



2022— 2025



Moreland
City Council

Gender Equality Action Plan

Acknowledgement of Traditional Owners

Moreland City Council acknowledges the [Wurundjeri Woi-wurrung people](#) as the traditional owners and custodians of the lands and waterways in the area currently known as Moreland. We pay respect to their Elders past, present, and emerging, as well as to all First Nations communities who significantly contribute to the life of this City.



Council's Gender Equality
Commitment adopted in 2019
states that **gender equality
means the equality of rights,
opportunities and responsibilities
for people of all genders.**

It means all genders should have
the same access to wellbeing,
freedom of choice and safety. We
are committed to providing services
that are inclusive, culturally safe
and respectful for all gender, sexual
and cultural identities.

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Message from the CEO

Council's Gender Equality Commitment adopted in 2019 states that gender equality means the equality of rights, opportunities and responsibilities for people of all genders. It means all genders should have the same access to wellbeing, freedom of choice and safety. We are committed to providing services that are inclusive, culturally safe and respectful for all gender, sexual and cultural identities. Our Council Plan and our services include many actions which promote gender equality in the community and in our services and programs.

This Gender Equality Action Plan is focused on Council staff and the workplace, as required by the Victorian Gender Equality Act 2020. This plan sets out how we will lead and support a gender-transformative workplace and practices for the wellbeing of all our staff.

We are committed to being an inclusive organisation, valuing diversity, and promoting equality of rights, opportunities, responsibilities and outcomes. Council promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality, and dignity.

Harmful gender stereotypes create advantages for some and disadvantages for others. If we address these stereotypes and inequalities, the workplace is a better place for everyone.

As required by the Act, this Plan includes actions that support women and gender diverse staff where the impact of gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation or other attributes.

We are deeply committed to making our a more equitable workplace for all. Our internal organisation vision – One team, brave and diverse, making a difference, also underpins our commitment to diversity and inclusion.

This plan was developed following consultation with staff and considering data from the workforce gender equality audit that we conducted in 2021. Thank you to all who contributed to the development of this plan. We look forward to working with you all to make a difference and to support happier, healthier, safer and more fulfilling working lives.

Gender Equality Action Plan Summary

Vision: Moreland City Council is committed to equal opportunity, inclusion and valuing diversity. Moreland City Council promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality, and dignity.

Underpinning Principles: ([Gender Equality Act 2020](#))

- All Victorians should live in a safe and equal society, have access to equal power, resources and opportunities; and be treated with dignity, respect, and fairness
- Gender equality benefits all Victorians regardless of gender
- Gender equality is a human right and precondition to social justice
- Gender equality brings significant economic, social and health benefits for Victoria
- Gender equality is a precondition for the prevention of family violence and other forms of violence against women and girls
- Advancing gender equality is a shared responsibility across the Victorian community
- All human beings, regardless of gender, should be free to develop their personal abilities, pursue their professional careers and make choices about their lives without being limited by gender stereotypes, gender roles or prejudices
- Gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience based on Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation, and other attributes
- Women have historically experienced discrimination and disadvantage based on sex and gender
- Special measures may be necessary to achieve gender equality.

Priorities

- Review and update the Code of Conduct, recruitment procedures and flexible working arrangements
- Addressing the impact of gender inequality, particularly for women, under represented staff and those who may experience and are impacted by forms of disadvantage or discrimination
- Provision of training in updated policies and procedures including Council's newly endorsed sexual harassment policy
- Ensure all Council advisory committees, reference groups and working groups have a gender balance and representation from diverse communities
- Improving data collection systems to enable monitoring of progress.
- Improve knowledge across the organisation on gender and gender diversity, and the social and cultural drivers that play a role in gender based discrimination.

Definition: [\(Equal Opportunity Act \(2004\)\)](#)

Gender identity means a person's gender-related identity, which may or may not correspond with their designated sex at birth, and includes the personal sense of the body (whether this involves medical intervention or not) and other expressions of gender, including dress, speech, mannerisms, names and personal references;

Legislative Framework

The Gender Equality Act was enacted by the Parliament of Victoria in 2020. It requires state public sector agencies and local governments to take positive action towards achieving workplace gender equality and actively promote gender equality in their policies, programs and services. This legislation is the first of its kind in Australia and will improve workplace gender equality in the Victorian public sector, universities, and local councils.

The Act promotes gender equality by:

- Requiring the Victorian public sector, local councils and universities to take positive action towards achieving workplace gender equality
- Requiring these organisations to consider and promote gender equality in their policies, programs and services
- Establishing the Public Sector Gender Equality Commissioner to provide education, support implementation and enforce compliance.¹

In addition, The Act ensures a focus on intersectionality within gender – a critical aspect to ensuring gender equality for all women. Intersectionality is an approach that considers intersecting and overlapping aspects of a person's identity, such as ethnicity, Aboriginality, sexual orientation, socio economic status, religion, disability, migration status or age. Taking an intersectional approach means applying a power analysis to recognise overlapping forms of discrimination or oppression.²

¹ Commission for Gender Equality in the Public Sector (2020): About the Gender Equality Act <https://www.genderequalitycommission.vic.gov.au/about-gender-equality-act-2020>

² Our Watch (2021): Change the Story 2nd Ed <https://www.ourwatch.org.au/resource/change-the-story-a-shared-framework-for-the-primary-prevention-of-violence-against-women-in-australia>

Our Case for Change

Moreland City Council recognises that gender inequalities persist in our community. We recognise that gender and gender-related inequalities play a profound role in the lives of women, men and gender-diverse people and have impact across the lifespan. We acknowledge that gender inequality occurs in workplace settings as well as other settings across society.

We commit to addressing workplace gender inequality and thus realise the positive impacts for women, men and gender-diverse staff, the community of Moreland and others with whom we interact and influence.

Gender equality, besides being a fundamental human right, is essential to achieve peaceful societies, with full human potential and sustainable development. Gender Equality was made part of international human rights law by the Universal Declaration of Human Rights, adopted by the UN General Assembly on 10 December 1948. The Moreland Human Rights Policy 2016-2026 is inspired by this declaration along with the Australian Human Rights Framework and Victorian Charter of Human Rights and Responsibilities.

Moreland Gender Equality Commitment

Moreland City Council has a long commitment to promoting gender equality. We strive to create a workplace where opportunity is equal for women, men and gender diverse people. On 13 March 2019, Moreland City Council adopted the 'Moreland Gender Equality Commitment'. This provides a framework to ensure our actions are inclusive, culturally safe and respectful for all gender, sexual and cultural identities in line with our values and Human Rights policy. Development of this Gender Equality Action Plan further builds on the work we have already done to address gender inequality.

The 'Moreland Gender Equality Commitment' recognises that gender-based discrimination interacts with other types of lived experiences of inequality, such as class, race, sexuality, gender identity, disability and residency status.

Guided by our Social Cohesion Plan 2020 – 2025 and our Disability Access and Inclusion Plan 2016 – 2020, we strive to address intersectionality by promoting an inclusive approach to gender equality initiatives, to ensure that everyone is treated equitably in the workplace regardless of their gender and other attributes. This includes men, women and gender diverse people.

At Moreland City Council, we recognise that expressions of gender inequality have been identified as drivers of violence against women. Moreland City Council is a foundation member of Building a Respectful Community the regional strategy for the prevention of violence against women, led by our regional Women's Health Service Women's Health in the North (WHIN). Since 2013 we have actively contributed to the shared goals of this strategy, with active participation on both the Steering Group and the Committee.

We are dedicated to improving gender equality as a human right and to changing the behaviours and attitudes that contribute to violence against women.

As demonstrated in the Baseline Audit summary attached (Appendix A) we are already progressing gender equality in several key indicators, for example we have made strong gains in gender pay equity, and gender composition across many bands is representative of the workforce as a whole. However, opportunities for improvement remain, examples of this include overrepresentation of women in part-time and casual roles, and fewer men than women access flexible working arrangements.

2020 Victorian Auditor General Office survey on sexual harassment in local government

In relation to sexual harassment there were no formal sexual harassment complaints registered at Moreland City Council in the 12-month period of our workplace gender equality audit.

However, the 2020 Victorian Auditor-General Office survey on sexual harassment in local government found that the prevalence rate of sexual harassment among survey respondents at Moreland City Council was 21.6%. (The survey at Moreland was filled out by about one in four staff. In comparison, the prevalence rate across survey respondents at all Victorian local councils surveyed by VAGO was 28%.)

Moreland's prevalence rate was lower than the statewide average, but any sexual harassment is unacceptable. Actions in this plan work to eliminate sexual harassment.

1 in 4

The rate of staff who filled out the sexual harassment survey at Moreland City Council.

21%

Prevalence rate of sexual harassment among survey respondents at Moreland City Council.

28%

Prevalence rate of sexual harassment among survey respondents across all Victorian local councils.

Seven per cent of respondents to our People Matter Survey indicated they had experienced sexual harassment in the workplace, 13 per cent indicated they had experienced bullying, and 6 per cent indicated they had experienced discrimination.

Of those who experienced sexual harassment, only 5 per cent made a formal complaint. Of those who experienced discrimination and bullying only 18 per cent made a formal complaint.

While the majority of respondents (76%) indicated they feel safe to challenge inappropriate behaviour at work, 11 per cent reported they do not feel safe to do so. Staff with disability and transgender, non-binary and gender diverse staff were far less likely to report feeling safe to speak up, at 58 per cent and 57 per cent respectively.

Concerns about sexual harassment, bullying and discrimination were also raised during the meaningful engagement process with our staff. This included a perception that there is a lack of understanding about these issues in the organisation, that the policy, procedure and reporting process need to be better communicated to all staff, and that complaints need to be handled more effectively. A number of staff indicated that they had not been properly supported when they reported a complaint, and that the complaint had not been followed up appropriately. Some also suggested that staff fear speaking up our harassment, bullying and discrimination, and worry about the repercussions of doing so.

Our People Matter survey suggests that staff perceive Council to be supportive of flexible work arrangements and utilisation

of leave, with 76 per cent indicating they are confident that if they requested flexible work arrangements it would be given due consideration, and 84 per cent agreeing that Council supports employees with family or caring responsibilities, regardless of gender. The survey also indicated that most staff perceive Council to have a positive culture in relation to employees who have caring and family responsibilities.





In contrast, only 66 per cent of staff agreed that there is a positive culture in relation to employees who use flexible work arrangements, and 63 per cent who agree that using flexible work arrangements is not a barrier to their success.

Only a small proportion of staff are formally accessing flexible work arrangements, with 5.3 per cent of women and 1.2 per cent of men with arrangements in place. The number of people with informal flexible working arrangements is likely to be much higher, particularly in the context of the COVID-19 pandemic in which staff have been encouraged and supported to work from home when possible.








In relation to leave entitlements, the uptake of parental leave at Council is generally equal, with 2.9 per cent of women and 3.2 per cent of men utilising parental leave in the previous 12 months (although men only utilised the partner leave entitlement). There were a small number of staff who accessed family violence leave in the previous 12 months, all of whom were women. Overall, 87 per cent of our staff agreed they would be supported to take family violence leave, however this was significantly lower for men (78%) compared to women (92%).

At Moreland City Council we are committed to continuing to work towards gender equality. This Gender Equality Action Plan builds on the work we have done to date and provides a roadmap for how we will continue the work over the next four years. The Strategies and Measures section of this plan further demonstrates the alignment of our work with the gender equality principles described in the Gender Equality Act.

Data from our baseline audit and the consultations suggests there are a number of areas where we are making good progress towards gender equality, such as;

-  A high proportion of women in leadership positions
-  Strong focus on gender equality in a number of teams with clear team level leadership
-  Remuneration which appears to be fair and equally distributed
-  Recruitment processes which actively consider gender equality.

This process also identified some key opportunities for improvement. Through this plan we commit to addressing:

-  The perception about a of lack of leadership and accountability towards gender equality goals (and visibility of what is being done)
-  Concerns around sexual harassment in the workplace, and it not being addressed
-  Gender norms and stereotypes that continue to be evident in various ways across Council
-  Limited uptake of flexible working arrangements despite perceptions of a workplace culture that supports flexible working arrangements
-  Improving inclusive and intersectional practice in all aspects of the organisation
-  A need for more bystander action to address all forms of discrimination and harassment.
-  A better understanding and support for gender diverse staff at Council.

The Strategies and Measures section of this plan outlines the actions we will put in place to continue to build on our strengths and address the areas of concern. Responsibility for overseeing the implementation of this plan is described in the Leadership and Governance section.

Consultation Process

Moreland City Council engaged in a consultation process with employees and employee representatives. Employees from across Council participated in a process conducted by external consultants. The consultations included employees from all levels of the organisation with varying employment status such as full time, part time, casual, employees with flexible work arrangements and newly commenced employees. All consultations allowed for anonymous contributions and transparent feedback. Feedback was also considered from previous survey work including:

- Sexual Harassment in Local Government December 2020 (VAGO independent assurance report to Parliament 2020 and associated survey)
- People Matters Survey 2021
- Moreland staff engagement survey 2021.

The goals of the recently conducted consultations were:

- To understand employees' experiences of intersectional gender inequality in their workplace
- To understand how intersectional gender inequality is embedded in workplace practices and how it manifests
- To provide opportunity for employees to provide case studies of positive experiences of gender equality
- To provide ideas for strategies for achieving workplace gender equality.

Promotion of the consultation sessions was undertaken in several different ways:

- Key communication messages from the CEO through video and written communication
- Promotion through all staff emails
- Promotion through dedicated 'gender equality' information page of the staff intranet and other staff noticeboards
- Direct encouragement and promotion from Directors, managers and other leaders
- Promotion at leadership meetings and individual branch team meetings
- An invitation was also given to employees to provide written feedback as another option to attending a session; employees were given four main questions to respond to, in order to assist them in providing the feedback.

Eight consultations were conducted with Moreland City Council employees. This was comprised of six online group consultations, one face to face consultation at our depot site and two one to one consultations. Three submissions of written feedback were also received from employees who could not make an online/face to face session. A cross section of employees from all Directorates attended these sessions.

The sessions included an outline of key concepts and a brief overview of the Gender Equality Act to support collective understanding of the process and a summary of the findings arising from the Moreland gendered workforce data audit. The process for the online consultation sessions including utilising the breakout room function. Groups of 3-6 participants were created randomly using this function and each group had an external scribe and facilitator. A shared Google Word Document, which enables anonymous contributions was also utilised to collect qualitative data from these consults.

Councillors were also consulted as a part of the engagement process through a briefing session in March 2022 and their feedback has been considered in the preparation of this Gender Equality Action Plan.

Findings from the consultation sessions were analysed to identify key themes. This data, along with the information arising from the workforce audit, has informed the development of the Strategies.



Leadership and Governance

Purpose

This section presents our plan for how this Plan will be governed, implemented and resourced as is required by the Gender Equality Act 2020.

Objectives

The overall objective of this Leadership and Governance plan is to identify the resources and internal systems that will ensure delivery of the actions set out in this Plan.

The key objectives that underpin this Plan over the next four years are to:



Develop and deliver specific actions as set out in the Action Plan



Integrate actions described in this Plan with actions described in other Council plans and strategies



Meet the obligations for defined entities under the Gender Equality Act 2020.

Leadership and governance

This Plan has been endorsed by the CEO and the Executive.

The Executive were actively involved in the development of this plan and are committed to advancing gender equality across the organisation. The Executive are committed to also building understanding of gender equality and intersectionality and support training and upskilling in this area for leaders and all staff.

The work to advance gender equality across Directorates requires a collaborative approach; at an operational level, this Plan will be owned by all Directorates and Branches across the organisation. All leaders (within Directorates and Branches across the organisation) will have a responsibility to implement and report on actions within their work areas.

The Gender Equality Working Group will be reconvened and will work with the Branches to contribute to the implementation of actions set out in this Plan.

All staff at Moreland City Council have an obligation to support and contribute to the commitments and actions outlined in this Plan.

Progress of actions and associated measures contained in this Plan will be reported to the Executive on a quarterly basis.

Resourcing

Existing resources will be used to progress implementation of this plan as outlined in the Action Plan below, which specifies responsible teams across Council identified to lead actions in collaboration with staff across the organisation. It is expected that resourcing requirements will evolve over the life of this plan as some actions are yet to be scoped and/or commenced and in response to a constantly changing environment. In recognition of this, it is expected that any new budget and/or resourcing requirements will be considered as part of annual budgeting processes.



Action Plan

(including indicators and measures)

Indicator 1: Gender composition of all levels of the workforce

Action	Measures	Responsibility	Timeline
1.1 Provide training on gender equality to all staff and people leaders as part of induction and orientation, and as part of ongoing professional development requirements.	<ul style="list-style-type: none"> # and % of participants in gender equality training Improved staff knowledge and understanding of gender equality issues Perceptions of positive culture in relation to employees of diverse genders (*People Matters Survey) *People Matters Survey is envisaged to be conducted every two years 	People and Safety Branch and Organisational Performance Branch	2022/23
1.2 Provide cultural safety, diversity and inclusion and bystander training to all staff as part of induction and orientation, and as part of ongoing professional development requirements.	<ul style="list-style-type: none"> # and % of participants in cultural safety, diversity and inclusion, and bystander training Improved staff knowledge and understanding of diversity and inclusion regarding gender and gender diversity Improved perceptions of cultural safety at work (People Matters Survey) perceptions that work group actively supports diversity and inclusion perceptions that senior leadership supports diversity and Inclusion 	People and Safety Branch and Organisational Performance Branch	2022/23
1.3 Embed the appropriate use of pronouns in all communications and provide appropriate training methods for staff to understand gender diversity specifically and the importance of why pronouns are important.	<ul style="list-style-type: none"> Use of pronouns implemented as standard practice Improved staff knowledge and understanding of inclusive language 	Community and Engagement Branch Information Technology	2022
1.4 Improve our data collection systems to enable safe and accurate recording of employee identity information (i.e. gender, sexuality, ethnicity, disability, First Nation status) and monitoring/ reporting of workforce diversity.	<ul style="list-style-type: none"> Changes made to data collection systems to improve capture of workforce demographic data and understanding of workforce diversity 	People and Safety Branch and Information Technology Branch	2023 and Ongoing
1.5 Update the code of conduct to demonstrate inclusive practice and improve staff awareness and appropriate use of gender inclusive and affirming language, principles and practices.	<ul style="list-style-type: none"> Code of conduct is updated Perceptions of use of inclusive language and imagery (People Matters Survey) 	People and Safety Branch	2022

1.6 Create a more gender inclusive and safe workplace by providing all gender bathrooms.	<ul style="list-style-type: none"> All gender bathrooms are provided at sites when significant upgrades are undertaken Exploration of current facilities that can be utilised as all gender bathrooms 	Governance & Strategy Branch (Facilities Unit) and City Infrastructure Directorate (Building Maintenance team)	2022 (Exploration exercise) Ongoing (in relation to significant upgrades)
1.7 Develop and implement a campaign to encourage a culture that challenges rigid gender roles, expectations and stereotypes within the workplace.	<ul style="list-style-type: none"> Campaign is developed and implemented Reach of campaign messages Perceptions of positive culture in relation to employees of different sexes/genders (People Matters Survey) 	Community and Engagement Branch	2022/23
1.8 Actively monitor and respond to resistance and backlash to gender equality in the workplace and equip leaders to respond.	<ul style="list-style-type: none"> Types and forms of resistance and backlash are identified Strategies implemented to respond to resistance and backlash Perceptions of feeling safe to challenge inappropriate behaviour (People Matters Survey) Perceptions that organisation takes steps to eliminate bullying, harassment and discrimination (People Matters Survey) 	People and Safety Branch and Organisational Performance Branch	2022/23

Indicator 2: Gender composition of governing bodies

Action	Measures	Responsibility	Timeline
2.1 Council advisory committees and Reference Groups have a gender balance and representation from diverse communities.	<ul style="list-style-type: none"> Membership # and % by gender Membership demographics 	Community Directorate and Governance and Strategy Branch	2022/23
2.2 Participate in campaigns that support women and gender diverse people from diverse backgrounds to run for Council.	<ul style="list-style-type: none"> # of campaigns supported 	Governance and Strategy Branch and Community and Engagement Branch	Leading into the 2024 elections

Indicator 3: Equal remuneration across all levels of the workforce

Action	Measures	Responsibility	Timeline
3.1 Continue to support equal pay and equal recognition for all types of paid work within the organisation	<ul style="list-style-type: none"> Pay gap by Employee Level (Band) and increment Pay gap by work type (i.e. part-time, casual) 	People and Safety Branch	2022
3.2 Undertake a pay gap audit and analysis every two years to monitor changes in the pay gap at all levels and work types.	<ul style="list-style-type: none"> Pay gap by Employee Level (Band) and increment Pay gap by work type (i.e. part-time, casual) 	People and Safety Branch	Next audit in 2024

Indicator 4: Sexual harassment in the workplace

Action	Measures	Responsibility	Timeline
4.1 Collect information about sexual harassment at work at least once every two years by Incorporating relevant questions into staff culture or staff engagement surveys and exit survey Reviewing complaints Information to identify trends Explore ways Councillors views are included.	<ul style="list-style-type: none"> Survey conducted 	People and Safety Branch, Organisational Performance Branch and Governance and Strategy Branch	Every 2 years (through staff engagement and/or culture surveys) – baseline year was 2021

4.2	Review and revise Council's sexual harassment policy and procedure to ensure a victim-survivor centric approach to ensure safety in reporting, complaint handling, case management support, and accountability for perpetrators.	<ul style="list-style-type: none"> • Policy and procedure are updated • Staff knowledge of policy and reporting process • Staff confidence to report sexual harassment • Reporting levels align with survey results (4.1) • Perceptions of feeling safe to challenge inappropriate behaviour at work (People Matters Survey) • Perceptions that organisation takes steps to eliminate bullying, harassment and discrimination (People Matters Survey) 	People and Safety Branch	2022
4.3	Update relevant policies, procedures and training to explicitly cover sexual harassment from the public.	<ul style="list-style-type: none"> • Updated policy 	People and Safety Branch and Community and Engagement Branch	2022
4.4	Prepare regular communication to customers and staff messaging that council does not tolerate any form of sexual harassment from the public.	<ul style="list-style-type: none"> • Ongoing communications prepared 	Community and Engagement Branch	Ongoing
4.5	Work with key stakeholders to review training methods and develop a plan for ongoing delivery to better utilise and/or offer alternative training methods to promote Council's Appropriate Workplace Behaviour Policy and other relevant policies.	<ul style="list-style-type: none"> • Training plan prepared • Participants in sexual harassment training • Staff knowledge of policy and reporting process • Managers' confidence to respond to sexual harassment complaints 	People and Safety Branch and Organisational Performance Branch	2022
4.6	<p>Communication specific to sexual harassment to come from senior members of staff as a way of role modelling respectful behaviour.</p> <p>Consider ways of communicating to staff and councillors about how and where to find sexual harassment policies outside of the mandatory training, conducted every two years. i.e. standard agenda items in team/organisation wide meetings.</p> <p>Communication to also come from senior members of staff on a more regular basis including before staff wide or local level functions. Work with key stakeholders to develop an annual communications plan to more effectively communicate Appropriate Workplace Behaviour Policy and other related policies as they relate to equal employment opportunity and sexual harassment.</p>	<ul style="list-style-type: none"> • Communication delivered 	People and Safety Branch, Community and Engagement Branch and Governance and Strategy Branch	2022
4.7	Regularly communicate to staff and councillors about our policies on sexual harassment and promote complaint channels and provide training for managers on how to respond to complaints of sexual harassment. Ensure people managers are trained in their ability to respond effectively to a complaint of sexual harassment relating to a staff member they supervised. Update relevant policies i.e. dispute resolution policy to allow for anonymous complaints.	<ul style="list-style-type: none"> • Communication delivered 	People and Safety Branch, Community and Engagement Branch and Governance and Strategy Branch	2022 / Ongoing

4.8 Update internal central registry with specific categories to easily identify complaints of sexual harassment in lieu of filing complaints of sexual harassment under broader labels such as 'conduct' or 'harassment' this will assist Council to identify trends in sexual harassment. Improve processes for keeping complete records of complaints through to resolution including documenting rationale for not investigating complaints or not continuing with an investigation.	<ul style="list-style-type: none"> Central registry is updated 	People and Safety Branch	2022
4.9 Update complaint procedures to ensure the complainant is provided with an outcome of the complaint and provide further guidance on how investigators can support reluctant complainants.	<ul style="list-style-type: none"> Procedure is updated 	People and Safety Branch	2022
4.10 Organise Councillor training to ensure sexual harassment training is delivered at least twice per council term. Councillors to receive training link to complete their training in sexual harassment.	<ul style="list-style-type: none"> Training delivered # of Councillors who participate identified in Governance report 	People and Safety Branch and Governance and Strategy Branch	2022 / ongoing
4.11 Ensure Councillors are informed of their internal and external options for sexual harassment support and complaints in line with the training and policy details. Councillors will be provided with a copy of the revised standalone policy once it has been approved.	<ul style="list-style-type: none"> Communications delivered 	People and Safety Branch and Governance and Strategy Branch	2022 / ongoing
4.12 Deliver mandatory bystander training to all staff, which includes how to identify and safely respond to gender and sexual harassment in the workplace.	<ul style="list-style-type: none"> # of participants in training Perceptions of feeling safe to challenge inappropriate behaviour at work (People Matters Survey) 	People and Safety Branch and Organisational Performance Branch	2023

Indicator 5: Recruitment and promotion practices in the workplace

Action	Measures	Responsibility	Timeline
5.1 Continue to implement and review guidelines to support more inclusive and accessible recruitment practices, including our approach to advertising, application and selection processes.	<ul style="list-style-type: none"> Recruitment procedure updated Staff awareness and understanding of inclusive recruitment guidelines # and % of new recruits by banding, gender, by age and from diverse backgrounds 	People and Safety Branch and Communication and Engagement Branch	2023 / ongoing
5.2 Ensure that processes and decisions regarding recruitment and promotion are, clear, consistent and transparent, and based on equity principles.	<ul style="list-style-type: none"> Recruitment procedure updated providing more clarity around process # and % of new recruits by banding, gender, by age and from diverse backgrounds Perceptions that the organisation makes fair recruitment and promotion decisions, based on merit (People Matters Survey) 	People and Safety Branch	2023 / ongoing
5.3 Establish identified positions to prioritise targeted recruitment of people with lived experience in various roles across Council.	<ul style="list-style-type: none"> # of identified positions advertised # of identified positions filled 	People and Safety Branch	2023/24

5.4 Provide more coaching and mentorship opportunities for women, including under-represented women who wish to work in part-time roles/ or who are currently working in part time roles who want to progress to more senior positions in the organisation.	<ul style="list-style-type: none"> • # of coaching and mentorship activities supported • Demographics of participants in coaching/mentorship activities • Perceptions that there are adequate opportunities to develop skills and experience (People Matters Survey) 	Executive Team Organisation Performance Branch	2023
5.5 Continue to provide and promote opportunities for part-time staff to take up secondments and higher duties to support their career progression.	<ul style="list-style-type: none"> • # of secondments provided to part-time staff • # of higher duties provided to part-time staff • Perceptions of opportunities to take up promotions (People Matters Survey) 	Executive Team People and Safety Branch	2023/24

Indicator 6: Practices relating to flexible work arrangements and leave entitlements

Action	Measures	Responsibility	Timeline
6.1 Support more people to access flexible working arrangements, including remote work options and reduced or flexible spread hours; and simplify the process for applying.	<ul style="list-style-type: none"> • # and % of staff who request flexible work arrangements • # and % of staff granted flexible work arrangements • Perceptions of workplace flexibility (People Matters Survey) 	People and Safety Branch	2022/23
6.2 Update and implement policy on flexible working arrangements	<ul style="list-style-type: none"> • Policy is updated 	People and Safety Branch	2022/23
6.3 Actively encourage men to take up flexible work arrangements, primary carer parental leave and other leave entitlements specific to caring responsibilities.	<ul style="list-style-type: none"> • # and % of men who request flexible work arrangements • # and % of men granted flexible work arrangements • Utilisation of parental and carer leave by men • Perceptions of workplace culture in relation to caring and parenting responsibilities (People Matters Survey) 	People and Safety Branch	Ongoing
6.4 Support more job share opportunities at Council, particularly in senior management roles.	<ul style="list-style-type: none"> • # of job share roles in place (by Band) • Demographics of people in job share roles • Perceptions of workplace flexibility (People Matters Survey) 	People and Safety Branch	Ongoing
6.5 Introduce paid superannuation for people on parental leave.	<ul style="list-style-type: none"> • Superannuation paid on parental leave 	People and Safety Branch	2022/23
6.6 Explore options for expanding the range of leave entitlements available to staff, including miscarriage and leave to support gender affirmation and transition.	<ul style="list-style-type: none"> • New leave entitlements introduced 	People and Safety Branch	2022/23
6.7 Promote availability of family violence leave, supports available and how confidentiality is maintained.	<ul style="list-style-type: none"> • Staff awareness of family violence leave entitlements and supports available • Utilisation of family violence leave by gender 	Executive Team People and Safety Branch	2024

Indicator 7: Gendered segregation within the workplace

Action	Measures	Responsibility	Timeline
7.1 Actively engage more men at Council in our gender equality initiatives, including participation in public campaigns and events, internal awareness raising and capacity building activities	<ul style="list-style-type: none"> # of men who participate in campaigns and activities # of men and male people leaders who champion gender equality initiatives and awareness 	People and Safety Branch	2025
7.2 Gender Equality Reference Group continue to meet and support action	<ul style="list-style-type: none"> # of men who participate in the group 	Executive Team	Ongoing
7.3 Develop and implement targeted strategies to improve gender equality in teams which are dominated by either men or women e.g. Information Technology or Home Support, including through tailored training, campaigns and culture change activities that create more safe and inclusive work environments	<ul style="list-style-type: none"> # of campaigns and activities delivered 	People and Safety Branch with City Infrastructure, Information Technology Branch and Community Directorate	2025
7.4 Encourage more women to pursue careers in professions they are typically underrepresented in, including through apprenticeships and traineeships (e.g. park maintenance)	<ul style="list-style-type: none"> # of targeted recruitment activities implemented 	People and Safety Branch and City Infrastructure Directorate	2023/24

*People Matters Survey is envisaged to be conducted every two years

Appendix A

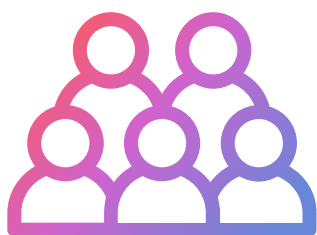
Summary of Baseline Data

At the time the baseline workforce gender equality audit was undertaken, there were 1130 employees in our organisation.

A total of 583 (52%) staff completed the employee experience survey (People Matters Survey). Of these respondents, 52 per cent were women, 37 per cent were men, two per cent were trans, non-binary or gender diverse, and eight per cent indicated they preferred not to disclose their gender identity. This data reflects the total surveys completed, not the whole workforce and is therefore not necessarily representative of the views of all staff.

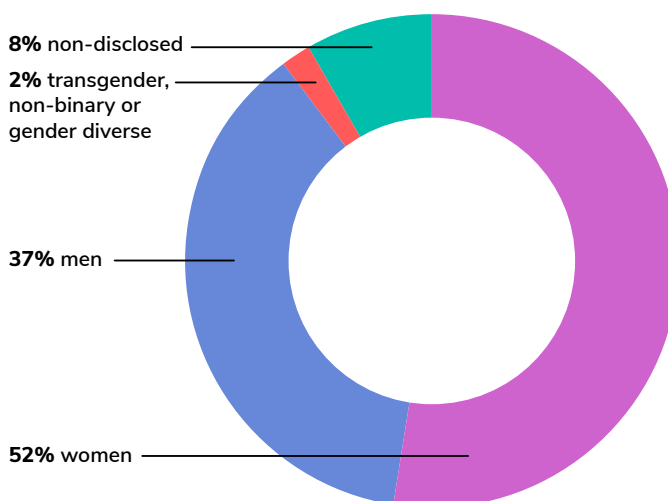
The People Matter Survey allowed for collection of trans and non-binary experiences, but the workplace gender audit did not. Since this data was collected Moreland City Council has adopted a new HRIS system for capturing data in relation to gender identity. People and Safety Branch are working with Community Wellbeing to ensure options for recording gender identity are appropriate.

As the number of trans and non-binary people who participated in the People Matters Survey is low, these findings have not been specifically reported below, as they may be identifiable within our organisation.



52%

Staff completed the employee experience survey (People Matters Survey)



		Women (number)	Women %	Men (number)	Men %	Total
01 Gender composition of the workforce	Workforce data					
	Overall gender composition of the workforce	692	61%	438	39%	1,130
	Overall gender composition of the workforce, by employment basis - full time	254	43%	336	57%	590
	Overall gender composition of the workforce, by employment basis - part time	371	82.5%	79	17.5%	450
	Overall gender composition of the workforce, by employment basis - casual	67	74.5%	23	25.5%	90
	Percentage of Employee Experience Survey respondents who agreed with the following statement, by gender:					
	There is a positive culture within my organisation in relation to employees of different sexes/genders	-	84%	-	76%	N/A

02 Gender composition of governing body	Workforce data					
	Gender composition of governing body	6	55.4%	5	45.5%	12

03 Pay equity	Workforce data					
	Overall organisational gender pay gap: median base salary gap*	-	0.8%	-	-	N/A
	Overall organisational gender pay gap: median total remuneration gap	-	1.0%	-	-	N/A

* Note: The overall pay gap for our whole organisation is relatively equal, based on the median base gap.

04 Sexual harassment	Workforce data					
	Number of formal sexual harassment complaints made	0	-	0	-	0
	Employee Experience Survey					
	Percentage of respondents who experienced sexual harassment, by gender:	-	7%	-	5%	N/A
	Percentage of Employee Experience Survey respondents who agreed with the following statements, by gender:					
	I feel safe to challenge inappropriate behaviour at work	-	79%	-	76%	N/A
	My organisation takes steps to eliminate bullying, harassment and discrimination	-	74%	-	72%	N/A
	My organisation encourages respectful workplace behaviours	-	92%	-	88%	N/A

		Women (number)	Women %	Men (number)	Men %	Total
05 Recruitment and promotion	Workforce data					
	Overall gender composition of recruitments	92	59%	64	41%	156
	Overall gender composition of promotions	17	51.5%	16	48.5	33
	Overall gender composition of higher duties	48	34.3%	56	65.7	104
	Overall gender composition of internal secondments	11	86.8%	5	13.2%	16
	Overall gender composition of exits	91	59.9%	61	40.1%	152
	Overall gender composition of career development opportunities	65	67%	32	33%	97
	Percentage of Employee Experience Survey respondents who agreed with the following statements by gender:					
	My organisation makes fair recruitment and promotion decisions, based on merit	-	61%	-	59%	N/A
	I feel I have an equal chance at promotion in my organisation	-	54%	-	49%	N/A
	Gender is not a barrier to success in my organisation	-	85%	-	81%	N/A
	Being Aboriginal and/or Torres Strait Islander is not a barrier to success in my organisation	-	69%	-	71%	N/A
	Cultural background is not a barrier to success in my organisation	-	80%	-	79%	N/A
	Sexual orientation is not a barrier to success in my organisation	-	84%	-	74%	N/A
	Disability is not a barrier to success in my organisation	-	62%	-	67%	N/A
	Age is not a barrier to success in my organisation	-	72%	-	70%	

06

Leave and flexibility

Workforce data

Proportion of the workforce using formal flexible working arrangements by gender	-	5.3%	-	1.2%	N/A
Gender composition of people in the organisation who have taken parental leave (with proportion of workforce by gender)	20	2.9%	14	3.2%	N/A
Number of people who exited the organisation during parental leave, by gender	0	-	0	-	N/A

Percentage of Employee Experience Survey respondents who agreed with the following statements by gender:

My organisation would support me if I needed to take family violence leave	-	92%	-	78%	N/A
I am confident that if I requested a flexible work arrangement, it would be given due consideration	-	79%	-	77%	N/A
My organisation supports employees with family or other caring responsibilities, regardless of gender	-	85%	-	85%	N/A

07

Gendered segregation

Workforce data

Gender composition of ANZSCO groups – Managers	31	67.4%	15	32.6%	46
Gender composition of ANZSCO groups – Professionals	229	69%	103	31%	332
Gender composition of ANZSCO groups – Community and personal service workers	143	84.1%	27	15.9	170
Gender composition of ANZSCO groups – Technicians and trades workers	22	18.5%	97	81.5%	119
Gender composition of ANZSCO groups – Machinery operators and drivers	16	30.2%	37	69.8%	53
Gender composition of ANZSCO code major groups – Clerical and administrative workers	186	69.9%	80	30.1%	266

