

# Gender Equality Progress Reporting 2023

## Background

Council's first Gender Equality Action Plan and workplace gender audit were submitted to the Commission for Gender in the Public Sector (the Commission) in March 2022.

Council is required to report on progress on seven workplace indicators:

- Gender composition of all levels of the workforce
- Gender composition of governing bodies (Councillors)
- Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender
- Sexual harassment in the workplace
- Recruitment and promotion practices in the workplace
- Availability and utilisation of terms, conditions and practices relating to:
  - Family violence leave
  - Flexible working arrangements
  - Working arrangements supporting employees with family or caring responsibilities
- Gendered segregation within the workplace

This 2 year progress report and related analysis on comparisons between 2021 and 2023 comes from a variety of sources:

- People Matter survey 2021 and 2023 data
- Workplace gender audits conducted 30 June 2021 and June 2023
- Gender Equality Action Plan actions progress reporting
- Number of Gender Impact Assessments (GIAs) conducted that made a difference to gender inequality.

## **Overview**

See below for a high-level overview of Council's progress as at June 2023. Further detail is provided in the following tables.

### **Gender Impact Assessments (GIAs)**

11 GIAs were completed between 2021 and 2023, with 8 resulting in positive action towards gender equality.

### **Gender Equality Action Plan 2021-2025**

- 14 actions completed
- 17 actions in progress
- 14 actions not started
- 7 actions on-going

### **Workplace Gender Equality Indicators**

Progress has been made on 3 of the 7 indicators.

### **Workplace Gender Audit**

Data has been provided to the Commission and will be available on their [Insights Portal](#) along with comparison data for other defined entities, including other Victorian councils.

## Gender Impact Assessments

Title	Subject	Description	Status	Confirm if actions taken	Describe if actions taken
Capital Works Policy	Policy	The policy supports the Council capital works program identifying expenditure on Council assets, supporting the delivery of services identified in service plans	For Review	Yes	A GIA must now be completed at the time of requesting capital works as part of the detailed bid stage, ensuring gender impact is considered prior to funds being allocated for capital works.
Capital Works Project Management Framework	Policy	The Framework provides the primary Capital Works project management process and documentation requirements for design, construction and infrastructure projects	For Review	Yes	Requirement to conduct a GIA embedded into the Capital Works Project Management Framework
Surface Upgrades to Gaskin Park	Program	Funding application to upgrade playing surface at Gaskin Park, encouraging more users and ensure the ground is safe and inviting for girls and women to participate in football and cricket.	New	Yes	Project revised to include activities and strategic planning with GippSport to increase women and girls' participation at clubs at Gaskin Park. Proposed Orange Round to take a stand against family violence and promote gender equality in sport.

Latrobe City Council Public Toilet Plan 2023 - 2033	Service	Provide a safe, accessible, well maintained and sustainable public toilet infrastructure throughout the municipality to support community participation and social inclusion	New	Yes	It was found that four public toilet locations did not have an all-gender option and two facilities did not have an accessible cubicle. More baby change facilities required. These will now be reviewed and addressed within the implementation plan. Consultation to occur when the draft plan is released to the community for feedback.
Fenced Dog Park Implementation Plan	Policy	Outline of how Council will roll out fenced dog parks across the municipality in line with the Fenced Dog Park Guidelines	New	No action taken	The Guidelines were considered to already prioritise important aspects of safety, entry/exit points and site location, in relation to potential safety concerns of women and gender diverse people. Provision for wheelchair accessibility also included.
Community Gardens Guidelines	Policy	Outline of how Council will support community groups in their application to develop and maintain a Community Garden	New	No action taken	The draft was considered to have included accessibility, multiple entry/exit points with good visibility and lighting in relation to potential safety concerns of women and gender diverse people.
Plaques and memorials Policy	Policy	Guidelines for naming of plaques, statues, memorials	For Review	Yes	Include consideration of gender in the assessment of approvals. Register all future plaques and memorials requested and approved to keep accurate data to further inform future decisions

Survey of business owners in Morwell regarding temporary parking changes	Program	A survey to gauge the effect of temporary changes to parking in Morwell and guide Council's proposed options	New	Yes	Survey reconfigured to include a wider range of participants than just affected business owners, including people with prams, accessibility requirements
Youth Policy	Policy	This Youth Policy outlines Latrobe City's commitment to young people aged 12 to 25 years. It provides guidance for the programs, projects, participation and engagement of young people across Latrobe City.	For Review	Yes	Improve Youth Council recruitment campaign to actively encourage applications from men and gender diverse young people. Changes will include direct messaging to networks identifying the need for greater participation from this cohort, increased representation in comms assets during campaign and developing key messages that are attractive to men and gender diverse people for in-person recruitment. This target audience has been identified as there are currently no male or gender divers Youth Council participants
Funding application to upgrade lighting at Gaskin Park, Churchill	Program	Upgrade to lighting at oval 2 at Gaskin Park, home to Churchill Netball Club, Churchill Junior Football Club, Churchill Cricket Club and seasonal users such as Gippsland Power.	For Review	Yes	Development of a Fair Access Policy and review of Outdoor Sporting Facility Seasonal Application process and licence agreement will ensure gender equitable access to and use of community sports infrastructure for future funding applications

## Strategies and measures progress

Strategies and Measures	Status	Status description
<b>Indicator 1: Gender composition of all levels of the workforce</b>		
Data gaps in intersectionality (disability, Aboriginality, culture, religion, sexual orientation) as required for gender audit.	In progress	Working group has commenced looking at payroll and onboarding system functionality to capture intersectional data, and related workflow. Wording of privacy statement at data capture point has been drafted and requires oversight of Council governance team
Conduct further internal research on barriers for women in moving from particularly Team Leader to Coordinator positions and Coordinator to Manager positions	Complete	Focus groups held in October 2022 with women Team Leaders and Coordinators, with external facilitator. Results tabled to Executive Team with recommendations which have been endorsed and actioning has commenced.
Review Talent Management procedure, including a review of data on gender and employment basis of identified talented employees from the last 2 years to ensure inclusion of casual, fixed term and part time employees.	Not started	The Talent Management procedure has not yet been endorsed by the Executive Team. Need to revisit the scope of the procedure in line with the Workforce Plan.
Develop a specific Latrobe City Council leadership program that incorporates diversity, gender and inclusion	In progress	Leadership Development Framework endorsed in 2023 with a key element being Inclusion and Belonging. Leadership development training is being rolled out to Senior Leaders and Coordinators over 2023-2024
Embed a practice of mentoring to promote the development of our people	Not started	An internal mentoring program is a key element of the newly endorsed Leadership Development Framework. Planned to commence in 2024
Map career pathways in specific areas (hard to fill roles). Ensure available to part time/casual employees	In progress	Commenced exploring a cadetship or trainee program in Planning. Working with Early Childhood Education team on developing a Trainee Framework. Hard to fill roles procedure has been drafted
Provide a scholarship/internship for women high school students wanting to study Engineering/trade/IT. Similar for men in early childhood education/admin?	Not started	Yet to be scoped.
Develop an annual internal International Women's Day award	Ongoing	8 nominees in 2022 16 nominees in 2023

Council to nominate a woman for the LGPro Sally Isaac Memorial Scholarship Fund annually. Fund covers \$10,000 in education costs	Ongoing	Nominations made in 2022 and 2023 highlighting individual women employee achievements
Conduct an LGBTIQ+ inclusive practice audit of the organisation to identify future priority areas and align inclusive practice across service provision.	Not started	Planned to commence in 2024
Engage key internal stakeholders as a working group to complete Rainbow Health How2 course with the intention of pursuing Rainbow Tick accreditation on at least one service within council	Not started	Planned to commence in 2024-2025
Indicator 3: Equal remuneration for work of equal or comparable value across all levels of the workforce irrespective of gender		
Use competency framework to apply consistency across banding levels and research current increment levels by gender in each banding	In progress	Data collected on banding increment levels at recruitment
Indicator 4: Sexual harassment in the workplace		
Develop, communicate and launch a stand-alone sexual harassment policy. Intranet page developed with easy access to resources and support.	In progress	Council policy endorsed by Executive Team and Councillors. Operational policy currently open for consultation across organisation. Launched in line with Respect@Work communications and intranet page has been set up
Source online training module as mandatory induction training. All staff training rolled out in conjunction with launch of stand-alone policy, with refresher training every 2 years.	In progress	Online module allocated to all new employees from August 2023 Online module to be allocated to all existing staff as part of launch of new policy and Respect@Work comms
Research use of external platform to log anonymous concerns, increase reportable culture	Complete	Research conducted. Your Call anonymous reporting platform implemented after researching 3 options
De-identified sexual harassment complaint data to be included in HR bi-monthly report to GM's & managers	Ongoing	Included in regular quarterly reporting to the Executive Team
Re-vamp of contact officer program.	Complete	Program re-branded as Peer Support Officers. Training conducted to build skills in supporting employees in bullying & harassment and family violence.
Indicator 5: Recruitment and promotion in the workplace		
Review relationship between participating in higher duties and career development and resulting promotions.	In progress	Feedback from Women in Leadership focus group provided some insights. 2023 audit data showed an increase in the percentage of women awarded promotions inline with and increase in career development opportunities.

Offer unsuccessful internal applicants for Senior Leader and Coordinator positions with a career path plan to continue to strengthen skills in expectation of future opportunities	Not started	Aligns with proposed internal mentoring program and new leadership framework. Details of action yet to be scoped
Improve internal reporting process on promotions. It is currently manual and open to inaccuracy.	Complete	New process developed
Incorporate a gender/diversity question or KSC in interview/application process for all leadership roles	Complete	Question incorporated into interviews for all leader roles
Leader position descriptions to clearly outline responsibility to promote gender equality in the workplace & model respectful relationships	In progress	In discussion with HRBP's on incorporating this
Incorporate a gender/diversity workplace goal in all leader performance appraisals	Complete	Review of performance appraisal process led to inclusion of leader workplace goals of - Promote diversity and inclusion - Create and inclusive working environment
Set up a pool of diverse staff to participate in interview panels. Mandatory training required including unconscious bias, equity, EEO & discrimination legislation and behavioural interviewing.	In progress	Training package is being developed utilising online modules and face to face training. Recruitment process updated to ensure a diverse range of interviewers on panels
Provide learning opportunities for employees on interview skills, including behavioural questions, addressing key selection criteria and identifying transferable skills.	Not started	To be developed in 2024
Review recruitment data with a gender lens on applicants, interview panels, successful applicants	In progress	Currently there is a gender balance on all interview panels. Recruitment data collection is a manual process at this stage. Alternative reporting options being explored.
Further research on perceptions of fair recruitment and promotion decisions	In progress	Some feedback provided from focus groups with women leaders in 2022. Further research required to understand other employee perspectives.
Indicator 6: Availability & utilisation of family violence leave, flexible working arrangements, working arrangements supporting workers with family or caring responsibilities.		



Review secondment and higher duties policy to ensure a transparent and consistent process and communicate this to the organisation	Not started	This is currently on hold
Through partnership with Australian Network on Disability, equip and train recruitment team to be able to eliminate barriers & facilitate adjustments for candidates with disability.	Complete	Recruitment Team completed Inclusive Recruitment training in 2023. Extend training to rest of HR team in 2024
Establish a formally governed Disability Employee Network (DEN) with assistance from Australian Network on Disability to build engagement with our employees with a lived experience of disability. A key objective of the DEN is to drive the agenda for access & inclusion within our workplace & identify barriers.	In progress	Initial meeting conducted
Develop a Workplace Adjustments policy stating council's commitment to provide workplace adjustments for existing and future employees.	Complete	Endorsed by Executive Team in April 2023. Related procedure launched in December 2023.
Imbed flexible working into our culture and increase opportunities for men using flexible working arrangements	Ongoing	Flexible workplace arrangement procedure updated 2023. Yet to scope workplace communications and messaging
Default to advertise all full-time roles as 'up to full time' or state flexible hours/work arrangements will be considered	In progress	Education is required across organisation. Currently verbally discussed with Hiring Manager at commencement of recruitment process by HR team
Pilot a higher duties opportunity, or leadership role as a job share arrangement	Complete	Manager Family Services position set up as a job share arrangement for a maximum term of time Manager Governance position set up as job share while recruiting for permanent role.
Promotion of flexible working and work/life balance for a variety of employees through the This is Me! internal podcast, leadership positions role modelling to teams	Not started	To be developed in 2024
Review transition to retirement model - particularly for aging workforce in physically demanding roles (not contingent on providing a finish date) and to allow for	Complete	Transition to retirement policy has been reviewed by HPBP, in consultation with relevant depot employees. No significant changes.

a broader range of options in highly skills/knowledge critical areas		
Explore benefits and costs associated with removing primary & secondary carers from parental leave policy so all parents are entitled to the same leave regardless of gender (cost, EBA and policy implications to also be explored)	Not started	Plan to consult with Bass Coast Shire who have implemented this.
Payment of superannuation for the 15-week paid period of parental leave, eligible after 6 months continuous service with Council	Complete	Now incorporated into current EBA
Training every 2 years for HR (payroll optional) and leaders on how to support & respond to an employee experiencing family violence.	In progress	HR Business Partners completed training in 2022. Plan to incorporate as part of training calendar for leaders, local laws officers, emergency relief centre staff
<b>Indicator 7: Gendered segregation within the workplace</b>		
Commence a 'Walk in my Shoes' program to shadow another employee and broaden knowledge of other roles, departments.	Not started	Planned to commence in 2025
Partner with Australian Network on Disability to expand the intern program, incorporating 'Stepping Into' Disability program	Complete	Intern commenced with HR team in February 2024 for 1-month full time placement
Research female apprentice programs, or Women in Trades programs	Not started	Planned to commence in 2025
Build stronger connections with Baw Baw LLEN to engage with students choosing career options, or school leavers, especially to highlight non-traditional pathways	Ongoing	Attended careers days Provided work experience opportunities to 50 students in 2022 and 81 students in 2023 Participated in mock interviews with students with disability 2023 Employees participated in Talking Library - woman working in local laws
Participate in school career expos/days to actively promote Council as a positive employer, highlighting possibilities in non-traditional vocations	Ongoing	BBLLLEN Careers days - all schools across Gippsland, Years 10 & 11. 2022 and 2023. Latrobe Valley Careers Days - attended 2022 and 2023
Research the viability of an inclusive recruitment program to provide paid work experience with a pathway to a traineeship. (or utilise Council's Steps	Not started	Planned to commence in 2025

to the Future program for Aboriginal & Torres Strait Islander people)		
Set trainee recruitment target of 25% Aboriginal or Torres Strait Islander and 25% with disability in the next recruitment round.	Complete	Recruitment round finalised and target met.
Development of an Aboriginal Employment Plan	In progress	Currently in development with an internal HR focus. In consultation with Aboriginal and Torres Strait Islander employees
Recruitment process developed to provide additional support particularly to Aboriginal or Torres Strait Islander applicants, or people with disability, if required	Complete	Implemented with some tweaks required. Workplace adjustments policy and procedure implemented as part of recruitment process.
Incorporate gender awareness into corporate training programs including leadership, recruitment and induction.	Ongoing	Ongoing as training is reviewed and rolled out. Currently included in face-to-face induction session.
Gender training for councillors including GIA's (as per councillor Gender Leadership Statement)	Not started	Planned as part of new Councillor induction in 2024
Regular internal communication on achievement of the actions in the GEAP	Ongoing	Progress posters put up in multiple work locations and shared at induction. Regular intranet updates for staff and progress reports to Executive Team. 2 yearly progress reporting to be incorporated into Executive Team All Staff Briefings

## Workplace gender equality indicators progress

Indicator	Confirm if progress made	Progress description
<b>Gender composition of all levels of the workforce</b>	No	<p>The gender composition of our total workforce remained similar over the reporting period, especially the large percentage of women in part time and casual positions. In both 2021 and 2023, 80% of casual employees were women, with a 1% increase over the reporting period of men working part time (In 2023, 9% of part timers were men)</p> <p>The percentage of full-time employees who are women has slightly increased from 45% to 47% from 2021.</p>

		<p>We did not have systems in place to record gender diverse data in 2021. We aim to have a process to collect and record gender diverse data by the 2025 reporting period.as per Gender Equality Action Plan.</p> <p>The percentage of women in leadership positions at all levels has remained similar over the reporting period at all levels except for Executive level. The Executive Team consisted of 4 people in 2021 and was 50/50 men and women. It is now 5 people with one woman, an 80/20 split men and woman. Because it is a small group, any changes in gender of individuals has a large impact on the % rate.</p> <p>A focus group conducted in 2022 with women coordinators and team leaders across the organisation gave insights into some of the barriers faced by women moving up the leadership hierarchy. Recommendations from the focus groups are currently being planned for implementation over the next 2-5 years and we hope to see a change in the percentage of women in leadership positions.</p> <p>Due to the lack of substantive change in gender composition across all levels of the workforce, we consider we have not yet made progress against this indicator.</p>
<b>Gender composition of governing bodies</b>	No	<p>The Councillor group is made up of the same people as reported in the 2021 gender audit, with no council elections held during the reporting period.</p> <p>As there has been no change in the composition of the Council over the last 2 years, no change has been made on this indicator</p>
<b>Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender</b>	No	<p>Although the median gender pay gap on base salary has decreased over the reporting period from 6.7% to 4.4%, this is likely to be the result of Council's aged care services discontinuing, resulting in approximately 100 predominantly woman employees leaving the organisation.</p> <p>All other gender pay gap indicators have increased by approx 3%. Some factors that could have effected this are:</p> <ul style="list-style-type: none"> <li>- 30% of new recruits to the organisation were women working in childcare, which is at the lower end of the salary scale</li> <li>- total remuneration pay gap increase influenced by COVID restrictions during 2021 leading to less overtime and allowances paid compared to 2023</li> <li>- total remuneration pay gap increase influenced by flooding in 2022, during the 2023 reporting period which led to more overtime and allowances being paid, predominantly to male dominated engineering, building and operations employees.</li> </ul> <p>Although the median gender pay gap on base salary has decreased, we attribute this to a change in our</p>

		workforce composition. As there has not been a decrease in the other gender pay gap measures, we consider no progress has been made on this indicator.
<b>Sexual harassment in the workplace</b>	No	<p>The number of formal reports to Human Resources has remained the same in 2021 and 2023 (2 reports), yet the People Matter survey from both 2021 and 2023 shows that more people than this experienced sexual harassment over the 12-month periods. In both 2021 and 2023, 7% of survey participants had experienced sexual harassment at work during the last 12 months. This equates to approximately 15 people.</p> <p>When looking at gender disaggregated data, in 2021, 8% of women surveyed had experienced sexual harassment and in 2023, 9% of women surveyed had experienced sexual harassment. Men, non-binary and those who prefer not to share their gender remained the same over the 2 reporting periods at 4%.</p> <p>From our People Matter survey data, 82% of men/non-binary/prefer not to say agree that our organisation encourages respectful workplace behaviours This decreases to 75% for women.</p> <p>An anonymous reporting platform was researched in 2023, and will be adopted during the next reporting period, as part of a plan to encourage reporting of sexual harassment, along with other initiatives in line with the Respect@Work legislation.</p> <p>As there has been no change in both the number of formal reports and the number of people experiencing sexual harassment from the People Matter data, we have not yet progressed on this indicator, but are looking for change over the next 2 years with measures in place.</p>
<b>Recruitment and promotion practices in the workplace</b>	Yes	<p>In 2021 36% of people successful in a permanent promotion were women. This increased to 53% in 2023 reporting period. 40% of women's promotions were into a team leader or coordinator position, while 60% were at officer level.</p> <p>From our 2023 People Matter survey, 35% of women agree that the promotion process is fair at our organisation, compared with 60% of men/non-binary/prefer not to say.</p> <p>The 2021 reporting period was impacted by COVID so career development training was not at its normal level, however, women participating in career development increased from 58% in 2021 to 73% in 2023. During the 2023 reporting period, over 70% of participants in council's leadership programs were women.</p> <p>A larger percentage secondments were awarded to women in 2021 compared to 2023 (70% to 88%), but a lower percentage of higher duties were awarded to women (67% to 59%)</p> <p>From our 2023 People Matter survey, 86% of women and 82% of men agreed that their manager works</p>

		<p>effectively with people from diverse backgrounds, which was the same as 2021.</p> <p>We consider that we have made progress against this indicator due to percentage increase in women being awarded promotions, although in the next reporting period, we will be looking for an increase in leadership promotions and a shift in perception of the promotion process. We feel that the career development and leadership training, along with secondments and higher duties. and a proposed mentoring program will provide women employees with skills and support to be successful in promotion opportunities.</p>
<p><b>Availability and utilisation of terms, conditions and practices relating to:</b></p> <ul style="list-style-type: none"> <li>- family violence leave; and</li> <li>- flexible working arrangements; and</li> <li>- working arrangements supporting employees with family or caring responsibilities</li> </ul>	Yes	<p>27% of the organisation are working on a formal flexible arrangement.</p> <p>From our People Matter data 2023, 85% of women surveyed and 93% of men surveyed agreed that they were confident that if they requested a flexible work arrangement, it would be given due consideration. This is an increase from 2021 where 76% of men and 74% of women agreed with this statement.</p> <p>In our 2023 People Matter survey, 82% of women and 84% of men agreed that their manager supports working flexibly.</p> <p>In 2021 only one senior leader had accessed formal flexible work. This increased to 5 senior leaders accessing formal flexible work in 2023.</p> <p>Data on carer's leave was not collected in 2021. In 2023, 20% of documented carer's leave was taken by men.</p> <p>From the People Matter survey data, 88% of women surveyed agreed that our organisation would support them if they needed to take family violence leave. This is the same as 2021.</p> <p>We consider that we have made progress on this indicator due to an increase in confidence in both men and women that a request for workplace flexibility will be considered. An increase in senior leaders accessing formal flexible work arrangements sends a positive message to the organisation regarding flexibility in our workplace. A continued high confidence among women employees that they will be supported to take family violence leave reinforces organisation support.</p>
<p><b>Gendered segregation within the workplace</b></p>	Yes	<p>Based on the ANZCO coding of roles in our organisation, the gender composition of those in management functions remained the same in both 2021 and 2023 reporting periods (52% men and 48% women), there was a shift in the gender composition of a couple of traditionally gender segregated workgroups. Technicians and Trades Workers were 13% women in 2021, shifting to 20% women &amp; self-described gender in 2023. Labourers were 38% women in 2021, shifting to 42% in 2023. However, machinery operators and drivers remained at 100% men over 2021 and 2023.</p> <p>85% of women surveyed in the People Matter survey 2023 agreed that our organisation uses inclusive and</p>

		<p>respectful images and language, an increase of 4% from 2021.</p> <p>We consider we have made progress on this indicator due to the slight increase in women working in non-traditional gendered roles. A current focus is on how we support those people working in non-traditional gendered areas.</p>
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