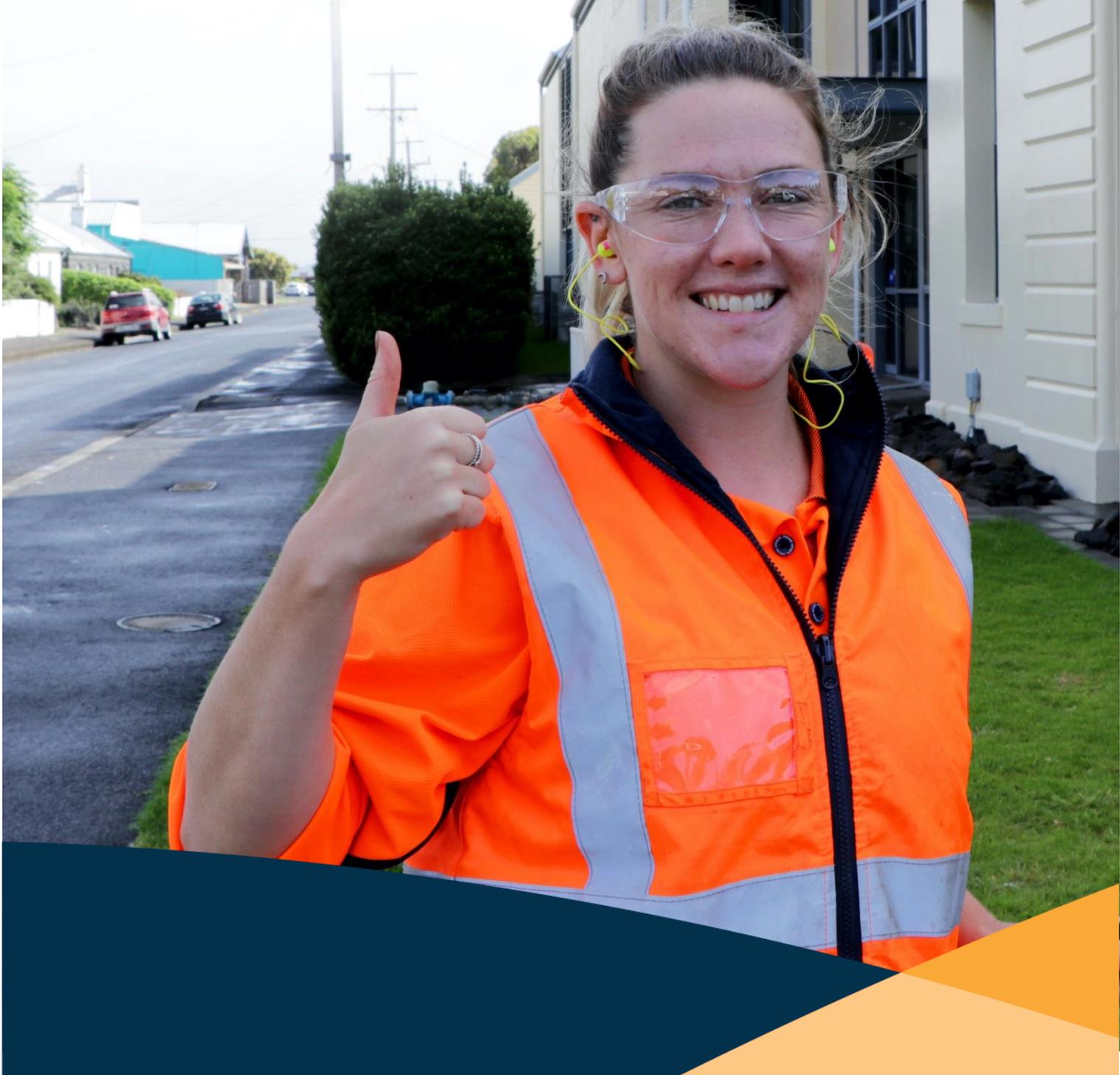


Moyne Shire Council

Gender Equality Action Plan

2021-2025



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Introduction

Purpose

The first Gender Equality Action Plan (GEAP) is due on 31 March 2022. GEAPs must be submitted to the Public Sector Gender Equality Commissioner (the Commissioner) in each reporting year. A defined entity must include the results of a workplace gender audit in their GEAP. GEAPs must include strategies and measures for promoting gender equality in the workplace of Moyne Shire Council, based on workplace gender audit results.

Background and Moyne Shire Council Commitment

In many circumstances, women, gender and culturally diverse individuals may not have the same access to decision-making processes, resources, economic or social opportunities. This means that policies, programs and services are likely to be experienced differently, and have different outcomes for people of different genders.

Moyne Shire Council is committed to creating better and fairer outcomes and ensure all people have access to opportunities and resources by:

- Doing everything it can to ensure resources are distributed and used equally;
- Considering the different needs of people of all genders, ethnicity, sexual orientation, age, physical and mental ability and less obvious differences including family status, religious beliefs, cultural backgrounds, marital status, education level and other work and life perspectives or experiences;
- Applying a gender lens to policies, programs or services to assess whether they benefit some people more than others because they have greater access.

The Case for Change

Statement from Chief Executive Officer

Moyne Shire Council plays a pivotal role in the promotion of Gender Equality. We will take necessary and proportionate action towards achieving gender equality. It is important for us to set a plan in motion to make significant progress internally that advocates for better and fairer outcomes for all Victorians. Moyne Shire Council want to create a gender inclusive culture that empowers our people, harnesses and recognises our diversity to grow the organisation and deliver better services to our community.

We have identified three focus areas:

- Diversity and Inclusion
- Skilling for Gender Equality
- Gender Equitable Active Engagement

Our vision for our focus areas for the next four years is:

- Develop diverse champions for Gender Equality in our workforce to empower and implement a new way of thinking in applying a gender lens to all that we do;
- Council has workforce gender inclusive culture and organisational structure that promotes gender equality and challenges discrimination;
- Diverse women are actively engaged in Council leadership and decision-making;
- Routinely collect and analyse gender-disaggregated data to conduct research and provide reporting to examine where we may unintentionally discriminate.

In addressing the Gender Equality Principles, we have taken on board what we heard from our diverse workforce. We have engaged and established that our employees seek greater flexibility, job sharing opportunities, career progression, better flexibility with management roles and management roles with a permanent tenure. Staff would also like to see promotion of roles, to breakdown gender based stereotypical norms.

Gender Equality is the process of being fair to both women and men. It is critical to improving the health and wellbeing of all individuals. No one should be advantaged or disadvantaged due to their gender. Everyone should be treated fairly and equally; regardless of gender or other identities. A diverse and inclusive culture in all that we do is all staff's responsibility and integral to the future of a safe and equal workforce and community. Communication of the benefits, opportunities and resources available, is the key to ensuring knowledge and understanding.

We will work to empower our employees to feel free to be who they want to be; regardless of their gender, aboriginality, age, disability, ethnicity, gender identity, race, religion and sexual orientation. We will provide education to call out and eliminate discrimination or disadvantage at Moyne Shire Council.

Scope

Moyne Shire Council will apply a gender lens to all that we do. Under the Gender Equality Act, Moyne Shire Council will make reasonable and material progress to the workplace gender equality indicators and report to the commissioner a Gender Equality Action Plan every four years.

What are our staff, leaders and stakeholders saying about Gender Equality?

There have been subtle changes over the years. We are seeing more and more prevalent occurrences of calling out violence, respect campaigns, bullying, trolling and support available to those in need. Equal opportunity and flexible working is offered under our enterprise agreement and policies.

What did staff make of where we are now?

There is a male / female imbalance in our executive and council. Women outweigh men in management roles. Staff ratios have higher rate of female part time workers and casual workforce and men in permanent full time position. Stereotypical male / female functional roles with a high number of males in our outdoor workforce and females in our care roles.

What change do staff want to see?

Promotion of equal opportunity, cross-sectional training, better communication of flexibility in the workplace and leave availability to all staff members. Many staff were unaware of family friendly leave benefits available to them. More conversations about career progression, secondment, fill in or acting role opportunities. Better flexibility for management roles and permanent tenure. Additional training of cross sectional skills.

Key terms and definitions

Gender Equality

Is defined as the equal rights, responsibilities and opportunities of women, men, trans and gender-diverse people. Equality does not mean that women, men, trans and gender diverse people will become the same but that their rights, responsibilities and opportunities will not depend on their gender.

Gender Equity

Entails the provision of fairness and justice in the distribution of benefits and responsibilities on the basis of gender. The concept recognises that people may have different needs and power related to their gender and that these differences should be identified and addressed in a manner that rectifies gender related imbalances.

Sex

Refers to a person's biological characteristics. A person's sex is usually described as being male or female. Some people may not be exclusively male or female, which is referred to as intersex. Some people identify as neither male or female.

Gender

Refers to the way in which a person identifies or expresses their masculine or feminine characteristics. Gender is generally understood as a social and cultural construction. A person's gender identity or gender expression is not always exclusively male or female and may or may not correspond to their sex.

Trans and Gender Diverse

Is an umbrella term used to describe all those whose gender identity is at odds with their biological sex.

The Development of Our Plan

The development of our GEAP is informed by:

- Gender audit data as at 30 June 2021;
- Interpretation of the data;
- Consultation;
- Employee experience data from the Peoples Matters Survey.

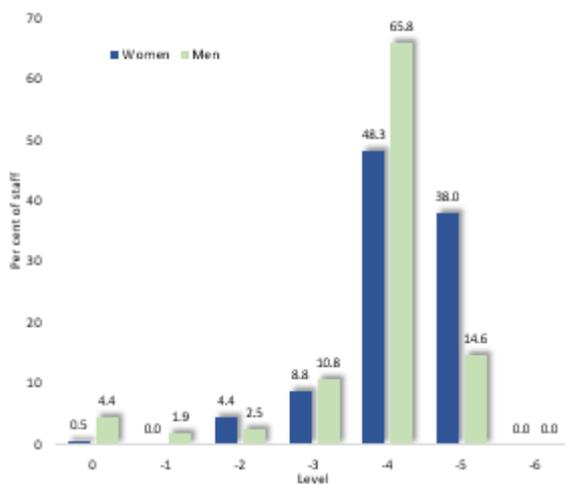
Gender Equality Audit Data

1. Gender by Level

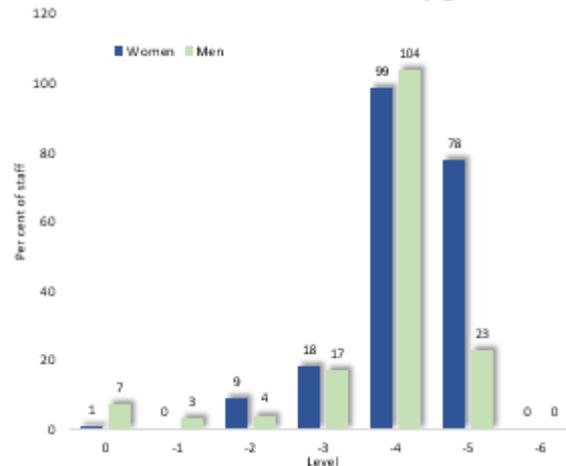
	No. of			% of		Row
	Women	Men	Persons	Women	Men	
	W	M	T	W%	M%	
0	1	7	8	0.5	4.4	12.5
-1	0	3	3	0.0	1.9	0.0
-2	9	4	13	4.4	2.5	69.2
-3	18	17	35	8.8	10.8	51.4
-4	99	104	203	48.3	65.8	48.8
-5	78	23	101	38.0	14.6	77.2
-6	0	0	0	0.0	0.0	####
All	205	158	363	100	100	56.5

	% of Women	% of Men
Top 3 levels	4.9	8.9
Mid 2 levels	57.1	76.6
Lower 2 levels	38.0	14.6

1a. Per cent of staff in each level, by gender



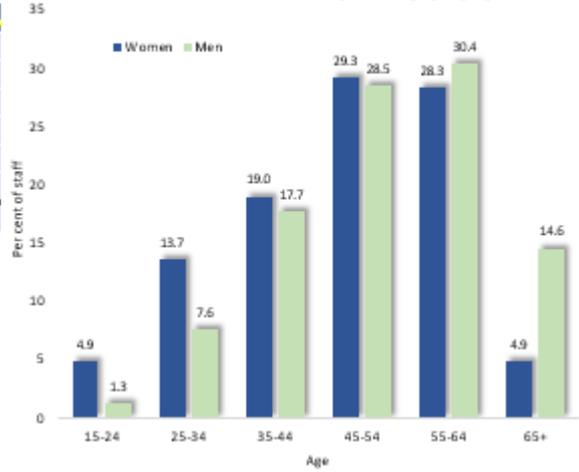
1b. Number of staff in each level, by gender



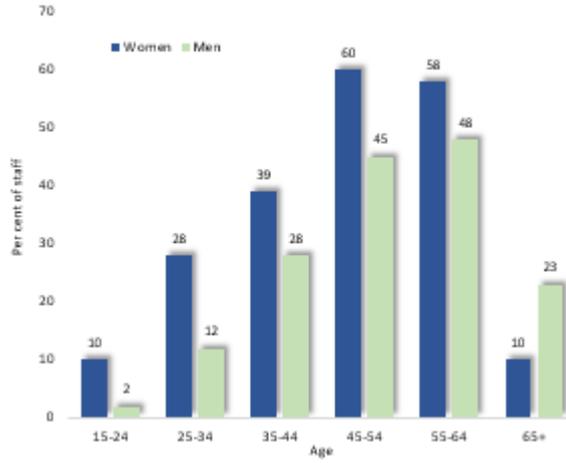
2. Gender by Age

	Women		Men		Row		
	W	M	T	Row			
19.5 15-24	10	2	12	4.9	1.3	83.3	83.3
29.5 25-34	28	12	40	13.7	7.6	70.0	70.0
38.5 35-44	39	28	67	19.0	17.7	58.2	58.2
49.5 45-54	60	45	105	29.3	28.5	57.1	57.1
59.5 55-64	58	48	106	28.3	30.4	54.7	54.7
65 65+	10	23	33	4.9	14.6	30.3	30.3
Total	205	158	363	100	100	56.5	56.5
Average	46.8	50.3	48.6				

1c. Per cent of staff in each age range, by gender



1d. Number of staff in each age range, by gender

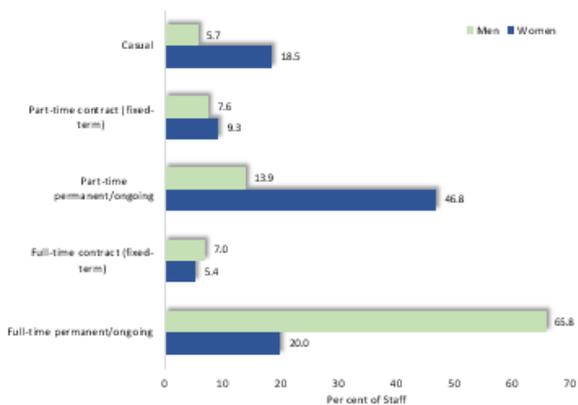


3. Gender by Employment Basis

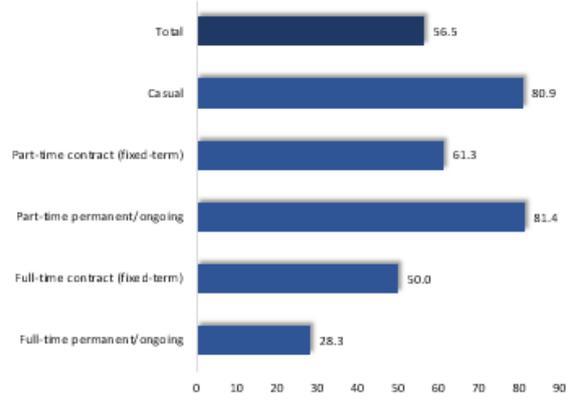
	Women			Men		
	W	M	T	W%	M%	T%
Full-time permanent/ongoing	41	104	145	20.0	65.8	28.3
Full-time contract (fixed-term)	11	11	22	5.4	7.0	50.0
Part-time permanent/ongoing	36	22	118	46.8	13.9	81.4
Part-time contract (fixed-term)	19	12	31	9.3	7.6	61.3
Casual	38	9	47	18.5	5.7	80.9
Total	205	158	363	100	100	56.5

	Women			Men		
	W	M	T	W%	M%	T%
Full time	52	115	167	9.0	34.5	31.1
Part time	115	34	149	20.0	10.2	77.2
Casual	38	9	47	6.6	2.7	80.9

1f. Per cent of staff in each employment basis (detailed), by gender



1g. Women as a percentage of staff in each employment basis



Summary of Key Outcomes for Gender Equality indicators to achieve progress

INDICATORS					
Gender pay equity	Gender Composition workforce and board	Workplace sexual harassment	Recruitment and promotion	Gendered workforce segregation	Leave and flexibility
Moyne Shire Council is committed to identifying any underlying cause of pay gaps in our organisation.	Moyne Shire Council is committed to supporting greater composition of women and youth on our board and committees.	Moyne Shire Council will ensure education of employees to the systemic framework in place for reporting and support of sexual harassment.	Moyne Shire Council where possible will remove any data that may be perceived to influence (by unconscious bias) recruitment or promotion.	Moyne Shire Council will further promote outdoor roles to women to improve gender diversity in our outdoor occupations; including to males in our care roles.	Moyne Shire Council offers flexibility in work from home arrangements, with formal work from home plans. Carers leave and family violence leave is available to all genders.

Meaningful consultation and engagement

Consultation Process

When we consulted

Moyne Shire consulted in the first instance with the Project Control Group (PCG); the PCG met monthly to discuss all things Gender Equality since the Act's inception. After the raw data was ready to be presented, additional consultation was carried out with the Staff Consultative Committee (including union delegates), and a cross sectional representation of staff as focus group members. Two focus groups were formed.

Who lead the consultation

The Manager of Organisational Development led the consultation sessions with co-facilitation support from the Governance Coordinator.

Who was consulted and how were they recruited – Communication

Staff were offered opportunities to form part of the Gender Equality Project Control Group (PCG) with advertising in Moyne Shire's internal newsletter.

Later nominations were made to ensure cross sectional representation from areas of the workforce. Staff Consultative Committee members as union representatives were presented the de-identified gender audit data and consulted. Next, cross sectional

selected staff were selected to form two separate focus group sessions. Consultation with the governing body includes presentation at a councillor workshop.

How did we achieve intersectional gender input through the process and in the outcome?

The selected and participating staff not only had a variety of work force roles but also family commitments, cultural backgrounds and age.

Safety and support

At the commencement of each session, participants were informed of sensitive data and assured support was available through council's employee assistance program (EAP) and external support networks. Alternatively, they were welcome to remove themselves from the consultation at any time.

Leadership and resourcing your GEAP

Development and implementation of our GEAP is absorbed into existing roles. Moyne Shire created a cross-functional working group called our Gender Equality Project Control Group. The PCG will lead the way as influencers and advocates.

The GEAP strategies and measures table lists the responsibility area and / or role of who is accountable and the timeline of specific strategies actions with tasks allocated for the measurement / outcome and a due date.

Strategies and measures

Priority Focus One : Diversity and Inclusion

Strategy	Action	Responsible Owner	Measure / Outcomes / Tasks	Status: Start and End Date
Gender Inclusive Culture	Ensure strong, visible leadership commitment around gender equity	People and Culture	Develop KPI's for managers' position descriptions that provide a clear obligation to uphold and advocate for gender equity in all areas of their work and leadership. KPIs rolled out to all.	Not started: 1 July 2022 to 30 June 2023
Gender Inclusive Culture	Promote intersectional identities	Organisational Development Health and Wellbeing Committee	Day of LGBTQIA+ inclusiveness. Share IDAHOBIT resources for International Day Against Homophobia Bi Phobia Intersexism and Transphobia in May annually.	Not Started: 1 May 2022 to 31 May 2025
Promote Gender Equality in the workplace	Moyne's services and programs are inclusive and gender equitable	Organisational Development	Establish a Gender Equality Project Control Group committee, or appoint a key person responsible for gender to oversee the advancement of workplace gender equity. Monthly meetings year 1 and 2. Quarterly meetings years 3 and 4.	In progress: 1 March 2021 to 1 March 2025
Address sexual harassment and prevention of violence	Promote key messages around preventing violence against women in the Enterprise agreement	Organisational Development	Updated enterprise agreement and promotion of leave to support those in need. Review the Family Violence clause in the Enterprise Agreement.	Not started: 1 December 2022 to 1 July 2023

Strategy	Action	Responsible Owner	Measure / Outcomes / Tasks	Status: Start and End Date
			Potential to expand clause to provide leave for those supporting someone in a domestic violence situation.	
Address sexual harassment and prevention of violence	Develop a sense of inclusion in the workplace	People and Culture	Develop relevant gender equity questions for inclusion in The Employee Opinion Survey. Review and promote the Equal Opportunity and Sexual Harassment policy to broaden definitions.	Not started: 1 March 2022 to 31 December 2022
Integrate gender equality into recruitment and promotion practices	Explore opportunities to challenge gender stereotypes	Community Development and Communications	Purchase stock images, and create videos which depict women and men engaging in diverse activities which challenge gender stereotypes (and are also mindful of diversity of age, abilities and cultures), for us in internal and external communications. Targeted advertisements for positions that become vacant in single gender dominated fields i.e. male applicants strongly encouraged to apply for child care positions.	Not started: 1 April 2022 to 30 June 2025 Ongoing targeted advertisements
Workforce Diversity	Moyne's services and programs are inclusive and gender equitable. Address Gender Equality in decisions of Council	Governance Coordinator	Include a section in the meeting templates, for Council, EMT and FMT. Which asks about the gender equality implications of the topic. Template updated, adopted and utilised.	Not started: 1 July 2022 to 30 June 2025

Strategy	Action	Responsible Owner	Measure / Outcomes / Tasks	Status: Start and End Date
Workforce Diversity	Create a workplace that is fair and inclusive, and builds a workforce which better reflects the diversity of our community	People and Culture	Engage with Local First Nations people around recruitment, training and work experience opportunities.	Not started: 1 July 2022 to 30 June 2025
Workforce Diversity	Remove direct and indirect discriminatory barriers to improve equality in the workplace	People and Culture	Trial a de-identified recruitment process.	Not started: 1 July 2022 to ongoing

Priority Focus Two : Skilling for Gender Equality

Strategy	Action	Responsible Owner	Measure / Outcome / Tasks	Status: Start and End Date
Technology Investment and skills	Project Plan for digital transformation required to achieve gender equality strategies and actions	Governance Coordinator	Develop project plan that encapsulates goals, impacts and benefits for embedding new process roll out.	Not started: 1 January 2022 to 30 June 2022
Technology Investment and skills	Implement new system process to manage Council Plan, strategies, actions and tasks	Governance Coordinator	Capture Gender Equality Action Plan in new system for management and reporting of plan.	In progress: 1 December 2021 to 31 December 2022
Technology investment and skills	Cross sectional skills development of staff interested and staff seeking transition to retirement options	People and Culture	Design a job share plan. Implement training plans to improve gendered workforce segregation by employing a male in care roles and females in outdoor rolls.	Not started: 1 January 2022 to 31 December 2023
Knowledge Management	Updated Induction Program to increase understanding of unconscious bias and gender equity	People and Culture	Unconscious bias training to be provided to the leadership group. Following training for the leadership group, provide unconscious bias training as part of the corporate training on Litmos. Gender and Diversity will be covered as part of the Onboarding (induction) program.	Not Started: 1 July 2022 to 30 June 2025

Strategy	Action	Responsible Owner	Measure / Outcome / Tasks	Status: Start and End Date
Knowledge Management	<p>Gender lens for equity in the workplace.</p> <p>Applying a gender lens to identify any differences to Policies and processes that have a direct and significant impact.</p> <p>Apply a gender lens to budget preparation to increase balance in proposed expenditure.</p>	<p>Leadership Group</p> <p>Executive & Finance</p>	<p>Gender Impact Assessments to be summarised and presented to EMT when reports to EMT are for Policies, processes or services that have a direct and significant impact to the public.</p> <p>EMT to receive one GIA each quarter.</p>	<p>In progress:</p> <p>1 April 2021</p> <p>to</p> <p>31 December 2025</p>
Ensure gender equitable arrangement are available and used	<p>Recognise and supports appropriate flexible working arrangements.</p> <p>Develop Flexible Work policy and develop a work resource – available to all staff.</p>	<p>People and Culture</p>	<p>Flexible work Policy.</p> <p>Working from Home Plan.</p> <p>Launch the flexible work resources to all staff and managers with key messages highlighted.</p>	<p>In progress:</p> <p>1 April 2021</p> <p>to</p> <p>1 July 2022</p>
Ensure gender equitable arrangement are available and used	<p>Improve support for staff when returning from extended leave, such as parental leave.</p>	<p>People and Culture</p> <p>Leadership group</p>	<p>Develop a 'return to work' resource for staff, their teams and managers, as they return to work following extended leave (e.g. Parental leave) – expand to more formalised "Keep in Touch" provisions to keep the employee connected throughout their period of leave.</p> <p>Delivery of newsletters, memos, training days, ability to attend team meetings or have the minutes provided to them, etc. during extended absences.</p>	<p>In progress:</p> <p>1 October 2022</p> <p>to</p> <p>30 June 2023</p>

Priority Focus Three : Gender Equitable Active Engagement

Strategy	Action	Responsible Owner	Measure / Outcome / Tasks	Status : Start and End Date
Address sexual harassment and prevention of violence	<p>Coordinate Council's International Women's Day activities and 16 Days of Activism.</p> <p>Promote key messages around preventing violence against women.</p>	Communications and Organisational Development	<p>Moyne Insider article.</p> <p>Messages from Moyne article.</p> <p>Social media promotional material.</p>	<p>Completed:</p> <p>1 December 2021 to 16 December 2021</p>
Attraction and Recruitment	Addressing the Pay Gap	Payroll	<p>Payment of superannuation for periods of parental leave without pay (up to 38 weeks) to assist with the superannuation gaps between males and females.</p> <p>Recognising periods of parental Leave Without Pay for the purposes of Long Service Leave.</p>	<p>Not started:</p> <p>1 July 2023 to 31 December 2025</p>
Attraction and Recruitment	Supporting pathways and skill development opportunities for emerging women leaders. Research existing leadership programs for women.	People and Culture	Create a catalogue of women in leadership programs.	<p>Not started:</p> <p>1 July 2022 to 31 December 2022</p>
Attraction and Recruitment	Attract women to apply for leadership and non-traditional roles, such as roads and engineering.	People and Culture	<p>Develop a recruitment strategy.</p> <p>Conduct campaign days at schools and universities.</p> <p>Collaborate annually with training providers.</p>	<p>Not Started:</p> <p>1 October 2022 to 31 December 2022</p>

Strategy	Action	Responsible Owner	Measure / Outcome / Tasks	Status : Start and End Date
Workforce Diversity	Explore opportunities for Council to promote external information and resources which support female candidates for the 2024 Council election and current female Councillors.	Governance Coordinator Finance	Support Government led campaigns for women in Local Government. Continue membership Australian Local Government Women's Association. Conduct an audit of Council's advisory and community asset committees and reference groups to understand the gender, age, ethnicity and disability make-up of advisory committees.	Not started: 1 July 2022 to 30 November 2024
Talent acquisition and retention	Supporting pathways and skill development opportunities for emerging women leaders. Build capacity to provide scholarships for women. Continue to support ALGWA and nominate at least one woman per year for the ALGWA Bursary Scholarship.	Leadership Group	Nomination submitted to Australian Local Government Women's Association.	In progress: 1 June each year

Measuring and Monitoring our Progress

Moyne Shire Council aims to implement a new system. The new system allows for seamless reporting on strategies, actions and tasks to achieve objectives. This will embed GEAP reporting to the Full Management Team (FMT) quarterly and a report to Council for noting annually.

Reporting to the commissioner submitted as per the Gender Equality Act 2020 and regulations.

The strategies, actions and tasks are monitored by the responsible officer. A status and percentage completion is regularly updated, plus a traffic light system. Linking actions and tasks to staff KPIs will ensure our commitment to change.

Reasonable and material change is seeing actions and the corresponding tasks updated with comments during the timeframe assigned, and tasks completed, within start and end dates allocated.

Pay Equity (gender equality indicator)

Data gaps

- Pay equity not applicable in roles of Local Government under Enterprise Agreement's roles are allocated to banding. Each band has levels that allows for increase in remuneration within the band.

Key insights from intersectional gender lens

- Request for opportunities for negotiation within the band;
- Ensure revised enterprise agreement provides for wage increase;
- Consider super and / or long service leave during maternity leave.

Composition of our workforce (gender equality indicator)

Data gaps

- Our systems did not have options available for non-binary or gender diverse;
- Current data on sex only male and female data.

Key insights from intersectional gender lens

- Disparity of participation in our workforce of predominantly men in full time roles and female in part time roles.

Gender composition of governing body (gender equality indicator)

Data gaps

- Predominantly males in our Council.

Key insights from intersectional gender lens

- We have one female Councillor.

Sexual Harassment (gender equality indicator)

Data gaps

- Very low level of sexual harassment reported. Data collected from the people matters survey indicates there is potentially a higher rate. The definitions contained within the policy will be reviewed.

Key insights from intersectional gender lens

- What one person views as sexual harassment, another person may not.

Recruitment and Promotion (gender equality indicator)

Data gaps

- No software and systems for tracking internal secondment, promotion and job share;
- Pathways for promotion not clearly identified.

Key insights from intersectional gender lens

- Flexible and creative job solutions such as job share are required;
- Cross-sectional training beneficial;
- Performance Management software required.

Gender and Work Segregation (gender equality indicator)

Data gaps

- Senior leadership parity has improved since our audit.

Key insights from intersectional gender lens

- Middle leadership / management has significantly more females.

Leave and Flexibility (gender equality indicator)

Data gaps

- Not all employees aware of leave available to them;
- Ways to incorporate better flexibility arrangements.

Key insights from intersectional gender lens

- The Covid pandemic has enabled our workforce to work from home arrangements;
- Desires for greater flexibility to all to be incorporated in a work from home plan.

Version Control

Version	Date	Officer Changes / Amendments
One	22 June 2021	Governance Coordinator GEAP 1 st draft template
Two	1 September 2021	Governance Coordinator GEAP 2 nd draft template
Three Doc ID 1013971	11 November 2021	Governance Coordinator Strategic resourcing check
Four	1 December 2021	Governance Coordinator Consultation
Five Doc ID 1062274	16 February 2022	Governance Coordinator Data Gaps / intersectional insights



Port Fairy Office
Princes Street, Port Fairy

Mortlake Office
1 Jamieson Avenue, Mortlake

Phone: **1300 656 564**
Email: moyne@moyne.vic.gov.au

  @moyneshirecouncil

www.moyne.vic.gov.au