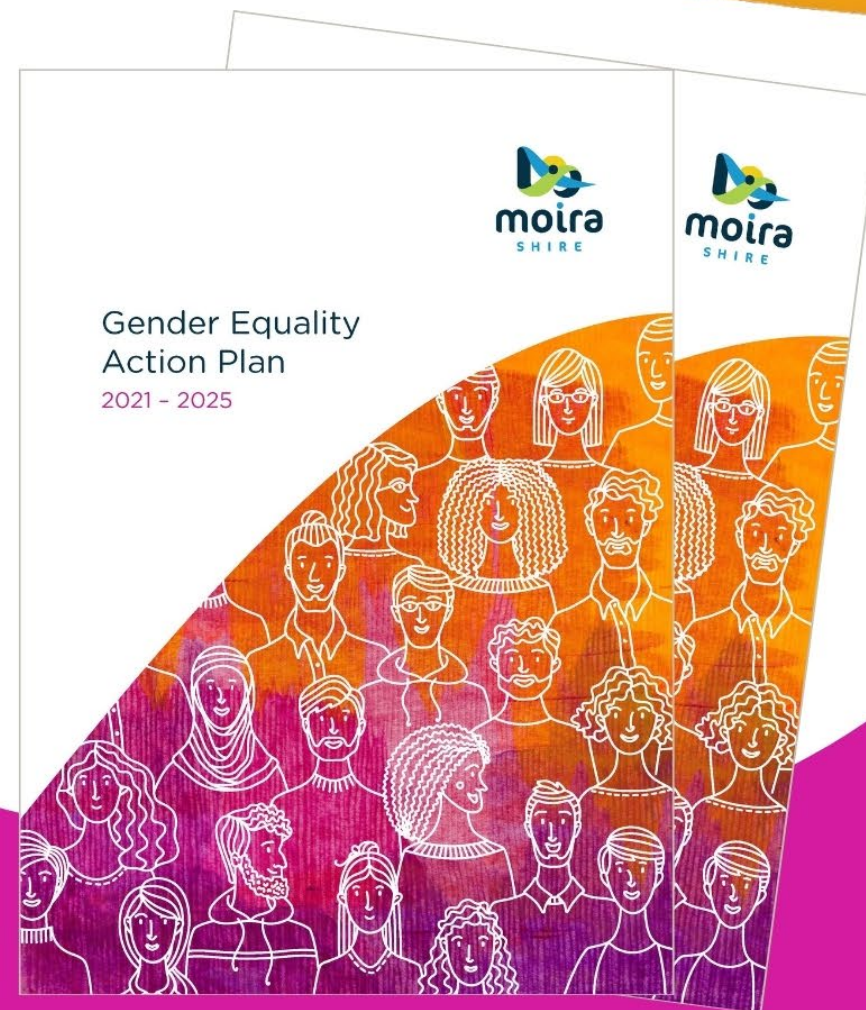


Gender Equality Action Plan 2021 - 2025

Progress Report
1 July 2021 to 30 June 2023



Gender Impact Assessments

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
<i>What is the title of the policy, program or service that was the subject of the GIA?</i>	<i>Was the subject of the GIA a policy, program or service?</i>	<i>Description of the policy, program or service subject to the GIA.</i>	<i>Was the policy, program or service new, or up for review?</i>	<i>Were actions taken to develop or vary the policy, program or service</i>	<i>Describe the actions taken to develop or vary the policy, program or service to meet the needs of people of different genders, address gender inequality and promote gender equality.</i>
Procurement Policy	Policy	The purpose of this Policy is to provide framework and guidance to the procurement processes undertaken by, or on behalf of, Moira Shire Council.	For Review	Yes	<p>The Policy was amended to include Council's commitment to supporting gender equality by inclusion of further evaluation social procurement criteria for tenders over certain thresholds (large scale companies) including:</p> <ul style="list-style-type: none"> - Supporting Social Enterprises, Australian Disability Enterprises & Aboriginal businesses; - Supporting Businesses which focuses on practices such as Gender Equity, Ethical Sourcing, Fair & safe workplace and Family violence care.

Gender Impact Assessments

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
Community Vision	Policy	Council was required to work with the community and adopt a long-term Community Vision under the Local Government Act 2020. The community vision will guide the Council's direction and decision making to 2035.	New	No action taken	<p>This GIA was conducted later in the process when the Community Vision was developed, but prior to its adoption. The Vision was adopted without further amendment as a result of the GIA.</p> <p>Council conducted consultation throughout the development of the vision to ensure that intersectionality had been considered. The Vision was adopted without further amendment. Through establishment of a community panel, we ensured there was fair representation, and further community consultation opportunities were given to the wider community through surveys and formal submission process. In doing this we hope that the vision reflects the broad intersectionality of Moira Shire.</p>
Complaint Handling Policy	Policy	This policy aims to ensure that customers can raise their complaints with Council easily and with confidence that Council will listen to their concerns, be responsive and handle their complaints fairly and objectively. It also prescribes the process for dealing with complaints including an independent review process.	For Review	No action taken	<p>No specific changes were made to the policy as it was determined that gender does not have a specific impact on how the policy operates. The policy was already written to cater for those who may have accessibility issues and is in line with the Victorian Ombudsman's guidelines for managing complaints.</p>

Gender Impact Assessments

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
Dog Off-Leash Areas Policy	Policy	This policy sets out how the provision and development of Dog Off-leash Areas in Moira Shire will be managed.	New	No action taken	No specific changes were made to the policy.
Special Rates and Charges Policy	Policy	This policy sets out how we develop cost sharing arrangements between Council and property owners who receive a special benefit from new infrastructure or programs (e.g. marketing programs).	For Review	No action taken	No specific changes were made to the policy, however Further GIA would be required for new infrastructure/programs subject to a Special Charge scheme.
Community Strengthening Grants Program Policy	Policy	The Policy supports the Community Strengthening Grants Program. The purpose of the program is to provide funding to community groups to strengthen the development of services, management of facilities, coordination of events, promotion of tourism, arts and culture, environmental sustainability and health in the community.	For Review	Yes	Policy was amended to include further detail about: <ul style="list-style-type: none"> - Council's support for groups that promote and support equality; - Include options for assistance to cater for the different demographic of applicants and possible accessibility issues; - Include reference/linkage to the additional assessment criteria so that applicants are aware of what's involved; and - Detail what they will be assessed against before commencing application.

Gender Equality Action Plan - Strategies and Measures Progress

COMPLETE	Indicates that all planned activities related to this strategy or measure have been finalised.
IN PROGRESS	Indicates that the activities under this strategy or measure are progressing but not yet complete.
ONGOING	Indicates that the activities under this strategy or measure do not have an end-date and will be addressed on a continual basis.
NOT STARTED	Indicates that the planned activities related to this strategy or measure have not yet commenced, including those that are intended to commence in future years. This should include strategies or measures that have been delayed.
VOID	Indicates that this strategy or measure appeared in your defined entity's GEAP, but has since been cancelled.

Strategies and measures	Status	Status description
<i>These are the planned actions that you have outlined in your GEAP to promote gender equality in your workplace.</i>		<i>Describe your progress in implementing each strategy or measure in your GEAP.</i>
1.1 Review all stages of the current recruitment and selection processes to identify any subtle gender biases in job advertisements, interview processes, and performance reviews.	IN PROGRESS	Council's Recruitment and Selection policies and procedures are currently being comprehensively reviewed. This review will also take into consideration the recommendations from the Commission of Inquiry. Council will also be developing a Practical Guide to Recruitment and Selection to assist staff involved in recruitment processes.
1.1.1 Ensure flexible working arrangements are made clear in job descriptions so that potential recruits with responsibilities outside of paid employment are not deterred from applying.	IN PROGRESS	A review of Council's Position Description templates is being undertaken as part of Council's Competency Framework implementation. The position description template will have an introductory paragraph about working for Council including information about flexible working arrangements being available. The Gender Equality Diversity and Inclusion Committee have discussed undertaking an analysis of all roles to determine what types of flexible work arrangements particular roles can have (e.g. some roles may not have hybrid arrangements as an option but may be able to have flexible hours). Further work on this to be undertaken during 2023/24.
1.1.2 Ensure the writing of job descriptions use gender inclusive wording.	IN PROGRESS	Council's new position description template opening statement will include wording about Council being an equal opportunity employer committed to providing a safe working environment that embraces and values child safety, diversity and inclusion. Development of a Practical Guide to Recruitment and Selection is currently underway which will include a checklist detailing the steps for reviewing and updating position descriptions, which will include ensuring position descriptions

Gender Equality Action Plan - Strategies and Measures Progress

Strategies and measures	Status	Status description
		use gender neutral language as they are either reviewed or as new position descriptions are developed.
1.1.3 Identify opportunities to encourage older workers to apply for roles.	IN PROGRESS	<p>Council has has undertaken one recruitment day. At the recruitment days, hardcopy applications were made available. Council will look to hold more of these as it is acknowledged that online applications can be a barrier for older workers. We also undertake targeted advertising for certain positions such as school crossing supervisors that would suit pensioners, retired or semi-retired applicants.</p> <p>A business case was presented to have a Workplace Trainer & Careers Advisor who will assist employers in gap analysis and career support, and transition to retirement.</p>
1.1.4 Include gender equity in Council orientation days.	COMPLETE	<p>Gender Equity is now included in the Council Orientation Day schedule.</p> <p>The Governance Team also provide a summary of the Gender Equality Act and our legislative requirements including Gender Equality Action Plan and the requirements around Gender Impact Assessments in their inductions with staff.</p>
1.1.5 Include interview question on corporate values.	IN PROGRESS	Council has a template for interview questions and will review the template to ensure that specific questions are included to address the corporate values. Our values are also being incorporated into our new Position Description templates as part of the rollout of the Moira Shire Competency Framework.
1.1.6 Include responsibility for the promotion of gender equity in senior leadership position descriptions.	IN PROGRESS	<p>The new position description templates have a section on Shared Organisational Responsibilities which includes Diversity and Inclusion as a shared responsibility to ensure compliance with equal opportunity, diversity, anti-discrimination and gender equality legislation, policies and procedures.</p> <p>Further work is to be undertaken for senior leadership position descriptions.</p>

Gender Equality Action Plan - Strategies and Measures Progress

Strategies and measures	Status	Status description
1.1.7 Where appropriate, alter key selection criteria to be inclusive of relatable experience rather than exact experience.	ONGOING	Key selection criteria will be altered as appropriate to address this as Position Descriptions are either reviewed or developed.
1.2 Deliver mandatory unconscious bias training for all employees who are responsible for recruitment and promotion.	ONGOING	The next unconscious bias training will be scheduled for 2024.
1.1.2 Engage an external facilitator to conduct unconscious bias training to all employees involved in recruitment and promotion.	ONGOING	Engagement of an external facilitator to deliver this training will occur in 2024.
1.3 Embed systems to collect and report on intersectional data at the HR level.	NOT STARTED	Activities not yet commenced. A working group has commenced initial discussions about a new Payroll/HR system that will capture this data and be able to produce reporting.
1.3.1 Identify and implement a system to collect and report of intersectional data to gain a comprehensive understanding of the workforce composition.	NOT STARTED	Activities not yet commenced. A working group has commenced initial discussions about a new Payroll/HR system that will capture this data and be able to produce reporting.
1.4 Provide regular opportunities for women to present at executive and council meetings to raise their visibility as subject matter experts.	ONGOING	Managers and Directors are now presenting reports at Council Meetings. Other key staff across the organisation also have the opportunity to present at Executive Leadership Team Meetings and Council Briefings as subject matter experts where appropriate regardless of gender.
1.4.1 Identify professional development opportunities to build the skills of women in the workforce that will increase representation of women in leadership and the retention of women employees.	ONGOING	Council ran an EOI for female staff to attend the Women in the Public Sector Leadership Summit during June 2023 and approved four participants to attend the summit which was held in July 2023. Council will continue to explore and offer professional development opportunities for women in the workplace.
1.5 Develop a Moira Shire Council Cultural Safety Action Plan in consultation with local Aboriginal and Torres Strait Islander communities and employees.	NOT STARTED	Activities not yet commenced.
1.5.1 Conduct education around working with Indigenous Australians.	NOT STARTED	Activities not yet commenced.

Gender Equality Action Plan - Strategies and Measures Progress

Strategies and measures	Status	Status description
1.5.2 Develop a Cultural Safety Action Plan, to make clear our expectation of a workplace culture that celebrates Aboriginal and Torres Strait islander people and seeks to increase the representation of Aboriginal and Torres Strait Islander people across the workforce.	NOT STARTED	Activities not yet commenced.
1.6 Investigate robust frameworks to embed LGBTIQ+ inclusivity across the organisation.	NOT STARTED	Activities not yet commenced.
1.6.1 Aspire to celebrate days of significance to the LGBTIQ+ community.	ONGOING	Council developed a calendar of important dates and this is a standing item at our Gender Equality Diversity and Inclusion Committee Meetings. During the period we celebrated IDAHOBIT Day. As part of this we partnered with NCN Health and displayed the rainbow flag at our Cobram Service Centre. Representatives from our committee, along with representatives from NCN Health, participated in a photo opportunity which was promoted on social media to show our support.
1.6.2 Conduct a workplace inclusivity audit.	NOT STARTED	Activities not yet commenced. Council will utilise the results of the 2023 People Matter Survey along with the 2023 Workplace Gender Audit to progress this action.
1.6.3 Investigate and explore support for LGBTIQ+ councillor candidates through Rainbow Local Government mentoring opportunities.	VOID/CANCELLED	Moira Shire is under Administration until the 2028 General Elections. This action will be carried over into our next Action Plan.
1.6.4 Investigate and explore the journey of achieving Rainbow Tick accreditation	NOT STARTED	Activities not yet commenced.
1.7 Incorporate gender equality in programs, policies and services that have a direct and significant impact on the public as these are reviewed or developed.	ONGOING	During the period, six Gender Impact Assessments were completed for Council Policies either due for review or being newly developed. Council is developing a Policy Framework which will incorporate Gender Impact Assessments into the policy review and development process. Council will continue to embed the GIA process across the organisation by including the GIA process in Council's budget Bid Process and Project Management Framework.

Gender Equality Action Plan - Strategies and Measures Progress

Strategies and measures	Status	Status description
1.7.1 Continue education throughout the organisation about when and why GIA's are needed (through staff newsletter, intranet, all staff emails).	ONGOING	<p>Education about Gender Impact Assessments is regularly included in Council's staff newsletter to ensure that staff remain aware of why GIA's are needed. We have been utilising resources on the Commission for Gender Equality in the Public Sector website to educate the organisation, such as providing links to case studies and videos.</p> <p>Council also has a dedicate intranet page with resources for conducting GIA's as well as two GIA champions that can assist where required.</p>
1.7.2 Develop an internal procedure for the development and review of policies, incorporating a step for conducting gender impact assessments.	IN PROGRESS	<p>Development of a Policy Framework is underway including related guidelines which incorporate the requirement to undertake a Gender Impact Assessment on new policies or policies due for review that have an impact on the public.</p> <p>The Framework is expected to be completed and approved in September 2023.</p>
1.7.3 Incorporate a Gender Impact Assessment process into our Project Management Framework.	NOT STARTED	Activities not yet commenced.
1.7.4 Incorporate Gender Impact considerations to the Budget Bid process.	NOT STARTED	Activities not yet commenced.
1.7.5 Review the Gender Impact Assessment form and refine for different levels of assessment that may be required.	NOT STARTED	Activities not yet commenced.
1.8 Provide gender impact reporting.	IN PROGRESS	Sub action is underway. Work will also be undertaken to update templates for Executive Leadership Team Meetings to ensure Gender Equality considerations are captured early in processes prior to reporting to Council.
1.8.1 Updating Council Report templates to incorporate a section on Gender Equality to ensure transparency on Council decisions.	IN PROGRESS	Development of new Council report templates to incorporate a section around Gender Equality and Gender Impact Assessment's is underway. This will include some prompting points for staff to include details of any Gender Impact Assessments undertaken.
2.1 Reinvigorate council's endorsement of the Women's Charter.	NOT STARTED	<p>Activities not yet commenced.</p> <p>This was on hold following the dismissal of Council and awaiting the appointment of the full Panel of Administrators, which has now occurred. This activity will be undertaken during 2024.</p>

Gender Equality Action Plan - Strategies and Measures Progress

Strategies and measures	Status	Status description
2.1.1 Appoint Charter Champions.	NOT STARTED	Activities not yet commenced. This was on hold following the dismissal of Council and awaiting the appointment of the full Panel of Administrators, which has now occurred. This activity will be undertaken during 2024.
2.1.2 Reaffirm commitment to the Victorian Government's Women's Charter.	NOT STARTED	Activities not yet commenced. This was on hold following the dismissal of Council and awaiting the appointment of the full Panel of Administrators, which has now occurred. This activity will be undertaken during 2024.
2.2.3 Seek to make the Charter a standing item on the council agenda to promote Council's commitment to gender equality, diversity, and women's active citizenship.	NOT STARTED	Activities not yet commenced. This will occur as part of Council's reaffirmation of the Victorian Government Women's Charter.
2.2 Plan and host leadership and preelection workshops for women, young people, and diverse candidates well in advance of the election.	VOID/CANCELLED	Moira Shire is under Administration until the 2028 General Elections. This action will be carried over into our next Action Plan.
2.2.1 Seek to partner with networks and organisations, such as the University of Melbourne's Pathways to Politics for Women program or the Victorian Governance Association's Local Women Leading Change program, to encourage diverse candidates.	VOID/CANCELLED	Moira Shire is under Administration until the 2028 General Elections. This action will be carried over into our next Action Plan.
2.3 Tap into new and existing networks such as local First Nations organisations and groups, diverse cultural groups, and networks of young people to promote participation and engagement in local council.	VOID/CANCELLED	Moira Shire is under Administration until the 2028 General Elections. This action will be carried over into our next Action Plan.
2.3.1 Circulate upcoming council election information to local Aboriginal organisations.	VOID/CANCELLED	Moira Shire is under Administration until the 2028 General Elections. This action will be carried over into our next Action Plan.
2.3.2 Encourage candidates from local multicultural communities.	VOID/CANCELLED	Moira Shire is under Administration until the 2028 General Elections. This action will be carried over into our next Action Plan.
2.3.3 Investigate a partnership with organisations like Rainbow Votes who can provide support in promoting council elections	VOID/CANCELLED	Moira Shire is under Administration until the 2028 General Elections. This action will be carried over into our next Action Plan.

Gender Equality Action Plan - Strategies and Measures Progress

Strategies and measures	Status	Status description
and encouraging LGBTIQ+ candidates to run for local government.		
2.3.4 Invite Aboriginal people to participate in information sessions about standing for council elections and hold targeted information sessions with local organisations.	VOID/CANCELLED	Moira Shire is under Administration until the 2028 General Elections. This action will be carried over into our next Action Plan.
3.1 Conduct further analysis on the gender pay gap within the organisation.	NOT STARTED	Activities not yet commenced. Council will utilise the results of the 2023 People Matter Survey along with the 2023 Workplace Gender Audit to progress this action.
3.1.1 Investigate and further analyse the data in relation to the gender pay gap to understand what, if any action needs to be taken.	NOT STARTED	Activities not yet commenced. Council will utilise the results of the 2023 People Matter Survey along with the 2023 Workplace Gender Audit to progress this and determine any action required.
3.2 Promote gender equity in enterprise agreements.	IN PROGRESS	Enterprise Agreement negotiations are currently underway. As part of the log of claims, and as part of Council's commitment to gender equity, a recommendation for Transgender Leave to be included in the new Enterprise Agreement has been submitted.
3.2.1 Encourage people of all genders to be included in enterprise agreement negotiations.	IN PROGRESS	All employees have had the opportunity to participate in negotiations or nominate a union representative to participate on their behalf. All employees will also have an opportunity to vote on the proposed Enterprise Agreement.
4.1 Regularly communicate clearly with staff and councillors about respectful workplace behaviour, rights in the workplace and where to find workplace policies.	ONGOING	Council is preparing to rollout the Competency Framework from 1 July which will set out the expected behaviours required across the organisation. The Competency Framework is linked Council's Corporate Values of Respect, Honesty, Accountability, Teamwork and Integrity. Council will also be conducting a comprehensive review of its Employee Code of Conduct which will be aligned with the values.
4.1.1 Implement Annual training for staff.	ONGOING	An Annual training plan is being developed to ensure that all required training is captured and rolled out.

Gender Equality Action Plan - Strategies and Measures Progress

Strategies and measures	Status	Status description
4.1.2 Implement quarterly communication through quarterly promotion in the staff newsletter.	ONGOING	Council developed a "Respect Check" which has been shared in the staff newsletter. The flyer references the Respect in the Workplace and Anti Bullying Policy and sets out how we can all build a respectful culture at work, including treating everyone fairly, valuing everyone, being aware of biases, working collaboratively with everyone and considering the impact of words and actions on others.
4.1.3 Induction processes include mandatory familiarisation with all workplace policies, including sexual harassment, bullying and discrimination.	ONGOING	Council is in the process of making this available online through its online learning platform, and it will be available to new and existing staff.
4.2 Implement mandatory annual sexual harassment training for all staff, so that they know what constitutes sexual harassment and what to do if they witness or experience sexual harassment.	ONGOING	Identified in the Annual Training Plan for delivery during 2024.
4.2.1 Establish process to monitor training uptake and keep comprehensive attendance records.	COMPLETE	Council's online learning system captures all learning attendance records and will capture the records of sexual harassment training rolled out.
4.2.2 Make facilitated sexual harassment training a mandatory part of induction for all employees including those holding casual, parttime and contract roles.	NOT STARTED	Activities not yet commenced.
4.3 Provide tailored training to all managers and HR staff on managing and responding to disclosures of sexual harassment.	IN PROGRESS	Identified in the Annual Training Plan for delivery during 2024.
4.3.1 Conduct training on the handling of incidences of sexual harassment to build confidence and ability to respond effectively.	IN PROGRESS	Identified in the Annual Training Plan for delivery during 2024.
4.3.2 Consider how managers and HR staff can extend this support whilst staff are working remotely, in the workplace or a combination of both.	IN PROGRESS	Council's Executive Leadership team, together with the People and Culture department are reviewing the Working from Home Policy. The review of this policy will ensure that Council's practices are strengthened and will ensure continued support for flexibility in the workplace.
4.4 Review and update existing sexual harassment policy.	NOT STARTED	Activities not yet commenced. The results of the People Matter Survey will be used to inform and support the review of the policy.

Gender Equality Action Plan - Strategies and Measures Progress

Strategies and measures	Status	Status description
4.4.1 Create a stand-alone sexual harassment policy.	NOT STARTED	Activities not yet commenced. The results of the People Matter Survey will be used to inform and support the review of the policy.
4.5 Review and update the sexual harassment complaint pathway.	NOT STARTED	Activities not yet commenced. The results of the People Matter Survey will be used to inform and support the review of the policy.
4.5.1 Create a best-practice process that gives the complainant the flexibility to choose the complaint pathway that is best for them.	NOT STARTED	Activities not yet commenced. The results of the People Matter Survey will be used to inform and support the review of the policy. Benchmarking across the sector will also be undertaken.
4.6 Deliver bystander action training.	IN PROGRESS	Training has been scheduled for delivery during 2023/24.
4.6.1 Conduct bystander action training to improve employee confidence in speaking up.	IN PROGRESS	Training has been scheduled for delivery during 2023/24.
5.1 Encourage diversity across the workforce.	NOT STARTED	A Business case has been developed for Council to recruit a Talent Development and Acquisition Officer. This officer's role will be to ensure Council's recruitment processes encourage diverse applicants. This role will also provide VISA support for successful overseas candidates.
5.1.1 Actively encourage diverse candidates into sectors of the organisation where they are underrepresented.	NOT STARTED	Business case has been developed for Council to recruit a Talent Development and Acquisition Officer. This officer's role will be to ensure Council's recruitment practises and advertising encourage diverse applicants. This role will also provide VISA support for successful overseas candidates.
5.1.2 Explore partnering with local networks such as neighbourhood houses, disability organisations, Aboriginal and Torres Strait Islander organisations, and LGBTIQ+ groups.	NOT STARTED	This will be part of the Talent Development and Acquisition Officer's role.
5.1.3 Seek tailored advice and support from specialised organisations for encouraging and retaining diverse applicants.	NOT STARTED	This will be part of the Talent Development and Acquisition Officer's role once appointed.
5.2 Investigate current recruitment processes to identify specific areas for improvement.	NOT STARTED	The new Talent Development and Acquisition Officer will support this process once appointed.

Gender Equality Action Plan - Strategies and Measures Progress

Strategies and measures	Status	Status description
5.2.1 Obtain feedback from applicants through the recruitment process to uncover barriers and issues that may be faced by underrepresented groups.	NOT STARTED	The new Talent Development and Acquisition Officer will support this process once appointed.
5.3 Monitor the composition of recruitment panels.	ONGOING	The new Talent Development and Acquisition Officer will support this process once appointed.
5.3.1 Monitor the recruitment procedure to ensure panels include people of all genders and women from non-traditional and leadership roles to increase the likelihood of objective assessment and diverse perspectives being heard during the selection process.	ONGOING	The new Talent Development and Acquisition Officer will support this process once appointed.
5.4 Conduct exit interviews with all employees exiting the workforce.	IN PROGRESS	The process around exit interviews and surveys is currently being reviewed. Draft survey and interview questions have been circulated to the Gender Equality Diversity and Inclusion Committee for review. Work will continue on this action during 2023/24.
5.4.1 Ensure exit interviews are conducted with all employees to help identify key reasons for employees leaving the organisation and provide opportunities to improve equity in employee retention.	IN PROGRESS	The process around exit interviews and surveys is currently being reviewed. Draft survey and interview questions have been circulated to the Gender Equality Diversity and Inclusion Committee for review. Work will continue on this action during 2023/24.
5.5 Review the provision of equitable professional development and learning opportunities for all employees.	NOT STARTED	Activities not yet commenced. Business case has been developed for Council to recruit a Workplace Trainer and Careers Advisor who will support this.
5.5.1 Continue the availability of professional development and training for all employees and the upkeep of gender-disaggregated records of participation in such opportunities.	NOT STARTED	Activities not yet commenced. Business case has been developed for Council to recruit a Workplace Trainer and Careers Advisor who will support this.
6.1 Regularly communicate clearly to employees of all genders about where to find workplace policies and how to access them.	ONGOING	Communications are going out every two months about where workplace policies and procedures can be accessed in Council's staff newsletter.
6.1.1 Implement quarterly communication through promotion in the staff newsletter	ONGOING	Communications are going out every two months about where workplace policies and procedures can be accessed in Council's staff newsletter.

Gender Equality Action Plan - Strategies and Measures Progress

Strategies and measures	Status	Status description
6.1.2 Inform New recruits of these policies and encourage them to utilise them.	ONGOING	This is completed as part of the Induction Process. Governance provides an overview of where to access all policies and key areas such as Human Resources and Occupational Health & Safety.
6.1.3 Use various methods to communicate and promote flexible workplace policies.	ONGOING	Council communicates and promotes its flexible working arrangement policies through various means including in Staff Inductions and orientation days and the staff newsletter.
6.2 Assess which jobs can be worked with flexible working practices, can be job shared, or can be worked part-time.	NOT STARTED	Activities not yet commenced.
6.2.1 Consider implementing creative solutions to flexible work in nontraditional types of roles.	NOT STARTED	Activities not yet commenced.
6.2.2 Review information provided to potential candidates about flexible working practices at Council, including information on the website.	NOT STARTED	Activities not yet commenced.
6.3 Review and update family violence leave practices.	IN PROGRESS	Council's payroll system has been updated to ensure that Family Violence leave is not recorded on payslips to maintain privacy and confidentiality. The Family Violence provisions in the existing Enterprise Agreement are to be carried over to new Enterprise Agreement as part of negotiations.
6.3.1 Make supervisors aware of employee entitlements in relation to family violence.	ONGOING	Supervisors are made aware and supported by the People & Safety Team.
6.3.2 Promote family violence leave, available support and how to access services.	ONGOING	Communications are going out every two months in Council's staff newsletter and flyers have been developed that are on display across the organisation. The flyers include information about how to access leave but also how to access support services in the area.
6.4 Investigate barriers to success and promotion in the organisation.	NOT STARTED	Activities not yet commenced. The results of the 2023 People Matter Survey will be used to conduct this activity.
6.4.1 Conduct consultation with employees around staff members perceiving flexible working and having caring and family responsibilities as barriers to success.	NOT STARTED	Activities not yet commenced. The results of the 2023 People Matter Survey will be used to conduct this activity.
6.5 Implement targets for the uptake of flexible working arrangements.	NOT STARTED	Activities not yet commenced.

Gender Equality Action Plan - Strategies and Measures Progress

Strategies and measures	Status	Status description
6.5.1 Explore and seek to implement targets for flexible working arrangements to help normalise and make the uptake of these arrangements accessible to all employees.	NOT STARTED	Activities not yet commenced.
7.1 Investigate new talent pipelines with respect to gender and other forms of diversity for roles where women and men are traditionally overrepresented.	NOT STARTED	Activities not yet commenced.
7.1.1 Explore creating new partnerships with specialised organisations and education providers, such as STEM women.	NOT STARTED	Activities not yet commenced.
7.2 Assess the environment within gender-segregated areas of the organisation.	IN PROGRESS	The Gender Equality Diversity and Inclusion Committee developed a Gender Inclusivity Audit Checklist for buildings, to check our workspace for gender inclusive amenities. The completed checklist will be analysed for gaps. Council already has gender neutral options for both indoor and outdoor uniforms.
7.2.1 Consider whether there are changerooms and bathrooms fitted with sanitary bins available for people of all genders when working in the outdoor crew, or if gender-neutral and varying uniform options are available.	IN PROGRESS	The Gender Equality Diversity and Inclusion Committee developed a Gender Inclusivity Audit Checklist for buildings, to check our workspace for gender inclusive amenities. The completed checklist will be analysed for gaps. Council already has gender neutral options for both indoor and outdoor uniforms.
7.3 Review and update workplace bullying policy.	IN PROGRESS	Review of Council's Respect in the Workplace and Anti-Bullying Policy is currently underway and has been referred to the Employee Consultative Committee for feedback.
7.3.1 Promote policy regularly, through different channels and include in induction processes.	ONGOING	Governance provides an overview of where to access all policies and key areas such as Human Resources and Occupational Health & Safety. Communications are going out every two months about where workplace policies and procedures can be accessed in Council's staff newsletter.
7.3.2 Review the current policy to make sure it includes a commitment to providing employees with a healthy and safe working environment.	IN PROGRESS	Review of Council's Respect in the Workplace and Anti-Bullying Policy is currently underway and has been referred to the Employee Consultative Committee for feedback. This action will be addressed as part of this review.
7.4 Review and update workplace discrimination policy.	NOT STARTED	Activities not yet commenced.
7.4.1 Promote policy regularly, through different channels and include in induction processes.	ONGOING	Communications are going out every two months about where workplace policies and procedures can be accessed in Council's staff newsletter.
7.4.2 Review the current policy to make sure it includes a strong statement of the organisation's position on anti-discrimination.	NOT STARTED	Activities not yet commenced.

Gender Equality Action Plan - Strategies and Measures Progress

Strategies and measures	Status	Status description
7.5 Review and update bullying and discrimination complaint pathways.	NOT STARTED	Activities not yet commenced.
7.5.1 A best practice process is one where complainants have the flexibility to choose the complaint pathway that is best for them, and that confidentiality is maintained throughout the process.	NOT STARTED	Activities not yet commenced.
7.6 Promote leadership opportunities for gender diverse people.	NOT STARTED	Activities not yet commenced.
7.6.1 Partner with organisations like Women and Leadership Australia or the Australian Local Government Women's Association, some of whom offer scholarships for women in management roles in local government to participate in leadership courses.	NOT STARTED	Activities not yet commenced.

Workplace Gender Equality Indicators

Indicator	Confirm if progress made	Progress description
<i>This column contains the seven workplace gender equality indicators.</i>	<i>Indicate whether your organisation has made progress in relation to the workplace gender equality indicators.</i>	<i>Demonstrate your progress in relation to each workplace gender equality indicator.</i>
Gender composition of all levels of the workforce	Yes	<p>In 2021 our Workplace Gender Audit showed that the workforce at Moira Shire Council was gender balanced as 48% of employees were women and 52% were men. A gender imbalance at senior roles was identified with 79% of General Manager or Manager roles held by men and 21% held by women. The data also shows that women held the majority of part time and casual roles in comparison to men, with 72% of these roles held by women.</p> <p>Our 2023 data shows that Moira Shire Council continues to be a gender balanced organisation overall with the 50% of employee's women and 50% of employee's men. There continues to be a gender imbalance when the levels of the workforce are examined more closely within senior leadership roles with 63% of these roles held by men and 37% of roles held by women. Technicians and trade workers as well as Machinery operators are dominated by men with 100% of machine operator roles and 81% of technicians and trade workers occupied by men. Women continue to occupy the majority of clerical and administrative roles (82% in 2023 and 88% in 2021). The data also shows that women continue to hold the majority of part time and casual roles across the organisation, with the roles being held by 73% women.</p> <p>The results of the audit indicate that Council has made some progress in this area where it relates to some of the different levels/occupations in the workforce. Council's GEAP includes an action for Council to investigate new talent pipelines with respect to gender and other forms of diversity for roles where women or men are traditionally overrepresented. A new role has been created within the People and Culture Team with a focus on talent and acquisition.</p> <p>Council's systems do not currently capture or report on intersectional data or self-described as a gender to enable further intersectional analysis of the data. Council will address this through Action Area 1 of its GEAP.</p>

Workplace Gender Equality Indicators

Indicator	Confirm if progress made	Progress description
Gender composition of governing bodies	No	<p>In 2021, the governing body of Moira Shire Council was made up of predominately men, most of whom were over the age of 65 years. All members of the governing body were aged 55 years or over.</p> <p>Our 2023 data is based on the Panel of Administrators who were appointed by the Minister for Local Government. The panel are the governing body of the Moira Shire Council until the 2028 Local Government elections. The panel comprised of 2 men (67%) and 1 woman (33%) with all members aged over 55.</p> <p>No specific progress has been made in this area during the audit period. Council's GEAP included specific actions to address and encourage diversity in local government election candidates. These actions will be carried over into Council's next GEAP, due to being under administration.</p>
Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender	Yes	<p>In analysis of our 2021 data against our 2023 data, it has been identified that salaries and remuneration were not annualised which does not provide an accurate representation of Council's gender pay gap in 2021.</p> <p>Our 2023 data shows the overall mean gender pay gap for our base salary is 0.00% and the mean for total remuneration for men being 2.8% in favour of men. The largest pay gap in favour of men existed in the 65+ age group where the median base salary pay gap was 17.1%. The largest pay gap in favour of women existed in the 45-54 year age group of -8.5%.</p> <p>Council cannot determine progress made on this indicator due the inaccurate data reported in 2021. Council will undertake further analysis and benchmarking when the 2023 sector data becomes available.</p>

Workplace Gender Equality Indicators

Indicator	Confirm if progress made	Progress description
Sexual harassment in the workplace	No	<p>Our 2021 Workplace gender audit showed that there had been no formal complaints made about sexual harassment in the previous 12 months. However, Employee Experience data indicates that in the preceding 12 months, some employees had witnessed sexual harassment, bullying and discrimination directed at a colleague. Specifically, sexual harassment of a colleague had been witnessed by 9% of women respondents and 3% of men respondents, bullying of a colleague had been witnessed by 28% women respondents and 37% of men respondents, and discrimination of a colleague had been witnessed by 23% of women respondents and 20% of men respondents.</p> <p>Our 2023 data shows that there had been no formal sexual harassment complaints made in the previous 12 months. Similarly, the People Matters Survey data indicates that some employees had experienced or witnessed sexual harassment, bullying and discrimination directed at themselves or a colleague.</p> <p>Council's Executive leadership team are working through the results of several workplace related surveys and are developing a psychological safety and workplace culture action plan, that will aim to address these issues.</p>

Workplace Gender Equality Indicators

Indicator	Confirm if progress made	Progress description
Recruitment and promotion practices in the workplace	No	<p>In 2021 our gender audit indicated a gender-balanced recruitment as half of all new recruits were women and half were men. Of those exiting the workforce in that period, most were women (68%). Of the total number of women exiting the workforce, most were aged between 35-44 years (24%). Of the total number of men who exited the workforce 10% were aged 25-34 years and 15% were 55 years and over. Meanwhile, most male recruits were aged 25-44 years.</p> <p>Our 2023 data shows that there continues to be a gender balance in our recruitment with 49% of people recruited being men and 51% women. Of those that have exited the workforce 63% were men which is a shift from the previous audit. Of the total number of men who left the organisation, 50% were aged 55 years and over which is similar to the previous audit data, with the age group 25-34 years following. Of the total number of women who left the organisation 38.9% were aged 35-44 years.</p> <p>Council will continue to undertake an analysis of the results and progress the actions under Action Area 5 of its GEAP including around gathering data around why employees are exiting the workplace so that Council identify opportunities to improve retention in certain age groups.</p> <p>In comparison to 2021, where 100% of people who participated in career development opportunities were men, in 2023 of the people who participated in career development opportunities, 63% were women and 33% were men, this indicates positive progress made in opportunities taken by women compared to previous.</p> <p>Council does not have any 2023 data for higher duties, internal secondments and promotions so is unable to report on progress in these areas.</p>
Availability and utilisation of terms, conditions and practices relating to: - family violence leave; and - flexible working arrangements; and - working arrangements supporting employees with family or caring responsibilities	Yes	<p>The 2021 gender audit indicated that 52% of people who held a flexible work arrangement were women and 48% were men.</p> <p>In 2023, this figure has increased to 79% women and 21% men. Formal flexible work arrangements exist across all levels of the organisation, including one senior leading being on a flexible work arrangement.</p> <p>In 2021, family violence leave was accessed by 3 women and in 2023 it was accessed by 1 woman. No men have accessed family violence leave.</p>

Workplace Gender Equality Indicators

Indicator	Confirm if progress made	Progress description
		Council will continue to progress the actions in the GEAP around promoting family violence leave and flexible working arrangements.
Gendered segregation within the workplace	No	<p>In comparison of the 2021 and 2023 data, there continues to be segregation across many occupation categories within the workplace.</p> <p>Technicians and trade workers as well as Machinery operators are dominated by men with 100% of machine operator roles and 81% of technicians and trade workers occupied by men. Women continue to occupy the majority of clerical and administrative roles (82% in 2023 and 88% in 2021) and Community Service and Personal Service. Management roles continue to be held by a majority of men (63% in 2023 and 65% in 2021).</p> <p>Council through its GEAP will continue to investigate new talent pipelines with respect to gender and other forms of diversity for roles where women and men are traditionally overrepresented.</p>