Gender Equity Advisor	●	●	●				

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Required		Recommended									
Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
4.2 Review recruitment and selection policies, processes and practices to minimise bias and align with best practice					1	2	3	4	5	6	7
● In Progress	In addition to the above actions taken, the candidate selection report was identified as an area where gender bias could occur and affect earning capacity. As starting salaries, although banded, can differ based on the starting increment, a process was put in place to ensure that any salary starting higher than the first increment needed to be justified through documentation and approved through the delegation system (approved by Level 3 manager). A draft amendment was made to the relevant reporting mechanisms which will be implemented in the second half of 2023.	In the 2021 People Matter Survey, the following question was asked about recruitment the organisation makes fair recruitment decisions, based on merit, 47% of women and 64% of men answered favourably. The same question was not used in the 2023 survey, however, when looking at the results of a similar question I believe the recruitment processes in my organisation are fair, 62% of women and 71% of men agreed favourably.	2022, 2023	Lead: Head of HR Support: Head of Recruitment, Workforce Systems and Experience, Social Policy and Gender Equity Advisor	●	●	●				
4.3 Raise awareness and minimise the incidence of unconscious bias through various training interventions					1	2	3	4	5	6	7
● In Progress	Opportunities to raise awareness and minimise incidents of unconscious bias have been identified and actions have been taken. Through the reporting period, three areas were identified as opportunities where unconscious bias training was conducted: <ul style="list-style-type: none"> - With the Award Selection Committee for the organisational wide Recognition Program - For Senior Leaders, Heads of departments, coordinators and teams leaders as part of Inclusive Leadership training program - For Hiring managers in the in-house training for Recruitment and Selection Further work is to be done to address unconscious bias in the elearn Recruitment and Selection training module.	Significant steps have been taken to implement unconscious bias training across a large cohort of leaders across the business.		Lead: Head of OD Support: Head of Recruitment, Workforce Systems and Experience.	●	●	●				

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4.4 Explore data to understand differences in starting salaries between genders and act on relevant findings					1	2	3	4	5	6	7
● In Progress	<p>A report was created during the reporting period to enable analysis of starting salary for new starters over a 12 month period to determine the gender differences.</p> <p>Additionally, to ensure removal of any potential unconscious bias, an updated recruitment procedure has been drafted to include a justification on all recruitment if the role is to start above entry level.</p>	<p>Unlike the 2021 audit which indicated that men who were recruited were more likely to start above base salary, the outcome of the analysis on the 2022/23 data indicated that women were more likely to start above base salary. Based on this there does not appear to be a trend favouring men, rather external factors such as external labour market conditions and candidate experience play a greater role than gender. We will continue to monitor on an annual basis.</p>	2022	<p>Lead: Head of HR</p> <p>Support: Head of Recruitment, Workforce Systems and Experience, HR Analytics</p>	●	●	●				

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Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
5.1 Develop management capability and behaviours for inclusive leadership					1	2	3	4	5	6	7
● In Progress	<p>A specific Inclusive Leadership Training was conducted by Diversity Australia that covered topics such as diversity, inclusion and cultural sensitivity, shifting world of work and culture, unconscious bias, cultivating a workplace for diversity, respect and culture. This was attended by a range of leaders across the organisation and was positively received. Further inclusive leadership training and education will continue across all different levels of leadership over the next 12 to 24 months to continue to develop management capability and behaviours.</p>	<p>Overall, the Inclusive leadership face to face training was well attended by leaders across Council. Further inclusive leadership capability uplift will be run for leaders over the next 12 months to support the implementation of the Prevention of Sexual Harassment and Family and Domestic Violence policies.</p> <p>When reviewing both employee surveys, results indicated that overall, there has been a favourable increase in responses regarding inclusive practices. For example, the November 2022 Council's employee engagement survey results indicated a favourable increase to 75% (+4%) to the question My organisation encourages respectful workplace behaviours. 75% of women answered favourably which is a 7% increase from the previous survey. However, when reviewing employees with a disability, only 50% answered favourably.</p> <p>Results from the June 2023 Employee Experience Survey survey indicated a 4% increase in respondents feeling culturally safe at work (84%). Out of which, 82% of women answered favourably.</p> <p>Further work is planned to continue to develop inclusive leadership capability with an intersectional lens in alignment with the organisation's Accessibility Action Plan and LGBTIQA+ Action Plan.</p>	2022, 2023,2023,2025	<p>Lead: Head of OD</p> <p>Support: OD team</p>							

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Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
5.2 Deliver specific family violence disclosures training to HR team and people leaders to support staff experiencing family violence					1	2	3	4	5	6	7
● In Progress	<p>The organisation has developed a Family Violence policy with employee consultation, endorsed in June 2023. During policy development, the organisation assessed external training offerings to align with the implementation of the policy.</p> <p>A holistic capability and family violence awareness program is currently being developed with the intention of being rolled out in 2023/24. The organisation is also actively involved in primary prevention initiatives such as 16 Days of Activism Against Gender-Based Violence where resources for help and support are actively promoted.</p>	Training will occur early in 2024 after endorsement of the Family Violence Policy.	2022, 2023,2023,2025	<p>Lead: Head of OD</p> <p>Support: HR team, All People Leaders, Social Policy and Gender Equity Advisor</p>							
5.3 Raise awareness of family violence including how to respond to disclosures across the organisation and Council members					1	2	3	4	5	6	7
● In Progress	<p>Awareness of family violence has been raised through various communications and promotion of the 16 Days of Activism. Additionally through employee consultation of the new Family Violence Policy. As described above, various training options for employees have been assessed to support responding to disclosures.</p>	A number of factors indicate progress of this action including delivery of 16 Days of Activism campaign and development of Family Violence Policy and consultation. Family Violence training will be rolled out in 2024.	Duration of the plan	<p>Lead: Head of OD</p> <p>Support: OD Team, Head of Governance, Social Policy and Gender Equity advisor</p>							

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6.1 Embed and monitor implementation of the Flexible Work Policy across the workforce to ensure equal access					1	2	3	4	5	6	7
● In Progress	<p>Significant steps have been taken to embed and monitor the Flexible Work Policy and supporting documents. Changes to the Employee Self Service system were made to include the ability to request a Remote Work Arrangement to simplify the process along with the inclusion of the statistics of remote work arrangements included in the Monthly HR dashboard to monitor progress. An internal audit was also conducted in January 2023 to identify any areas of improvement.</p>	<p>There has been a significant increase in the number of employees on flexible work arrangements with the formalisation of working from home arrangements. We also note there are a number of employee-led part time arrangements in place across the organisation, however, due to systems limitations, this data cannot be accurately collated at the current time.</p> <p>Council's employee engagement survey found that 75% (+3%) of employees were favourable to the question I am supported to work flexibly in my role. Of this, an increase of 2% of women and 5% of men answered favourably.</p> <p>When reviewing the Employee Experience Survey data, 81% (+4%) of women and 82% (+1%) of men answered favourably to the question I am confident that if I requested a flexible work arrangement, it would be given due consideration. However, when reviewing employees with a disability, only 57% of women answered favourably.</p>	Duration of the plan	<p>Lead: Head of OD</p> <p>Support: HR team, All People Leaders</p>							

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Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
6.2 Review and enhance parental leave provisions (if required) to ensure they promote equity and flexibility for all parents					1	2	3	4	5	6	7
● Completed	<p>With the introduction of a new Enterprise Agreement (2022), parental leave provisions were reviewed and enhanced. These included the following:</p> <p>Enhanced parental leave</p> <ul style="list-style-type: none"> • Increase to primary carer Parental Leave from 16 weeks to 20 weeks. • Increase partner/secondary carer Parental Leave from 2 weeks to 4 weeks. • Introduction of Single Parent Parental Leave, 24 weeks paid leave for all single primary carers within the first 12 months of the birth of a child. • Introduction of Special Parental Leave, increasing existing provisions from 5 days to 8 weeks for primary carer and 2 weeks for partner/secondary carers. • Parental leave can be taken in two blocks as a minimum, or more if mutually agreed. • Superannuation paid for up to 12 months on all primary carer Parental Leave 	<p>Our workforce data indicates that there has been an increase in the number of men that have taken carers leave since 2021. As of 30 June 2023, of those employees that took carers leave 40% (+4%) were men and 60% (-3%) were women.</p> <p>When reviewing the Employee Experience Survey results, 82% of respondents agreed or answered favourably towards requests relating to leave, flexibility and working arrangements. Of those who responded, 83% felt that their manager supported working flexibly.</p>	2023	<p>Lead: Head of HR</p> <p>Support: Social Policy and Gender Equity advisor</p>							

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Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
6.3 Ensure the needs of staff experiencing family violence are met by reviewing policy and processes for accessing family violence leave and support, and promote availability of these provisions to staff					1	2	3	4	5	6	7
● In Progress	<p>The availability of Family Violence Leave has been a longstanding entitlement in the organisation. Staff are able to access Family Violence leave, however, we note that not all leave required related to family violence has been taken under this category. Some employees may have used other kinds of paid and unpaid leave to avoid disclosure.</p> <p>The following steps have been taken during the reporting period: the Family and Domestic Violence policy has been drafted and consulted upon and training offerings have been sourced and reviewed. Since then, the policy has been launched and relevant awareness building and training is scheduled for the first half of 2024.</p>	<p>Development of a new Family Violence Policy in consultation with employees.</p> <p>When reviewing the Employee Experience Survey results, 47% of respondents agreed and 38% strongly agreed that Council would support them if they needed to take family violence leave. Of this, 86% (+3%) of women answered favourably and 82% (-11%) of men.</p>	2022	<p>Lead: Head of HR</p> <p>Support: Social Policy and Gender Equity advisor</p>							●
6.4 Identify opportunities to improve support for parents and carers e.g. returning to work initiatives					1	2	3	4	5	6	7
● Not Started	<p>Focus has been on changes in the Enterprise Agreement (as outlined in 6.2) which is intended to further support all parents through strengthened entitlements. Initiatives to support returning to work will be prioritised on over the next 12 months.</p>	<p>Although originally anticipated to be implemented in 2023 the negotiation of a new Enterprise Agreement that included new provisions to support parents was a key focus which impacted the start of this action.</p>	2023	<p>Lead: Head of HR</p> <p>Support: Head of OD</p>							●

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7.1 Identify and ensure the priority needs of people of all genders and backgrounds are incorporated in the St Kilda Town Hall Staff Accommodation Project (e.g. consideration of providing all gender toilet/s, prayer facilities, appropriate breastfeeding facilities)					1 2 3 4 5 6 7	
● In Progress	<p>As of 30 June 2023, the project was at the design phase. Concept design has been finalised and the appointment of the detailed design consultant was in progress.</p> <p>Temporary design changes have been made to St Kilda Town Hall first-aid room to allow multiple uses: First-Aid, breastfeeding facilities and multi-faith practices.</p>	To date, positive feedback has been provided on the use of this room. Further work continues on this project.	Duration of the plan	<p>Lead: Head of Property and Assets</p> <p>Support: Workplace Transformation Project Team and Social Policy and Gender Equity Advisor</p>	●	
8.1 Agree a set of equity principles for Council that can be used to guide decisions about ways of working, for example meeting scheduling					1 2 3 4 5 6 7	
● In Progress	<p>Initial action has taken place, however equity principles will be reviewed. Councillors confirmed their requirement to adhere to the Councillor Code of Conduct, which they have endorsed. This code of conduct specifically states that they will take positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the Equal Opportunity Act 2010.</p> <p>To ensure an equitable approach, Councillors were surveyed for their collective input on meeting scheduling allowing a flexible meeting approach.</p>	Councillors endorsed the Councillor Code of Conduct.	2022	<p>Lead: Manager Governance and Organisational Performance</p> <p>Support:</p>	●	

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8.2 Ensure Councillors are informed of their internal and external options for making sexual harassment complaints and accessing support					1	2	3	4	5	6	7
● In Progress	<p>Councillors have been informed of their options. Further action has been planned for the related training that will be released in early 2024 for the Prevention of Sexual Harassment and Family and Domestic Violence policy.</p> <p>As part of the 2020 Councillor induction program, all Councillors received a briefing session externally facilitated, which detailed their rights and responsibilities around bullying and harassment. This session also provided information on how to access support throughout their term.</p>	The Prevention of Sexual Harassment Policy includes options and provisions for Councillors.	Duration of the plan	Lead: EM – Governance and Organisational Performance	●						
8.3 Develop a four-year learning and development program for the incoming Council that provides a range of mandatory and optional training opportunities					1	2	3	4	5	6	7
● In Progress	<p>The current sitting council received an in-depth mandatory training and induction program following the 2020 election that covered a range of topics. Councillors also have ongoing access to external development opportunities, facilitated by organisations such as the Municipal Association of Victoria (MAV).</p> <p>A four-year development program will be developed for the 2024-2028 Council term.</p>	Further work is required to clearly articulate the evaluation of success of this action.	2023	<p>Lead: EM – Governance and Organisational Performance</p> <p>Support: Head of Governance</p>	●						
8.4 Explore initiatives that build community leadership capability targeting diverse cohorts, including young people, gender diverse and CALD people					1	2	3	4	5	6	7
● In Progress	<p>A broad holistic approach to building diverse community leadership capability is being scoped by the Community Building and Inclusion team, in alignment with the LGBTIQ+ Action Plan, Accessibility Action Plan and cultural diversity goals.</p>	It is too early to evaluate this action as work is at scoping stage.	2024	<p>Lead: Manager Community Building and Inclusion</p> <p>Support: Social Policy and Gender Equity Advisor</p>	●						

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9.1 Communicate a culture of respect, and communicate to all staff at least annually that the council does not tolerate sexual harassment					1	2	3	4	5	6	7
● Ongoing	This action is built into business as usual activities. As indicated in action 1.1, a communication strategy was executed that addressed the organisation's stance on sexual harassment. Ongoing reporting and appropriate communication will be developed on an annual basis communicating how we are going, along with reinforcing this message when relevant in standard employee communications.	<p>When reviewing both the Employee Experience Survey results and the Council's Employee Engagement Survey data, both provided comparable results to the same questions.</p> <p>For example, when looking at Employee Experience Survey results, 79% (+5%) of respondents agreed favourably towards Council's commitment to addressing Workplace Sexual Harassment.</p> <p>When employees were asked My organisation encourages respectful workplace behaviours, for Employee Experience Survey, overall, 83% answered favourably, out of which, 80% (+1%) of women answered favourably and 87% (-4%) of men. However, when looking at women with a disability, this decreased to 67%. Comparable results were seen in the Council's employee engagement survey results for the same question, overall, 75% (+4%) of respondents agreed favourably, 75% (+7%) of women answered favourably and 80% (+5%) men.</p> <p>Reviewing the question in Council's Employee Engagement survey My organisation takes steps to eliminate bullying, harassment and discrimination, overall, 70% (+11%) of respondents answered favourably, out of which, 68% (+10%) of women answered favourably. This decreased to 54% when looking at responses from employees with a disability.</p> <p>Overall, our Employee Experience Survey results tell us that Council had a low percentage of employees that experience sexual harassment at 7% (-1%). However, women and non-binary individuals are more likely to experience sexual harassment in the workplace.</p>	Duration of the plan	Lead: ELT Support: EM - PCS, Internal Communications				●	●		

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9.2 Strengthen confidence and capability of staff and council members to respectfully call out discriminatory and inappropriate behaviour when it occurs including bystander intervention					1	2	3	4	5	6	7	
● In Progress	<p>As outlined in action 1.1, communication has been provided to employees outlining Council's commitment to providing a safe and respectful workplace and a zero tolerance to bullying, discrimination and sexual harassment.</p> <p>Additionally, as part of Council's commitment to strengthen the capability of staff and council members to respectfully call out discriminatory and inappropriate behaviour, a pilot of a 3 hour Upstander training program was delivered by an external provider specialising in this type of training to a cross representation group of staff (15 people) from across the organisation and at different organisational levels. The intent of this pilot was to gain feedback from various areas on the type of training approach that would best build the capability while being operationally viable.</p> <p>While the session was well received from most participants when considering operational restrictions rolling this out on a wider scale was limited. Other avenues to build this capability rather than 'standalone training' are being considered including it being a component of Sexual Harassment training that will be implemented in 2024.</p>	<p>Reviewing the Council's 2022 employee engagement survey results, there was an increase of 6% of favourable responses to 'I feel safe to challenge inappropriate behaviour at work'. This included an 11% increase in favourable responses for women.</p>	<p>Duration of the plan</p>	<p>Lead: Head of OD Support: Head of HR, EM – Governance and Organisational Performance</p>				●	●			
9.3 Train, support and communicate the role of EO Contact Officers					1	2	3	4	5	6	7	
● Completed	<p>The Equal Employment Opportunity (EEO) Policy was revised and relaunched in December 2021. EEO officer numbers were increased and a communication strategy was put in place to enhance the awareness and profiles of the officers. EEO officers were trained to be able to conduct their roles.</p>	<p>The EEO, Discrimination, Harassment and Bullying Policy was updated and published in July 2021. EO Officers were selected and established in August 2021 and attended EO Officer Training in October 2021. There are currently seven EEO officers in place. With the appointment of a new Head of HR, functions of the EO Officers will be reviewed in 2024.</p>	<p>2023</p>	<p>Lead: Head of HR Support: Internal Communications</p>					●	●		

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9.4 Review complainant procedures and reporting mechanisms for inappropriate behaviour to identify and address any barriers to reporting and ensure procedures are victim-centric					1	2	3	4	5	6	7
● Completed	As part of the development of the Sexual Harassment policy, complainant procedures and clear reporting mechanisms were included. Further awareness of these procedures will occur as part of the implementation of the policy.	While the policy was implemented slightly after the reporting period, employee consultation on the Prevention of Sexual Harassment Policy occurred through our Health and Safety Committee as well as through our Staff Consultative Committee including the unions. The policy was positively received with some minor updates made from the feedback provided.	2022, 2023	Lead: Head of HR Support: Social Policy and Gender Equity Advisor				●	●		
9.5 Introduce mandatory sexual harassment awareness training for staff and council members, including how to report (Note, dependency on action 9.7).					1	2	3	4	5	6	7
● In Progress	With the Prevention of Sexual Harassment Policy being endorsed in November 2023, a capability and awareness program has been scoped with the intention of being rolled out in 2024. Learning Solutions, including eLearns as well as face to face training from different external training providers has also been reviewed to determine best approach for addressing this requirement.	Further data will be gathered to report on the evaluation of success once the capability and awareness programs have been implemented.	2023	Lead: Head of OD Support: Head of HR, EM – Governance and Organisational Performance				●	●		
9.6 Collect and monitor information on the prevalence and nature of sexual harassment every two years through staff survey and complaints received					1	2	3	4	5	6	7
● In Progress	During the reporting period, results of the Council's Employee Engagement survey and Employee Experience Survey were reported to the Executive Leadership Team. This included results related to sexual harassment.	Refer to evaluation of success for action 9.1.	2023, 2025	Lead: Head of HR				●	●		

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5. Recruitment and promotion practices in the workplace

6. Availability and utilisation of terms, conditions and practices relating to:
 - family violence leave
 - flexible working arrangements
 - working arrangements supporting employees with family or caring responsibilities
7. Gendered segregation in the workforce

Required		Recommended									
Status	Status description	Evaluation of success	Timeline	Responsible	Relevant indicator(s)						
9.7 Introduce a standalone sexual harassment policy					1	2	3	4	5	6	7
● In Progress	A standalone Prevention of Sexual Harassment policy was developed, including staff and external consultation, during the reporting period.	Although originally anticipated to be implemented in 2022, consideration of legislative requirements due to 'Respect@Work' and appropriate stakeholder engagement delayed the finalisation of the policy until after June 2023. It has since been implemented in November 2023.	2022	Lead: Head of HR				●			

1. Gender composition of all levels of the workforce
2. Gender composition of governing bodies
3. Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender
4. Sexual harassment in the workplace
5. Recruitment and promotion practices in the workplace

6. Availability and utilisation of terms, conditions and practices relating to:
 - family violence leave
 - flexible working arrangements
 - working arrangements supporting employees with family or caring responsibilities
7. Gendered segregation in the workforce

Gender Equality Progress Report

The Gender Equality Act 2020 sets out seven workplace gender equality indicators. They represent the key areas where workplace gender inequality persists – and where progress towards gender equality must be demonstrated.

Defined entities must collect and report data against these indicators in their workplace gender audit. Defined entities are required to make reasonable and material progress in relation to the workplace gender equality indicators.

Table 3 – Workplace gender equality indicators progress

Required	Confirm if progress made	Progress description
Gender composition of all levels of the workforce		
● Yes		<p>Considering gender composition, Council does not have significant concerns about the gender balance in its workforce as a whole. Gender segregation is still visible in certain areas of the business (previously identified), and steps are currently in place to address this imbalance. Women continue to be over represented in part-time employment occupying 73% (+2%) of part time roles while men only occupy 27% (- 2%). While this is reflective of a wider structural issue in the economy and society at large, we, as a flexible workplace, recognise the importance of providing our staff with flexible work options. Notably, there has been a substantial decrease in the number of women in casual positions. Additionally, we have observed an increase in women moving into leadership positions compared to 2021, indicating procedural progress and improvements in senior leader representation.</p> <p>Workforce Composition</p> <p>The overall gender composition of Council’s workforce is relatively balanced at 56% women, 43% men and 1% self-described. In 2021, our workforce data indicated that less than 1% of our workforce identified as self-described. However, due to changes to the HR system, employees were able to update their demographic diversity data, allowing them to identify their gender, whether they identified as part of the LGBTIQ+ community, as First Nations or a person with disability. Of those included in 2023 progress audit (active and inactive) data who updated their data in our HR systems the following was captured:</p> <ul style="list-style-type: none"> - 2% of our employees identified as part of the LGBTIQ+ community - 2% identified as a person with disability - 0% identified as Aboriginal and/or Torres Strait Islander - 2% were born overseas. <p>Our Employee Experience Survey in 2023 results indicated that 1% of those that responded identified as non-binary or gender diverse.</p> <p>Workforce Composition by Level</p> <p>When reviewing the data for senior leaders, there is now a greater balance of gender in these roles. In 2021, there was 56% women and 46% men in senior leader roles. In 2023 there is a 50/50 balance of women (39) and men (39) in senior leader roles.</p> <p>There has also been an increase of 7 from 43 to 50 women in the number of women employed at -4 level, which is represented by team leaders and some coordinators.</p> <p>Employment Type</p> <p>There has been little change in the overall employment type workforce data as women still predominately take on part time employment compared to men, and this has not changed significantly since 2021. Whilst most part time roles are still occupied by women, there was an increase in women employed in full time permanent roles (+4%) and a decrease in the proportion of women in casualised employment at 67% (-14%) and men at 33% (+14%). Part time roles are heavily weighted towards areas with significant gender segregation like Family, Youth and Children. As part of the work for action 3.1 in our Gender Equality Action Plan, the nature and types of roles available in the department will be explored to determine whether this could contribute to shifting this over representation of women in part-time. Overall, there was a decrease in the casualisation of our workforce from 6% to 3%.</p> <p>When looking at employees on fixed term contracts (full time or part time), we have seen a 10% decrease in women (59%) on these arrangements and a 10% increase in men (41%).</p>

Required

Confirm
if progress
made

Progress description

- **Yes** **Strategies and Measures**
When reviewing the related action plan strategies and measures related to this indicator, each action has been progressed or completed. In particular, the actions relating to ongoing leadership related communications, key workforce gender metrics reporting for ELT, annual reporting to staff and council members, implementation of a DEI Steering Committee and developing a DEI framework, update on the methods on collation of diversity demographic data, additional diversity data collated through Council's employee engagement survey process, and Council's actions towards inclusive and bias free recruitment.
In summary, Council's overall workforce gender composition was not a significant issue at the commencement of the Plan and this seems to have stayed consistent.
However, with changes made and initiatives implemented this has resulted in an increase in women within leadership positions and a balanced talent pipeline that is coming through the next level of employees. Further focus on actions is still needed on the key departments where gender segregation is persistent like Maintenance and Operations and Family Youth and Children's Services. There has been progress against this indicator, however, for more meaningful progress to be seen, more time is required to enact the full capacity of the Plan.

Gender composition of governing bodies

- **Yes** There has been only one change in the Council since the 2021 report which reported a relative gender balance of 55% women (5 women) and 45% men (4 men) in 2021. Council membership continues to be somewhat balanced, now with 45% women (4 women) and 55% men (5 men) which still compares favourably to the 2020 Victorian average. Collating Council demographic and diversity data has been challenging due to the lack of demographic and diversity data collection points. With a November 2024 election coming up, we will explore other avenues for collecting this data earlier from Council members.

Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender

- **Yes** In 2021 the pay equity results indicated that there were no structural issues associated with pay equity. In comparison, this continues to be the case for 2023 with some further progress made when looking at the specific pay equity calculations.
Mean Base Salary Gap
 - 2021: 0.7%
 - 2023: -0.8%**Mean Total Remuneration Gap:**
 - 2021: 2%
 - 2023: 0.1%
In 2021, men were earning slightly more than women, this gap has now reduced.
Median Base Salary Gap:
 - 2021: -2.2%
 - 2023: - 4.3%
In 2021, women were earning slightly more than men with this gap increasing.
Median Total Remuneration Pay Gap:
 - 2021: -3%
 - 2023: 0.1%
There is a significant reduction in the gap indicating a more balanced distribution of remuneration across genders.
These shifts can be mostly attributed to the changes at the -2 level which represents our Managers on Senior Officer contracts. Further robust processes have been introduced to ensure gender pay equity is applied in recruitment and when conducting the annual remuneration review for this level.

Required

Confirm
if progress
made

Progress description

Sexual harassment in the workplace

- **Yes** Council has made progress against this indicator. This is evident with the steps taken to date, such as key leadership communication strategies, the development of a prevention of sexual harassment policy and improvements to the role and function of EEO officers (including the update of the EEO policy).

Formal Sexual Harassment reports

No formal sexual harassment complaints were reported in our 2021 audit. However, in 2023, a small number of complaints were recorded through our internal work health and safety reporting system. Further exploration is underway to extend the use of this system for additional data capture, specifically for reporting purposes.

Employee Experience and Council's Employee Engagement Survey results

When reviewing Council's employee experience survey results, Council continues to have a low percentage of employees that experience sexual harassment at 7% of respondents (-1%) during the reporting period. A further deep dive indicated that women (10% of women respondents) were still more likely to experience sexual harassment than men (2% of men respondents). This aligned with the formal sexual harassment complaints as the majority came from women.

However, the same survey results indicated that overall, 79% (+5%) of respondents agreed favourably towards Council's commitment to addressing Workplace Sexual Harassment. A notable increase from 2021.

Looking broadly at questions related to respectful behaviours, both the employee experience and Council's employee engagement survey resulted in a favourable increase.

 - Employee experience survey data reflected an increase from women 80% (+1%) that answered favourably to questions related to Council encouraging respectful workplace behaviours. However, this dropped to 67% for women that identified with a disability (noting a total of 34 employees identified with a disability). This warrants further exploration and focus.
 - Comparable results were seen through Council's employee engagement survey results (with a significantly larger sample size of respondents). The results displayed a slightly higher favourable increase from women 75% (+7%) and 80% (+5) from men. However, this dropped to 50% of employees that identified with a disability (noting a total of 24 employees identified with a disability)

When looking broadly at questions related to Council's efforts to eliminate bullying, harassment and discrimination, both the Employee Experience Survey and Council's employee engagement results reflected an increase in favourable results.

 - Employee experience survey results reflected an increase in favourable responses overall, 70% (+11%) answered favourably. Of which 66% (+12%) from women and a slight decrease to 75% (-5%) for men.
 - Comparable results in Council's Employee Engagement survey results reflecting overall, 67% (+5) favourable respondents answered favourably, out of which, 68% (+10%) of women answered favourably and 69% (-2%) of men. This decreased to 54% when looking at responses from employees with a disability.

Strategies and measures

When reviewing the related action plan strategies and measures related to this indicator, each action has been progressed or completed. In particular, the actions relating to ongoing leadership related communications, development of the 'Prevention of the Sexual Harassment policy', review of the complaints process and the review, update and promotion of the function of the EEO Officers and an updated EEO policy.

When collectively reviewing all the quantitative and qualitative data, as well as the progressions made in the related action plan goals, we can say that progress has been made against this indicator.

Required

Confirm
if progress
made

Progress description

Recruitment and promotion practices in the workplace

Overall, there has been progress in recruitment, promotion, and career development. The organisation has proactively implemented strategies to enhance gender balance and fairness and the focus on continuous improvement remains crucial.

Recruitment

In 2021, Council recruited 129 new recruits, of which, 64% were women and 36% were men. Whereas in 2023, 263 new recruits were onboarded, of which 56% were women, 44% men and 1% employees that self-described. Overall, our recruitment has been quite consistent over the reporting period.

In 2021 it was reported that men who were recruited were more likely to start on an above base salary than women who were recruited. Analysis was undertaken in 2023 to determine whether this trend continued. Based on the analysis data 58% (+11%) of women and 40% of men (-20%) started above base salary over the past 12 months. The inference made from this data is that there does not appear to be gender bias contributing to the decision of starting salary. Even though we believe this to be the case, to ensure this continues we have drafted a revised recruitment practice to include a justification of any roles being recruited above starting salary for manager sign-off. Decision to approve this would be based on factors such as labour market, candidate experience etc.

Noticeably there has been a significant increase in the percentage of women (42%) recruited into leadership roles (-3 level and above) positions in comparison to the 2021 audit (0% women).

More women were recruited into team leader or equivalent (-4 level) roles which is relevant to building our talent pipeline.

When reviewing the employee experience survey data, overall results related to recruitment and promotion practices indicated that 55% were favourable in their responses and 20% were unfavourable

When reviewing specific questions related to recruitment we found:

In 2021, that only 47% of women and 67% of men favourably answered the question "the organisation makes fair recruitment decisions, based on merit". In 2023, a similar question was asked "I believe the recruitment processes in my organisation are fair" and 62% of women and 71% of men answered favourably. Although the questions are not the same, both refer to the fairness of recruitment in the organisation. We can see an increase in confidence from people on the fairness of recruitment within the Council.

Steps have been taken to progress the number of strategies and measures related to this indicator such as strategies used to remove gender bias (e.g., Introduction of gender balanced interview panels and the use of gender language decoders) as well as embedding inclusive practices into the overall recruitment and selection processes.

Required	
Confirm if progress made	Progress description
● Yes	<p>Promotion</p> <p>Since the 2021 audit, there has been systems improvement to better record promotion data for the 2023 audit. In 2023, 22 employees were promoted, of which 50% were women and 50% men. In 2021, the data set was significantly smaller so accurate comparisons cannot be made. These promotions have occurred across multiple levels with most of the roles awarded being full time permanent positions.</p> <p>When reviewing the employee experience survey data for 2021 the following question was asked “I have an equal chance at promotion in my organisation,” 47% of women and 62% of men answered favourably. However, in 2023, there was a slight increase in the results where 50% of women (+3%) and 57% (-5%) of men answered favourably.</p> <p>When looking at another question in the same survey “I believe the promotion processes in my organisation are fair” (included in 2023 survey only) 43% of women and 50% of men answered favourably.</p> <p>We have made progress in how we record our promotion data and there is a gender balance between those that have received a promotion However, the employee experience survey data shows us that further work is required around the transparency of the promotions process and the overarching related policies and procedures.</p> <p>Internal Secondments</p> <p>In 2021 the audit indicated that secondments had been evenly taken by men and women. The workforce data in 2023 tells us that overall, the internal secondment data has stayed somewhat consistent with 67% women, 33% men.</p> <p>The employee experience survey does not ask a direct question related to internal secondments, however the below statement reflects broadly on opportunities to progress in the organisation “I am satisfied with the opportunities to progress in my organisation” 52% of women and 59% of men answered favourably.</p> <p>Higher duties</p> <p>In 2021 the audit indicated that higher duties had been evenly taken by men and women. This has remained consistent when reviewing the 2023 data. In 2021, 59% women, 41% men. In 2023, 58% women, 42% men). The majority of higher duties opportunities have occurred with team leaders or equivalent and below.</p> <p>People exiting Council</p> <p>Overall the number of employees leaving the organisation has decreased since 2021. In particular the number of women leaving Council since 2023 (66.9% to 56.3%) has decreased, along with a decrease in the number of part time employees leaving. In 2021 of the employees who left 34% were in part-time employment, of which 27% were women. In 2023 the number of those who have left who were in part time employment has decreased by 4% to 30%, of which 21% were women. This is a positive result.</p> <p>Career Development</p> <p>In the 2021 audit there were limitations with career development data. The 2023 audit reflects a better representation of this data. Process changes have been made during the reporting period to better collect and reflect career development opportunities taken on by employees.</p> <p>In 2021, 28 employees were recorded to have taken up career development opportunities. Out of this, 64% were women and 36% men. In 2023, 169 employees took part in career development opportunities (58% women, 42% men and 0% self-described). It should be noted that our 2023 career development data consists of organisationally led professional development training opportunities, study assistance and externally run leadership courses from providers such as LGPro. The majority of career development opportunities have been taken on by mid-level employees.</p> <p>In addition to the data provided, Council has also supported over 36 training applications (some consisting of multiple employees at multiple levels) and has implemented an ongoing senior leader development program that has not been captured in the audit data. We are working towards enhancing our career development reporting capability to more accurately reflect the full scope of career opportunities that occur.</p> <p>Reviewing the 2021 employee experience survey results, employees were asked “I am satisfied with the way my learning and development needs have been addressed in the last 12 months” overall, 48% answered favourably (51% women, 50% men). In 2023, the same question was asked with overall 59% (+11%) answering favourably (59% women, 62% men).</p> <p>Career development opportunities continue to increase and are equally distributed between gender. However, we note that majority of the opportunities recorded are taken by mid-level employees. Further exploration is required to see how Council can support lower-level roles to affectively access career development opportunities. Also, further opportunities lie in reviewing current learning and development processes where an intersectional lens can be applied accordingly.</p> <p>Collectively, there has been progress across all areas of this indicator that is seen in the workforce data, aligned strategies and measures as well as the employee experience data.</p>

Required

Confirm if progress made	Progress description
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Gendered segregation within the workplace

● **No** When examining the audit data, we can see that there has been no significant shift in the binary gender balance for managers (2% increase for women). In 2021 49% of managers were women and in 2023 it is now 51%. In Professional roles the percentage of women decreased by 9% in 2023 to 62%. There has also been a slight shift for Clerical and Administrative workers where men now represent 43% of the workforce which is a 5% increase from 2021.

Labourers and machinery operators and drivers continue to be overrepresented by men. There have been no shifts remaining at 100% as it was in 2021. However, when reviewing technicians and trade workers, 59% of the workforce are represented by men. This is a 10% increase from 2021 which was 49% in 2021.

Whilst our workforce has reasonable gender balance overall, there are some areas that continue to be overrepresented by one gender such as men in Maintenance and Operations and women in Family, Youth and Children (FYC).

Action 3.1 "Review and implement strategies and workforce planning actions to support gender balance in FYC and Maintenance and Operations department", will address this indicator throughout the duration of the Plan.

When looking at both departments with gender segregation, we have seen an increase in men working with Family, Youth and Children's Services appointed into various roles including educator, centre coordinator, waitlist officer and chef. However, we are mindful that the employment market within Family, Youth and Children's services is quite challenging given market conditions with limited resources available. When reviewing Maintenance and Operations, there was minimal movement in gender balance or diversity. However, conversations and reviews on how to identify and address these issues have commenced, taking into consideration what Council can influence for example through recruitment and traineeship programs in the context of wider social and gender norms that may be at play. We continue to address this imbalance through further work on the strategies and measures that have been agreed upon in our Plan. It is too early to assess whether meaningful progress has commenced against this indicator.

Recommended

Factors							Factors discussion
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1	2	3	4	5	6	7	
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No	Yes	No	No	Yes	No	No	(b) The nature and circumstances including any barriers to making progress Given the external labour conditions with limited resources available especially in regards to educators (FYC) the focus has been on ensuring we have the resources to deliver our obligations rather than develop strategies to gain greater gender balance. We are still committed to this and intend to progress this more deliberately once resourcing has stabilised. (e) Operation Priorities and Competing Obligations We recognise to be successful with gaining a greater gender diversity that is sustainable in the areas identified that it is important to have the right supporting infrastructure in place to ensure that the minority gender members feel safe, included and supported cultural. This is a concurrent action that takes time and other competing priorities has limited the capacity to progress this.
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Gender Equality Action Plan 2022-25

For more information, please contact us via:

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