

Gender Equality Act Progress Report 2023





Acknowledgement

Manningham Council acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the land and waterways that is now known as Manningham. Council pays respect to Elders past, present and emerging, and values the ongoing contribution to enrich and appreciate the cultural heritage of Manningham. Council acknowledges and respects Australia's First Peoples as Traditional Owners of lands and waterways across Country and encourages reconciliation between all. Manningham Council values the contribution made to Manningham over the years by people of diverse backgrounds and cultures.

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Message from the CEO

In 2022 Manningham Council endorsed our first Gender Equality Action Plan (GEAP) as a requirement under the *Gender Equality Act 2020*. The strategies and actions we set out to achieve in our GEAP respond to the seven workplace gender equality indicators and importantly provides us with a framework to lead and embed gender equality principles in our workplace. Underpinning these actions are our organisational values which support respectful behaviour in the workplace.

I am pleased to present our first Gender Equality Act Progress Report which covers the reporting period from 1 July 2021 until 30 June 2023, representing the first year of progress against the GEAP. During this period, we have made solid progress in embedding the actions defined in the GEAP into our work practices.

Here are some progress highlights:

- ▶ Development of our internal systems and processes to support improvements in workforce data collection meaning we can now provide a robust dataset including gender composition of the workforce by employment basis, Aboriginality, age, disability, ethnicity and race, religion and sexual orientation, for all employees who commenced post March 2023. We can now record and report on the number of staff who choose to self-describe their gender.
- ▶ Implementation of Gender Impact Assessments (GIAs). This practice applies a gender lens on the policies, programs and services that significantly impact the community. Conducting a GIA ensures that our actions and decisions create more inclusive and fairer outcomes for everyone. In the reporting period we have completed eight GIAs and have developed a process and guide to support staff to more effectively complete GIAs in the future.
- ▶ Implementation of Year 1 GEAP actions with eight initiatives completed and six in progress. These initiatives include the resourcing of the Organisational Development team to accomplish this program of work and the establishment of the Gender Equity Steering Committee, chaired by the Director of City Planning, as a lead advocate for gender equality in our workplace. In addition, we have delivered training focused on the importance of creating a safe culture as well as refreshed the mandatory training module for diversity and inclusion.
- ▶ Progress against three of the seven gender equality workplace indicators:
 - Gender composition of governing bodies: Two women elected consecutively as Mayor in November 2021 and 2022.
 - Recruitment and Promotion: Women have undertaken more higher duties and secondment opportunities leading to more permanent promotions, particularly at the senior leadership level.

- Gendered work segregation: Increased the proportion of men in feminised work areas and achieved improvement in employee experience (People Matter Survey) results around gendered work segregation.

At the start of our journey to develop and implement our first GEAP, several senior leaders challenged us to ensure that development of the GEAP was not just a ‘ticking boxes’ exercise to comply with the Act. The message was clear that this needed to be properly resourced with the goal of embedding gender equality in everything we do. I gave that commitment as CEO.

Whilst I am incredibly proud of the work completed to date to address gender inequality as detailed in this progress report, I also understand there is still a long way to go. We continue to have staff who are experiencing barriers to opportunities based on gender. There are still policies, knowledge gaps and practices we can improve to reduce gender-based biases. However, having acknowledged this I am extremely optimistic that through the work of our team, the support of Council, the commitment of the organisation and the future actions planned, we will continue to deliver real and measurable impacts to address gender inequality at Manningham Council.

I look forward to providing future reports to celebrate our progress and keep us accountable.



A handwritten signature in black ink, which appears to read 'Andrew Day'. The signature is stylized and fluid.

Andrew Day
CEO, Manningham Council

Our commitment to workplace gender equality





Working together

Creating a safe and inclusive environment
Actively sharing information, resources and knowledge
Collaboratively developing ideas and solutions



Excellence

Striving to 'be your best'
Responding flexibly to challenges and opportunities
Proactively seeking better ways



Accountable

Taking personal responsibility for your behaviour
Taking ownership and delivering on commitments
Making meaningful contributions



Respectful

Honest and positive when communicating with others
Treating others in a consistent and equitable manner
Being considerate of others' needs, priorities, and perspective



Empowered

Trusting in others
Supporting others to succeed and 'grow'
Being courageous and prepared to take chances

Our commitment to gender equality

We are committed to ensuring that all people in our community are treated with dignity, respect and fairness. We will consider the gender, equality and diversity of all people in our community as we develop our plans, strategies and services. We will uphold our requirements in the Victorian Government's *Gender Equality Act 2020* and will continue to monitor and seek ways to improve all that we do to make Manningham a safe, respectful and inclusive community.

Our vision

Manningham's 2040 Community Vision is a peaceful, inclusive and safe community, where we all have a sense of belonging and respect for one another. A commitment to gender equality underpins the achievement of this vision, as we commit to ensuring that all people in our community are treated with dignity, respect and fairness.

Our values

We embed our values into our key frameworks, policies, systems and processes. They are the cornerstone of our organisation, guiding our behaviours, decisions and culture.

Leadership, resourcing, and accountability

Message from the Gender Equity Steering Committee Chair

During this reporting period, we have continued to strengthen the governance around our gender equity work, to embed it in our operations. This began with the appointment of an executive sponsor, our CEO.

In March 2023, we established the Gender Equity Steering Committee (GESC) to provide strategic leadership, direction, and guidance to the organisation to deliver on diversity, inclusion, and gender equity initiatives. The committee comprises a cross-functional group of leaders from our organisation and provides an important link between strategy and operations.

Since its establishment the GESC has had significant oversight of the implementation of the Gender Impact Assessment (GIA) program working to review and identify areas for improvement in staff capability to undertake self-led GIAs. This includes the development and testing of our own GIA template.

Under my leadership, the GESC will continue to provide guidance and support in the lead up to the development of the next GEAP. We will continue to further strengthen and embed our GIA program and upskill our staff and leaders to support and engage with gender equity work.

We regularly report our progress to our staff, leaders, Councillors, and the community through standing items on the agendas for the Diversity and Inclusion Working Group, Staff Consultative Committee, GESC, Gender Equality and LGBTIQ+ Advisory Committee as well as quarterly internal reports.

The implementation of the Act requires significant cultural change which is incremental over time. This work is supported and enabled at Manningham Council by committed leadership and strategic alignment ensuring we are well placed to achieve further progress by 30 June 2025 (end of next reporting period).



Gender Equity Steering Committee.

...a peaceful, inclusive and safe community, where we all have a sense of belonging and respect for one another



About progress reports

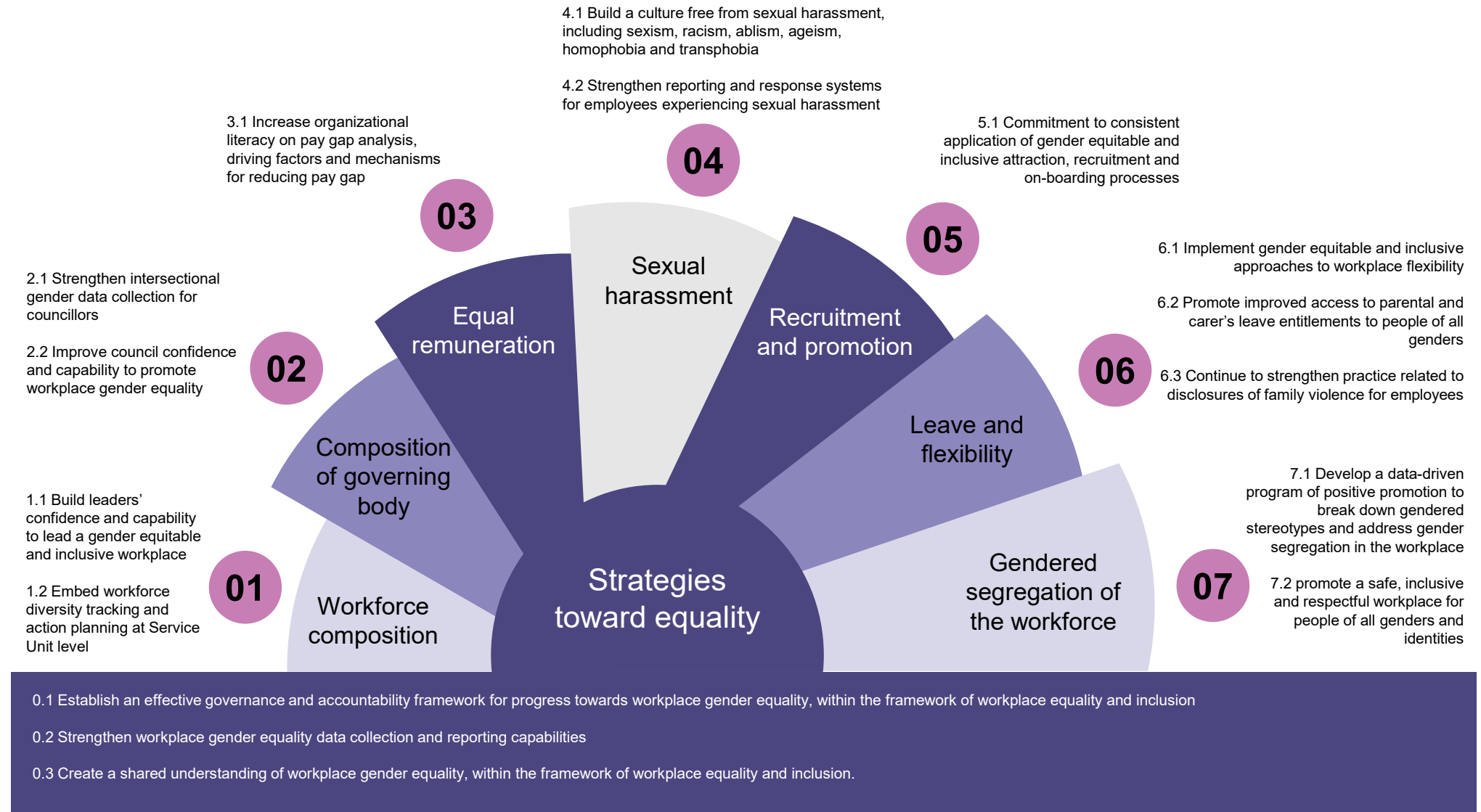
Under the Gender Equality Amendment Regulations 2023 progress reports must include the following components:

- ▶ Progress Audit* – conduct and report on workforce data and an employee experience survey (People Matter Survey) to enable reporting on progress against the seven workplace gender equality indicators.
- ▶ Gender Impact Assessments (GIA) – report on the policies, programs, and services subject to a GIA and the outcomes of those GIAs
- ▶ Strategies and measures – report on our progress in implementing the strategies and measures in Manningham Council's GEAP
- ▶ Workplace gender equality indicators – report on our progress against the seven workplace gender equality indicators using the results of the Progress Audit.

*The results of the Progress Audit are not included in this document but can be accessed directly via the CGEPS insights portal <https://insights.genderequalitycommission.vic.gov.au/application-dashboard>



Workplace gender equality indicators



Our progress

The *Gender Equality Act 2020* aims to improve outcomes across the broader Victorian community by eliminating the systemic causes of gender inequality in policies, programs and services in workplaces and communities.



Gender Impact Assessments progress

Table 1 – Gender impact assessments progress

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
What is the title of the policy, program or service that was the subject of the GIA?	Was the subject of the GIA a policy, program or service?	Provide a description of the policy, program or service subject to the GIA.	Was the policy, program or service new, or up for review?	Were 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 as a result of the GIA?	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.
Climate Emergency Action Plan	Policy	Manningham council declared a “climate emergency” in 2020, joining a worldwide movement to intensify action on climate change (to mitigate and adapt to global warming and detrimental environmental/climatic changes forecast by the scientific community & the United Nations Intergovernmental Panel on Climate Change). Throughout 2021 & 2022 council prepared a “Climate Emergency Action Plan” to establish Manningham’s objectives, targets and the action areas that will be implemented to address the climate emergency.	New	Yes	<p>Following the feedback and recommendations from the GIA updates were made to the Climate Emergency Action Plan’s objectives, guiding principles and action areas, namely:</p> <ul style="list-style-type: none"> i) The Plan made a point of emphasising that people experience climate change risks and impacts differently (e.g. women are often more highly impacted/at committed council to being mindful of and responsive to these differing risks and impacts when developing and delivering climate change action (changes made in the ‘climate risks’ section). ii) The Plan recognised that people’s capacity to take climate action and preferences of what action to take can also vary (e.g. women often take an active interest in environmental matters) and committed council to partnering more closely with community reps and learning how to most effectively support varied community groups. iii) Some action areas were refined and new action areas were added including commitments to ‘build an understanding of gender and socio-economic implications of climate action’ and to ‘educate and build capacity to respond to increased family violence in the aftermath of climate events.’ iv) The Plan adopted a new objective that if there are climate change mitigation actions that also help progress gender and socio-economic equality these should be pursued, and conversely any climate action that worsens inequality should not be taken. <p>The GIA found that women who were excluded from or less active in the workforce in the past have less superannuation / disposable income to power their homes and are living in fuel poverty with impacts on their health and welfare (even when they are asset-rich). In line with the gender and socio-economic equality objective council has tailored its “Solar Savers” program to specifically target low-income healthcare card rebate recipients, enabling disadvantaged residents (many of whom are elderly women) to install solar and batteries on their homes at discounted rates (6 out of 300 of these targeted residents benefited from this subsidy in the last year).</p>

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					<p>We have found that a great deal of participants in environmental events e.g. community walks are women, and volunteers in our environmental projects e.g. community gardens are elderly so have adapted activities for these segments. For example we provide specialist equipment to community garden volunteers like kneeling frames / seats to access food planters that may be too low for elderly people.</p> <p>Council has also been targeting solar installations at low income community groups (bowls clubs, sporting clubs, senior citizens clubs) in council owned buildings; these groups had limited or no capacity to fund solar installations on their own.</p> <p>Our schools environmental education programs are now developed for all abilities, backgrounds and gender types; generalist language is used when facilitating sessions to dissuade from judgemental or triggering phrases or comments.</p>
Aged & Disability Support Services (ADSS): Commonwealth Home Support Programme (CHSP) Delivery	Program	<p>The Commonwealth Government's recent policy change mandates a review by the Council on continuing Commonwealth-funded aged care services for Manningham residents. This shift aligns with the Commonwealth Government's Aged Care Reform agenda, moving from municipal service contracts to a competitive market system where all providers, including Council, non-profit, and for-profit entities, vie for Commonwealth funding. These providers will operate across municipal boundaries, offering a broader range of services, including allied health, and enhancing consumer support for informed residential aged care decisions. MCC engaged an external consultant to assess the impact of discontinuing certain aged care services on consumers and staff and to identify measures to mitigate negative effects.</p>	For review	Yes	<p>In response to feedback and recommendations from the GIA, Council made updates to its approach and project plan. These changes were prompted by the recognition that the new policy and funding model might take some time to stabilise. This transition period could potentially introduce uncertainty and the risk of service interruptions for consumers. In light of this, the following actions were taken:</p> <p>Consumer and Primary Carer Considerations:</p> <ol style="list-style-type: none"> 1. Collaborated with the Municipal Association of Victoria (MAV) and other Councils, leveraging networks to gather best practices and lessons learned for a smoother transition. 2. Formally explored collaboration with similarly affected Councils, including potential project and funding options. 3. Comprehensive communication strategies were implemented to inform clients and primary carers about the changes and available support. 4. Established a dedicated telephone line, staffed locations for in-person support, and provided information in key community languages. 5. Collected data on consumer concerns to inform future transition steps and possible advocacy to the Commonwealth Government. 6. Engagements with incoming (new) service providers included sharing insights about local consumers and important programs (e.g. Social Support Programs). <p>New Programs for Older Manningham Residents:</p> <ol style="list-style-type: none"> 1. Council established a Healthy Ageing Unit to continue providing support to older residents. 2. Community engagement efforts were undertaken to shape the future of this unit. <p>Staff and Volunteer Considerations:</p> <ol style="list-style-type: none"> 1. A structured communication approach was developed, addressing legal and HR obligations, along with provisions for counselling and outplacement support for staff.

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					<p>2. The Employee Assistance Programme (EAP) was offered, complemented by on-site counselling services.</p> <p>3. A Superannuation information session was provided, and staff were encouraged to seek financial advice.</p> <p>4. Comprehensive outplacement support was provided, offering career counselling, CV preparation, and interview skills.</p> <p>5. A support hub was hosted, engaging with incoming service providers to facilitate staff transitions to employment, training or volunteering</p> <p>6. Special events were held to acknowledge the contributions of food service volunteers and ADSS staff.</p> <p>Other Considerations:</p> <p>1. A strategic communications plan was established to inform the wider community about the decision and its rationale.</p> <p>2. In-person community information sessions were conducted</p> <p>3. Further information was distributed utilising various media channels, including the Council's website, social media and Manningham Matters publication. Interviews with the Mayor were conducted via radio and print media to keep residents informed about changes and available support. Translated materials readily available.</p>
Pricing Policy for use of Council Active Open Space	Policy	The Pricing Policy governs the fees and charges that are applied for use of Council's outdoor sporting infrastructure. This includes sports fields and pavilions.	For review	Yes	<p>The key way in which this Policy can drive equity in participation is through the fees that Council charges for use of facilities. In this instance, the research indicated imbalances in participation numbers. That is, a greater number of males participated in organised sport compared to females. Whilst the research indicated that cost wasn't the main barrier for female participation, it was still listed as a reason for low participation and given the scope of this Policy, that was the primary focus. The research also identified sports where females represented nearly all of the participants (e.g. netball), and sports where participation was relatively balanced (e.g. tennis). The data also showed us that participation significantly drops off in teenage years. Unlike female participation, cost barriers were present for teenagers. Financial barriers for older adult participation were not evident in the research.</p> <p>The GIA reviewed the above findings to better understand why the participation imbalances have occurred. Participation opportunities was key to this, however it was noted that in some instances these opportunities are increasing. To improve the number and quality of these opportunities, the GIA aimed to understand the other barriers surrounding participation. Social outcomes was a key driver behind women and girls participation (e.g. social sport, informal training etc.), and so was the social roles and responsibilities of women. The GIA then narrowed down the focus onto how the Policy can address this, and in particular it looked at influencing participation through reducing costs for women who have limited income as a result of part time employment due to care giving, unpaid maternity leave etc. It also looked at reducing costs for junior teams to respond to this identified barrier.</p>

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					To address all of this, the Policy includes a 50% subsidy for women's teams in men dominated sports, a 50% subsidy for men teams in women dominated sports, and a 50% subsidy for all junior teams (U19s and below). Additionally, the Policy reflects subsidised prices for social based teams.
Community Local Law 2023	Policy	<p>Council is required to implement a new Community Local Law 2023 at a minimum, every 10 years.</p> <p>Its Community Local Law is targeted at protecting the amenity and safety of its residents, business owners and visitors as well as the protection of Council assets.</p> <p>With the Local Law being "Law", its important that the provisions of the document can be fairly applied across the community in a manner consistent with the principles of Law. This includes its equal application, across Manningham.</p>	New	Yes	In developing the Community Local Law 2023 a neutral approach was taken in the development of the provisions of the new local law to ensure that the law is applied fairly across Manningham's diverse community. Clause 2.1 f of the previous Community Local Law was not included in the new local law to promote equality and allow individuals the right to use municipal facilities that match their gender identity without discrimination or fear of being punished by the commencement of enforcement action under a Local Law.
Draft Community Infrastructure Plan	Program	This Community Infrastructure Plan (CIP) outlines Council's long-term direction over 20 years to provide community infrastructure across Manningham.	New	Yes	<p>The following section outlines the recommendations which have been identified through the GIA process. They are presented with the understanding that they will require further consideration and refinement over time.</p> <ul style="list-style-type: none"> ▶ Strengthen the articulation of Council's focus on inclusion in the CIP: <ul style="list-style-type: none"> Revise key sections of the Draft CIP to strengthen articulation of Council's commitment to achieving inclusive and welcoming community infrastructure for all, including: <ul style="list-style-type: none"> • active consideration of equity issues relevant to gender and intersectionality applicable to the Manningham community • clear commitment to deepening understanding of universal inclusion, access and equity through tailored community engagement, research, and emerging best practice ▶ Implement small revisions to reflect these issues in the following key sections of the Draft CIP – the 'Purpose Statement', the 'Drivers of Change', the 'Guiding Principles', and the 'Community Hubs Model'. ▶ Strengthen access to gendered and intersectional data and research: <ul style="list-style-type: none"> • Improve access to, and availability of, good quality gendered and intersectional data and research (quantitative and qualitative) to strengthen Council's capacity for applying gender and intersectional evidence to the planning and provision of community infrastructure.

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					<ul style="list-style-type: none"> ▶ Create a 'Community Infrastructure Development Process Map': <ul style="list-style-type: none"> • A 'Community Infrastructure Development Process Map' would include explicit processes to consider gender and intersectional equity issues and engagement practices in the implementation of the CIP overall, and for specific community infrastructure projects. • The 'Community Infrastructure Development Process Map' would be created over time and informed by an initial pilot stage linked to an existing priority project already identified within the CIP. ▶ Develop a 'Universal Inclusion Design Guidance Tool': <ul style="list-style-type: none"> • Embed consideration of gender and intersectional equity issues by creating a Universal Inclusion Design Guidance Tool (including a checklist) which would combine and build on existing good practice design guidelines and regulations. The Universal Design Guidance Tool could be developed progressively, building on existing best practice standards for universal access and safe design, as well as relevant legislation. This process could involve collaborative work with other councils within the eastern region or more widely.
Road Management Plan (RMP) 2021	Policy	<p>The Road Management Act provides that Council, as a road authority under The Act, may adopt a Road Management Plan (RMP), to establish a management system for the road management functions of the Council, which is based on policy and operational objectives, available resources and sets relevant standards in relation to the discharge of duties in the performance of those road management functions. The RMP considers road user needs and expectations in meeting 'reasonable' maintenance targets by providing an inspection regime to assess asset condition and maintenance programs relative to the local road network function. In particular, the RMP sets out the times within which, and the standards to which, Council will inspect, repair and maintain the roads and road-related infrastructure for which Council is responsible.</p>	For review	No action taken	<p>At the time of the RMP review (2020 & 2021), the GIA process was very new and misunderstood. As such, the RMP was considered to have little to no impact on varying genders at the time as the focus of the document is on how we maintain our road-related infrastructure, and not how it is constructed.</p>

We are committed to ensuring that all people in our community are treated with dignity, respect and fairness.



Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
Manningham Gambling Policy 2012–2017	Policy	This Policy and Action Plan covers all forms of gambling, including Electronic Gambling Machines (EGMs). It acknowledges the harmful effects of gambling and adopts a public health approach that seeks to prevent and/or minimise potential harmful social and economic impacts	For review	Yes	<p>A new Gambling Policy is currently being developed. The policy themes have been informed by the findings of the GIA.</p> <p>1. Council Leadership It is recommended that Council take a leadership role in reducing gambling-related harm in the municipality through:</p> <ul style="list-style-type: none"> a. the development of a gambling policy which adopts a public health approach b. a broad range of responses which incorporates but is not limited to planning mechanisms, education and awareness raising, and the delivery of alternative spaces and programs. c. Partnering with other local governments and organisations to advocate for policy change with Victorian and Commonwealth Governments. Each of these recommendations have been included in the draft Policy as key areas of focus for Council in responding to gambling harm. <p>2. Policy Development Process</p> <p>It is recommended that – to the maximum extent possible – people of different gender identities, cultural backgrounds, sexual orientation and ability (and their representative organisations) are engaged in the policy development and consultation process. The new gambling policy will be more effective if due consideration is given to the gambling-related harm experienced by people from diverse backgrounds. The new Policy has been informed by a broad community consultation process, which included meeting with each of Council's advisory committees (Gender Equality & LGBTIQ+, Disability, Multicultural etc). This allowed for a deeper understanding of the impact of gambling and the proposed policy directions on these cohorts within the community.</p> <p>3. Policy Scope</p> <p>It is recommended that the gambling policy consider all forms of gambling undertaken in the municipality (including online gambling), with the exception of bingo and fundraising raffles which make a very limited contribution towards overall gambling losses and which offer other social and community benefits. In addition to its legislated role to consider EGM planning permit applications, Council also has an important role to play in raising awareness of the risks of gambling-related harm irrespective of the gambling products involved (e.g. EGMs, online gambling), and in reducing stigma associated with accessing support services for problem gamblers and others impacted by gambling-related harm. The draft Policy acknowledges the need to consider all forms of gambling, including online gambling. Actions to provide community education on these forms of gambling, especially to young people, have been included in the new Policy.</p> <p>4. Policy Context</p> <p>It is recommended that the new gambling policy clearly articulates the local context in which gambling and gambling-related harm occurs, including:</p> <ul style="list-style-type: none"> a. The nature and prevalence of problem gambling, high risk, medium risk and low risk gambling in the community, noting that a significant proportion of gambling-related harm relates to low and medium risk gambling.

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					<p>b. The gendered nature of gambling-related harm for gamblers and those close to them.</p> <p>c. The underlying drivers of gambling, which may lead to problem gambling.</p> <p>d. Differing cultural attitudes towards gambling and the implications for gambling related harm.</p> <p>e. The changing nature of gambling products, in particular the growth in online sports betting and wagering, and the player losses associated with different gambling products.</p> <p>f. The gendered preferences for gambling products, and strategies used by gambling operators to attract and retain customers (e.g. courtesy buses, welcome drinks; acceptance of lone patrons).The potential growth of EGMs in the municipality under the current regulatory arrangements.</p> <p>h. The impact of COVID-19 on gambling behaviour. The background report completed to review the previous Gambling Policy noted the changing gambling landscape, including current data around gambling behaviour, including changes since COVID-19.</p> <p>5. Building the understanding of Councillors and Council Staff</p> <p>It is recommended that Council commit to building the evidence-based understanding of Councillors and Council staff about gambling and gambling-related harm using data, research and lived experience - particularly from a gender and intersectional perspective. Education and awareness raising was identified by both Councillors and the community as the highest priority for the new Gambling Policy. This will be a key focus through education sessions and a community awareness campaign in the first year of the Policy.</p> <p>6. Identification of Council Levers</p> <p>It is recommended that a review be undertaken to identify the potential levers available to Council – in addition to its legislated role in considering EGM planning permit applications – to reduce gambling-related harm in the local community, with a particular focus on women, and people of diverse backgrounds. This aligns with the Manningham Council Plan 2021–2025 initiative to “[p]ursue strategies to reduce the impact of gambling on the community, considering areas such as poker machines and advertising on Council buildings” and with the new Municipal Public Health and Wellbeing Plan (Healthy City Strategy). Advertising on Council buildings has been included as an action to investigate in the new Policy.</p> <p>7. Provision of Alternative Spaces</p> <p>It is recommended that Council explore the provision of alternative, appropriate safe spaces for people – particularly women and people of diverse backgrounds – who may be at risk of experiencing gambling-related harm. This may include alternatives to EGM venues, such as libraries which are safe, welcoming and (potentially) open 24 hours. Such facilities could be accessed by people experiencing gambling-related harm due to their own gambling or the gambling of a person close to them. The provision of safe alternative spaces and programs for the community has been included as an action to investigate in the new Policy.</p>

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					<p>8. Provision of Alternative Programs</p> <p>It is recommended that Council support the co-design and delivery of alternative programs designed to engage and support people – particularly women and people of diverse backgrounds – who may be at risk of experiencing gambling-related harm due to their own gambling or the gambling of a person close to them. This may include programs which address gender inequity which is the driver of family violence. The provision of safe alternative spaces and programs for the community has been included as an action to investigate in the new Policy.</p> <p>9. Increased Education and Awareness-Raising</p> <p>It is recommended that the new gambling policy includes community education activities to raise awareness of the risks associated with gambling; the signs of gambling-related harm; and the support services available, particularly for women and people of diverse backgrounds. Education and awareness raising was identified by both Councillors and the community as the highest priority for the new Gambling Policy. This will be a key focus through education sessions and a community awareness campaign in the first year of the Policy.</p> <p>10. Advocacy</p> <p>It is recommended that Council advocate to the Victorian Government for policy change to reduce gambling-related harm such as decreases to EGM density and venue opening hours. Council’s membership of the Alliance for Gambling Reform provides an important opportunity to align advocacy actions, with potential areas including adequate funding for appropriate, accessible support services and the delivery of innovative community education and awareness campaigns. Through the development of the new Policy, Council has formed a strong partnership with the Alliance for Gambling Reform, as well as other councils through the Local Government Working Group on Gambling. Combined advocacy approaches will be explored as part of the new policy to strengthen our efforts through a collective effort.</p>
Eastern Metropolitan Councils – EMERGENCY RELIEF CENTRE SUB PLAN Part 2 – Standard Operating Procedure	Service	To provide an overview of key Emergency Relief Centre set-up tasks as they relate to the internal and external Emergency Relief Centre environment	For review	Yes	<p>Based on recommendations from the GIA, the draft SOP was amended to incorporate gender-neutral language throughout the document. Amendments were made to the SOP to enable gender diverse and non-binary attendees to self-identify their gender within the processes captured in the SOP. References to children were broadened to reflect varied caring arrangements, and references to dependents and kin were included where appropriate.</p> <p>The draft SOP was amended in a number of locations to reflect the diverse toileting and hygiene needs of potential attendees including those needs of menstruating people and people with caring responsibilities (specific reference to baby/formula was included).</p> <p>Based on the gendered nature of Family Violence and intervention orders it was recommended that the maintenance of privacy of attendees be prioritised and incorporated into the SOP, various amendments were made to SOP to reflect this. Consideration within the draft SOP for attendees with a disability or medical condition was broadened. Disability or medical conditions were replaced by special needs and were detailed as encompassing (not exclusively) people with a disability, medical condition, victims of family violence, autism or other identified factors. The SOP was also amended to reflect the importance of engaging directly</p>

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
					<p>with the attendee with special needs (rather than assuming they are unable to make autonomous decisions) and or their carer, similar amendments were made about engaging directly with young people.</p> <p>References to specific dietary requirements were removed to avoid cultural and religious assumptions and biases.</p> <p>The updated SOPs with the changes recommended by WHN and adopted in the document was endorsed by the Eastern Municipal Councils' Emergency Management Partnership at their 2 December 2022 meeting. The reviewed version of the SOPs was version 11.0 – April 2021 and the current endorsed version is version 11.2 Dec 2023.</p>



Strategies and measures progress

Table 2.1 – Strategies and measures progress

Strategies and measures	Status	Status description	Timeline
<p>List your organisation's strategies and measures. Include one strategy or measure per row.</p> <p>These are the planned actions that you have outlined in your GEAP to promote gender equality in your workplace.</p>	<p>Assign each strategy or measure a status from the following list:</p> <ul style="list-style-type: none"> • '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. 	<p>Describe your progress in implementing each strategy or measure in your GEAP.</p>	<p>If your GEAP included a timeline for action or implementation for your strategies and measures, include this timeline below.</p> <p>Year 1: Financial year 2022–23</p> <p>Year 2: Financial year 2023–24</p> <p>Year 3: Financial year 2024–25</p> <p>Year 4: Financial year 2025–26</p>
0.1.1 Appoint an executive sponsor for gender equality	Complete	This action was completed in July 2022. The CEO was appointed executive sponsor at the commencement of our GEAP implementation.	Year 1
0.1.2 Consolidate and align GEAP commitments into overarching Workplace Equality and Inclusion Plan	Void/cancelled	It is proposed to revise the wording of this action to 'Develop an overarching Workplace Equality and Inclusion Framework which details our vision for diversity and inclusion at Manningham Council, current strategies and plans, key initiatives and the principles and values that underpin this work'. This revised action is scheduled for implementation in the third quarter of Year 2.	Year 1
0.1.3 Establish a cross-council working group to monitor implementation of the Workplace Equality and Inclusion Plan – including the GEAP	Complete	The action was completed in March 2023. The Gender Equality Steering Committee (GESC) was established and includes cross-functional representation at executive and senior leadership level. The purpose of the GESC is to monitor the implementation of the requirements of the <i>Gender Equality Act 2020</i> , including the GEAP.	Year 1

Strategies and measures	Status	Status description	Timeline
0.1.4 Develop a strategic resource plan for the GEAP, within the Workplace Equality and Inclusion framework, including FTE allocation (as per 0.1.5 below) and annual budget allocations for initiative collateral, training and facilitation, consultancy support, system development and/or customisation	Complete	This action was completed in September 2022. The resource plan is scheduled for annual review in line with the budget process for sustainability.	Year 1
0.1.5 Allocate FTE for GEAP project management/ implementation and embed this within relevant PDs and performance management and review processes	Complete	This action was completed in March 2023. Two positions were established. The Senior People Experience Partner 1.0 FTE was appointed in February 2023. The People Experience Partner 0.8 FTE was appointed in March 2023. Overseeing the implementation of the GEAP is embedded within the position description and performance plans for both these positions.	Year 1
0.1.6 Establish and maintain annual reporting to staff on GEAP implementation progress	Complete	We regularly report our progress to our staff, leaders, Councillors, and the community through standing items on the agendas for the Diversity and Inclusion Working Group, Staff Consultative Committee, GESC, Gender Equality and LGBTIQ+ Advisory Committee as well as quarterly internal reports and our Annual Report.	Year 1
0.1.7 Embed workplace equality and inclusion reporting at Service Unit level, to better monitor progress against diversity measures, including workplace gender equality indicators	Not started	This action is scheduled for implementation in the second quarter of Year 2.	Year 2
0.1.8 Provide regular opportunities for engagement with staff to seek feedback on progress and provide suggestions for improvement	Ongoing	We participated in the People Matter Survey (PMS) in May/ June 2023, the results of this informed our progress against the gender equality indicators and will be presented to all staff in October 2023. A pulse survey is scheduled for November 2023 with a full engagement survey scheduled for 2024. We will participate in the PMS again in 2025 and consult prior to the development of our next Progress Report and GEAP.	Year 1, Year 2, Year 3, Year 4
0.2.1 Document workforce data collection limitations for completion of future workplace gender audits, including systems, process and cultural limitations	In progress	Workforce data collection limitations were documented in 2021 and again in 2023 during the completion of our Progress Audit.	Year 2
0.2.2 Complete a Privacy Impact Assessment and develop privacy protocols for collection of personal data	Complete	This action was completed in March 2023. A Privacy Impact Assessment was completed and implemented for collection of personal data from new employees. The commencement paperwork was updated to include the relevant privacy disclaimer. A Privacy Impact Assessment was also completed as part of the HRIS Project in October 2022 but this project is yet to be implemented.	Year 3

Strategies and measures	Status	Status description	Timeline
0.2.3 Embed gender/GE Act compliance lens across business systems needs analysis/improvement processes	In progress	This action was partially completed in March 2023. Configuration changes were made to our current HRIS to enable collection of the gender composition of the workforce by employment basis, Aboriginality, age, disability, ethnicity and race, religion, and sexual orientation for all new staff, including the addition of the option for staff to self-describe their gender. Work continues to enable retrospective data collection from current staff, to configure the current system to allow for reporting of family violence leave taken and uptake of flexible working arrangements, and to ensure these requirements for part of the business requirements for the procurement of a new HRIS.	Year 3
0.2.4 Develop a process document to guide Manningham in completion of future workplace gender audits	Void/cancelled	Notes from the 2021 Gender Audit and 2023 Progress Audit have been collated; however it is not possible to develop a definitive process document due to changes in reporting requirements and data format, legislation amendments, and pending implementation of a new HRIS. Manningham will continue to use the reporting templates and guidance supplied by the Commission, as well as participate in the People Matter Survey to ensure we are compliant.	Year 1, Year 2, Year 3, Year 4
0.2.5 Run an annual campaign to promote and encourage people to update their personal details, in line with audit requirements	In progress	Preliminary discussions with internal stakeholders have been held, however the implementation of this action will be aligned to the implementation of the new HRIS.	Year 1, Year 2, Year 3, Year 4
0.3.1 Develop and implement overarching annual workplace equality and inclusion communications plan – incorporating communications to underpin GEAP roll-out, ensuring gender equality is a common topic for discussion, ensuring regular messaging from CEO and executives articulating commitment to workplace gender equality.	Ongoing	A communications plan has been established in this reporting period and will be reviewed and updated annually.	Year 1
0.3.2 Embed gender equality content in diversity and inclusion intranet landing page	In progress	Gender equity will have it's own landing page under Diversity and Inclusion on the new staff Intranet (deployed in the fourth quarter on Year 1) and will link to dedicated pages for the GEAP and GIA's. Content has been drafted.	Year 1
0.3.3 Embed gender equity and inclusion messaging into corporate induction program	In progress	The corporate induction program was relaunched in May 2023 and incorporates information on the Code of Conduct, our workplace values (which are aligned with gender equity values), and inclusive language and imagery. There are plans to conduct a separate induction training on diversity and inclusion which will contain messaging about gender equity and other intersectional factors.	Year 2
0.3.4 Develop appropriate guidance on communication protocols for diversity and inclusion to enhance the application of the Manningham inclusive language guide	Ongoing	Training incorporating use of the inclusive language guide is aligned to advocacy days. LGBTIQ+ inclusive language sessions were held around IDAHOBIT (fourth quarter of Year 1) and gender inclusive language sessions are scheduled to be held during 16 Days of Activism (second quarter of Year 2).	Year 2

Strategies and measures	Status	Status description	Timeline
0.3.5 Review inclusive language guide to ensure incorporation of most current and respectful best practice language relevant to gender equality, gender diversity, intersectionality	Ongoing	The inclusive language guide is reviewed at least every 6 months in conjunction with internal and external subject matter experts.	Year 2
1.1.1 Integrate a gender and intersectional lens into Manningham's leadership framework	Not started	This action is scheduled for implementation in the third quarter of Year 2.	Year 2
1.1.2 Embed gender equity and inclusion content, covering what it means to be a gender equitable and inclusive leader in skills and practice, into leadership framework aligned learning opportunities and programs	In progress	Sessions on strategic recruitment for people leaders including considerations for diversity, inclusion, gender, First Nations and cultural awareness are planned for implementation in the fourth quarter of Year 2. Further sessions will be implemented in Year 3.	Year 3
1.1.3 Establish understanding of workforce diversity and inclusion as a common foundational skill set for across leadership levels	In progress	The capability framework is currently under development. The draft includes 'Values Diversity and Inclusion – demonstrates inclusive behaviour and respect for diverse backgrounds, experiences, and perspectives' under the pillar of 'Managing self'.	Year 3
1.2.1 Build Service Unit-level diversity and inclusion data profiles (applying a continuous improvement approach to profile development, starting with gender and age)	Not started	This action is scheduled for implementation in the third quarter of Year 2.	Year 2
1.2.2 Service Unit Managers, Organisational Development, HR Business partners meet on a regular basis to discuss and review diversity profiles and related action planning processes	Not started	This action is scheduled for implementation in the third quarter of Year 2.	Year 2
1.2.3 Embed KPIs for workforce diversity and inclusion in Service Unit Managers performance management and review processes	Not started	This action is scheduled for implementation in the third quarter of Year 3.	Year 3
1.2.4 Collate localised workforce diversity and inclusion actions for centralised monitoring and reporting	Not started	This action is scheduled for implementation in the fourth quarter of Year 3.	Year 3
2.1.1 Communicate the importance of intersectional data collection to Councillors, including related privacy commitments	In progress	A Councillor briefing session has been arranged for early February 2024.	Year 1
2.1.2 Formalise process for provision of personal details (new and updated) including standard process at councillor induction (every 4 years); annual campaign aligned with employee campaign; voluntary updates (on request at any time)	In progress	Councillors will be invited to provide their data for inclusion in the Progress Audit following the briefing session in February 2024. This process will be reviewed following Council elections in 2024 to collect the data from incoming Councillors.	Year 1
2.2.1 Apply an intersectional gender lens to Council induction program (review existing content and update as required to ensure most current and respectful best practice language and framing relevant to gender equality, gender diversity and intersectionality)	Not started	This action is scheduled for implementation in the first quarter of Year 3.	Year 3
2.2.2 Continue to deliver Our Watch training to Councillors as part of scheduled development and refresh training program	Not started	This action is scheduled for implementation in the second quarter of Year 3.	Year 3
2.2.3 Review Councillor Code of Conduct, to ensure it reflects gender equality commitments	Not started	This action is scheduled for implementation in the first quarter of Year 3.	Year 3

Strategies and measures	Status	Status description	Timeline
3.1.1 Incorporate pay equity concepts, driving factors and mechanisms for reducing pay gaps into leadership development/learning program	In progress	Sessions on strategic recruitment for people leaders including unconscious bias are planned for implementation in the fourth quarter of Year 2.	Year 2
3.1.2 Review workforce reporting program and consider incorporating remuneration data into existing scheduled reports. Minimum commitment for annual reporting.	In progress	Senior officer remuneration is currently reported in the Annual Report. It is proposed that this information will be incorporated into the People Strategy in future.	Year 3
3.1.3 Embed pay gap reporting as informing factor to Senior Officer Remuneration review process	In progress	The gender pay gap will be considered in the Senior Officer Remuneration Review process in the second quarter of Year 2. This will be documented and formalised in Year 3.	Year 3
3.1.4 Investigate drivers behind pay gap to inform/determine most appropriate strategies to redress gaps	Not started	This action is scheduled for implementation in the first quarter of Year 4.	Year 4
4.1.1 Deliver expanded sexual harassment training program in line with VAGO report recommendation 6	Complete	This action was completed in June 2023. Staff, leaders, and contact officers likely to handle sexual harassment reports participated in face-to-face training focused on the importance of a safe culture, avoiding victimisation, empowering bystanders, and responding in a trauma informed manner.	Year 1
4.1.2 Incorporate delivery of Gender Equity and Bystander training into the corporate development and learning program	In progress	This action was partially completed in June 2023 with the delivery of the training referenced at 4.1.1. Preliminary discussions have been held with internal stakeholders to determine how to best deliver this training to all staff.	Year 2
4.1.3 Review Diversity and Inclusion training (e-learning module in corporate induction program) with a gender and intersectional lens and incorporate improvements where necessary	Ongoing	Refresher training was reviewed and deployed in November 2022 and is next due in November 2024. Module content will also be reviewed considering any new or updated organisational policies and procedures.	Year 3
4.1.4 Incorporate messaging on respectful workplace behaviours and a culture free from sexual harassment, sexism, racism, ableism, ageism, homophobia and transphobia across leadership framework/ expected leadership skills, values and behaviours	In progress	This action was partially completed in June 2023 with the delivery of the training referenced at 4.1.1 and the draft capability framework referenced at 1.1.3.	Year 3, Year 4
4.1.5 Integrate messaging on sexual harassment as a targeted element of overarching annual equality and inclusion communications plan	In progress	Messaging on sexual harassment has been incorporated in the communications plan (action 0.3.1) and will be reviewed and updated annually	Year 1, Year 2, Year 3, Year 4
4.2.1 Deliver mandatory training (face-to-face and e-learning) for leaders on responding to sexual harassment, as a component of diversity and inclusion training package	In progress	Training for people leaders and contact officers on the new Sexual Harassment Policy and reporting procedure is scheduled for the second quarter of Year 2.	Year 1
4.2.2 Deliver targeted training for employees receiving/ investigating reports of Sexual Harassment to build necessary skills to respond in a trauma informed way	Complete	This action was completed in June 2023. Staff, leaders and contact officers likely to handle sexual harassment reports participated in face-to-face training focused on the importance of a safe culture, avoiding victimisation, empowering bystanders, and responding in a trauma informed manner.	Year 1

Strategies and measures	Status	Status description	Timeline
4.2.3 Review sexual harassment policies, procedures and related guidance materials with a gender and intersectional lens and make necessary improvements	In progress	The Bullying, Discrimination and Harassment Policy is currently under review, and a stand-alone Sexual Harassment Policy has been drafted. The policy is scheduled to be approved in the first quarter of Year 2, with training scheduled to occur in the second quarter of Year 2.	Year 2
4.2.4 Review and streamline/simplify reporting processes	In progress	A new reporting procedure has been drafted to accompany to new Sexual Harassment Policy. The procedure is scheduled to be approved in the first quarter of Year 2, with training scheduled to occur in the second quarter of Year 2.	Year 2
4.2.5 Integrate discussions regarding experience of negative behaviours into exit interview processes, to identify and understand trends that may emerge	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
4.2.6 Utilise Qualtrics platform to assess complainant satisfaction with sexual harassment reporting process	Not started	This action is scheduled for implementation in the fourth quarter of Year 3.	Year 3
4.2.7 Establish regular and consistent key messaging to build awareness of the reporting process	Not started	This action is scheduled for implementation in the first quarter of Year 2.	Year 1, Year 2, Year 3, Year 4
5.1.1 Develop actions/improvements directly connected to GIA recommended outcomes relating to recruitment policy and practices	Not started	This action is scheduled for implementation in the third quarter of Year 2.	Year 2
5.1.2 Document and communicate standards for gender equitable and inclusive attraction, recruitment and onboarding processes (in line with work under Workforce Plan)	In progress	A draft of Inclusive Recruitment Guidelines (incorporating an intersectional gender lens) has been developed and is currently being reviewed by internal stakeholders with a view to implementation in the third quarter of Year 2.	Year 2
5.1.3 Develop a guide for hiring managers to roll out gender equitable and inclusive attraction, recruitment and onboarding processes	In progress	A guide for hiring managers is currently being drafted and will accompany the Inclusive Recruitment Guidelines.	Year 2
5.1.4 Deliver unconscious bias training for leaders, tailored to the City of Manningham attraction and recruitment processes, across key cohorts	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 3
6.1.1 Build awareness and understanding of full suite of available flexible work arrangements, for potential employees (through attraction, recruitment and onboarding stages) and existing employees (through regular discussions and annual performance and development review processes)	In progress	A review of our current policies and practices is being undertaken to align them to the best practice recommendations in the Fair Work Act. Following this review, a new flexible work policy will be launched and promoted to potential and current employees.	Year 1
6.1.2 Refresh support for people leaders on building and sustaining productive flexible/hybrid team working practices	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
6.1.3 Develop a reliable mechanism for tracking and reporting on uptake of flexibility options	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
6.1.4 Apply an intersectional gender lens to flexibility provisions within the Enterprise Agreement to remove systemic barriers within industrial agreement	In progress	Preliminary discussions with internal and external stakeholders have been held, with bargaining due to commence in the first quarter on Year 2.	Year 2

Strategies and measures	Status	Status description	Timeline
6.2.1 Apply an intersectional gender lens to parental and carer's leave provisions within the Enterprise agreement to remove systemic barriers within the industrial agreement	In progress	Preliminary discussions with internal and external stakeholders have been held, with bargaining due to commence in the first quarter on Year 2.	Year 2
6.2.2 Benchmark parental leave entitlements to inform recommendations in future EA negotiations	In progress	Preliminary discussions with internal and external stakeholders have been held, with bargaining due to commence in the first quarter on Year 2.	Year 2
6.2.3 Develop a process to assess staff satisfaction with parental leave supports	Not started	This action is scheduled for implementation in the fourth quarter of Year 3.	Year 3
6.3.1 Family violence support communicated during onboarding/corporate induction program	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
6.3.2 Incorporate training on responding to disclosures to family violence into leadership development/learning program	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
7.1.1 Embed the ANZSCO classification into master position data (incorporating classification review from service plans)	Complete	This action was completed in February 2023. ANZSCO codes were added to our HRIS. The field is mandatory, and a procedure has been developed and implemented to ensure all new positions are allocated an ANZSCO code.	Year 2
7.1.2 Partner with leaders/service unit managers in heavily gender segregated areas to build awareness of workforce diversity profiles and steps to take to drive change	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
7.1.3 Utilise case studies, profiles, careers at council messaging to build employer brand across diverse recruitment channels (also Action 1.5 in Workforce Plan)	Not started	This action is scheduled for implementation in the fourth quarter of Year 2.	Year 2
7.1.4 Develop 'careers at council' advertising campaigns specifically designed with intersectional imagery and messaging that intentionally breaks down or challenges stereotypes	Not started	This action is scheduled for implementation in the fourth quarter of Year 3.	Year 3
7.1.5 Incorporate case studies, staff profiles illustrating breaking down gender stereotypes in leadership forums and training, to encourage practice of building workforce diversity	Not started	This action is scheduled for implementation in the first quarter of Year 4.	Year 4
7.2.1 Celebrate diversity and provide a platform to share DIWG staff profiles and voices	Complete	This action was completed in March 2023. DIWG staff featured on the panel for the International Women's Day event and organised the Harmony Day event. Other staff were profiled in internal staff newsletter profiles and articles throughout the year.	Year 1
7.2.2 Integrate messaging on bullying and harassment as a targeted element of overarching annual equality and inclusion communications plan	In progress	Messaging on bullying and harassment has been incorporated in the communications plan (action 0.3.1) and will be reviewed and updated annually	Year 1, Year 2, Year 3, Year 4
7.1.6 Deliver bullying and harassment related compliance e-learning, including refresher training every 2 years	Ongoing	Refresher training was reviewed and deployed in November 2022 and is next due in November 2024. Module content will also be reviewed considering any new or updated organisational policies and procedures.	Year 1, Year 2, Year 3, Year 4

...we will continue to deliver real and measurable impacts to address gender inequality at Manningham.



Workplace gender equality indicators

Table 3 – Workplace gender equality indicators progress

Required		
Indicator	Confirm if progress made	Progress description
This column contains the seven workplace gender equality indicators.	Indicate whether your organisation has made progress in relation to the workplace gender equality indicators.	<p>Demonstrate your progress in relation to each workplace gender equality indicator.</p> <p>In this column, please explain why you believe changes in your data do or do not represent progress against each indicator.</p> <p>Refer explicitly to quantitative changes in the data between your previous workplace gender audit and your progress audit.</p> <p>If you wish, you may also make reference to any strategy or measure from your GEAP that supported, or was designed to support, progress against that indicator.</p>
Gender composition of all levels of the workforce	No	<p>The gender composition of our workforce remained the same between 2021 and 2023 – 62% women and 38% men. In 2021 we were unable to report on the number of staff who choose to self-describe their gender. Although not reflected in our public data in 2023 (due to the anonymity threshold) we have made changes to the configuration of our HRIS (implementation of GEAP actions 0.2.2 and 0.2.3) to allow us to record and report the number of employees who choose to self-describe their gender. Additionally, we have made significant improvements in our workforce data collection over the reporting period and are now able to provide a robust dataset including gender composition of the workforce by employment basis, Aboriginality, age, disability, ethnicity and race, religion, and sexual orientation for all employees who commenced post March 2023.</p> <p>The overall composition by employment basis also remained roughly the same with a slight trend towards more full-time roles. Casual employment remained the same at 6% of the workforce, with a 1% decrease in part-time employment (39% in 2023) and a 2% increase to full-time employment.</p> <p>Our workforce can be broadly categorised into top (Levels 0 to -4), middle (Levels -5 to -8) and lower (Levels -9 to -12) levels. Women continue to be overrepresented in part-time roles, particularly at the middle and lower level where they comprise 97% and 75% (compared to 94% and 77% in 2021) of the part-time workforce respectively. In 2021 there was only one part-time role and no casual roles in the top level. In 2023 this increased to two part-time roles and one casual role in the top level.</p> <p>In 2021 39% of roles at the senior level were held by women, which increased to 44% in 2023. There has been an addition five roles created at this level, and women have been recruited or promoted to four of these roles.</p> <p>In 2021 women comprise 58% of lower levels roles. This remained unchanged in 2023, although the overall number of lower-level roles decreased.</p> <p>Although there have been improvements to data collection and a slight increase to women in leadership roles, women continue to be overrepresented in part-time and lower-level roles. We consider we have not made progress against this indicator as the overall gender diversity of our workforce remains similar to 2021.</p>
Gender composition of governing bodies	Yes	<p>In our 2021 gender audit we reported 56% of Manningham’s councillors were women and 44% men. As there has been no local government election since then, and our elected councillors remain, the gender composition of our governing body is unchanged.</p> <p>In 2021 we were unable to provide intersectional data for the members of our governing body. In 2023, we were able to provide a robust dataset including gender composition of our governing body by Aboriginality, age, disability, ethnicity and race, religion, and sexual orientation.</p> <p>In 2021 the chair of our governing body (the Mayor), was a man. At the time of data collection for our 2023 progress audit, the Mayor is a woman. The Mayor is elected for a one year term each November.</p> <p>We consider we have made progress against this indicator as we have had two consecutive women elected as Mayor in November 2021 and 2022 and we have a slightly higher percentage of women councillors compared to the sector average – 43.8% of councillors elected at the 2020 local government elections were women https://www.localgovernment.vic.gov.au/our-programs/gender-equity#:~:text=At%20the%202020%20local%20government,per%20cent%20target%20by%202025.</p>

Required		
Indicator	Confirm if progress made	Progress description
<p>Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender</p>	No	<p>Our 2021 gender audit suggests we have an organisation wide mean total remuneration pay gap of 9.2%, favouring men. In 2023 this gap has decreased to 5.5%. Based on the analysis below, we consider we have not made progress against this indicator.</p> <p>In 2021 we attributed the pay gap to having more men in higher paid jobs and the gender segregation of our workforce, as 63% of staff earning over \$150,000 were men in roles such as ICT, Finance, General Managers, Corporate Managers and CEO. A full investigation of the drivers behind the pay gap was included as an action (3.1.4) in our GEAP for Year 4, however upon reviewing our Progress Audit results an investigation of the drivers behind the current pay gap was conducted.</p> <p>Based on analysis of the common drivers of gender pay gaps it was determined:</p> <ol style="list-style-type: none"> 1. Women and men are paid differently for equal and comparable work in some circumstances. The largest gap (above 10%) is in a role at the -9 level and likely due to tenure and one person negotiating a higher starting salary. There are smaller gaps (above 5%) in the Coordinator roles at the -3 and -5 levels. This is likely due to the workforce being segregated along traditional gendered lines with women in roles in feminine/lower paid areas and men in roles in masculine/higher paid areas. 2. We have more men in leadership roles and more women in junior roles. Our workforce comprises 62% women and 38% men, however men hold 44% of leadership positions vs women 56%. Therefore, men are proportionately overrepresented in leadership roles. Women are more likely to leave as they approach the top of the middle level. Of the 62 women who exited during the reporting period 42% of those were at level -6 and -7. 61% of women who exited were part-time. This is potentially due to only 5 part-time roles above the -5 level. There is evidence that job redesign and flexible work is not supported at a leadership level. Of the 39 senior leadership roles (Level -1 to -4), 37 are full-time and only 2 part-time. Women account for 58% of junior roles (Level -9 to -12) and men 42%. 3. We have more men in higher paid jobs and more women in lower paid jobs. A quartile analysis revealed men hold 30% of roles in the lowest paid quartile, increasing to 41% of roles in the highest paid quartile. Conversely, women hold 70% of roles in the lowest paid quartile, decreasing to 59% of roles in the highest paid quartile. 4. We have unequal participation in part-time work. 84% of the part-time workforce are women. Most senior roles are not available as part-time, and men are potentially not encouraged or supported to work part-time. 5. There is inequality in employee movements, particularly for those who work part-time. There were no promotions awarded to part-time employees and only 17% of higher duties and 20% of secondments were undertaken by part-time employees. 6. There are some areas where a high negative pay gap persists. These areas are characterised by disproportionate numbers of women working part-time or casually in feminised roles. This is most evident at the -11 level where women comprise 78% of Home Support Workers. There are only 5 full-times roles at this level. This is comparable with the workforce profile for this sector (aged and disabled carers ANZSCO occupation group) where women comprise 80% of the workforce and there is a shortage of suitably qualified men. https://labourmarketinsights.gov.au/occupation-profile/aged-and-disabled-carers?occupationCode=4231#:~:text=Age%20and%20gender&text=The%20median%20age%20of%20Aged,all%20jobs%20average%20of%2048%25. <p>This information gives us a clearer understanding of where we should focus actions in relation to this indicator in the development of our next GEAP and the actions required to redress gaps.</p>

Required		
Indicator	Confirm if progress made	Progress description
Sexual harassment in the workplace	No	<p>Our 2021 People Matter Survey (PMS) data showed that 6% of women and 5% of men who responded to the survey had experienced sexual harassment in the workplace. In 2023, our PMS data showed that 5% of women and 8% of men who responded to the survey reported having experienced sexual harassment in the workplace, a decrease of 1% for women, and an increase of 3% from 2021 for men.</p> <p>In both our 2021 and 2023 PMS the number of employees who identified as gender diverse fell below the anonymity threshold and were grouped with those who preferred not to disclose their gender. In 2021 15% of this cohort indicated they had experienced sexual harassment in the workplace. Pleasingly, in 2023, this decreased to no experiences of sexual harassment in the workplace for this cohort.</p> <p>In line with previous surveys that measure sexual harassment in our workplace, there is a gap between number of respondents reporting they have experienced sexual harassment and the number of formal complaints received. 6% of PMS respondents who said they had experienced sexual harassment said they had submitted a formal complaint in response; however we received no formal complaints in the reporting period. In our 2023 PMS the respondents who said they didn't submit a complaint fell, however they gave similar reasons to the 2021 survey for not reporting – 'I didn't think it was serious enough' (56% in 2021 vs 47% in 2023), 'I didn't think it would make a difference' (44% vs 27%), and 'I believed there would be negative consequences for my reputation' (44% vs 27%).</p> <p>The response rate to the 2023 PMS increased to 41% (compared to 20% in 2021), with approximately double the amount of women and triple amount of men participating. In the absence of any formal complaints, and considering the anonymous nature of the PMS, we consider these results provide an accurate representation of sexual harassment in our workplace.</p> <p>The persistent gap between reported experiences of sexual harassment in anonymous surveys and the lack of formal complaints received, as well as the reasons given for not submitting a formal complaint suggests that we have work to do in improving staff confidence and awareness of how to report sexual harassment in our workplace. As a result of this analysis, we are implementing a revised Sexual Harassment Policy and simplified reporting procedures, as well as conducting training to raise awareness of what sexual harassment looks like in our workplace and how to report it.</p> <p>Due to similar levels of sexual harassment reported via the PMS in 2021 and 2023, and having received no formal complaints, we consider no progress was made against this indicator.</p>

Required		
Indicator	Confirm if progress made	Progress description
Recruitment and promotion practices in the workplace	Yes	<p>Recruitment</p> <p>In our 2021 gender audit, women represented 58% of new recruits in the year to 30 June 2021. In our 2023 progress audit, women and gender diverse people accounted for 52% of those recruited.</p> <p>In 2021, of the women we recruited, 17% were employed on a full-time permanent basis, 14% on a part-time permanent basis and 69% on fixed-term contracts. In 2023, 44% of women recruited were employed on a full-time permanent basis, 25% on a part-time permanent basis and 22% on fixed-term contracts. This is inline with an organisation-wide trend towards more permanent, full-time employment.</p> <p>As mentioned in our progress against Indicator 1, we have configured our HRIS to allow for employees to self-describe their gender. We have increased our recruitment of gender diverse staff but this is not reflected in our public data due to the anonymity threshold.</p> <p>In 2021, there were no women recruited at the top level (Levels 0 to -4), but in 2023 this increased to three women recruited at this level.</p> <p>Our PMS data indicates that both women and men believe recruitment processes at Manningham are fair with a 65% favourable response (unchanged from 2021).</p> <p>Although the gender composition of the people who were recruited and exited Manningham over the past year has remained relatively stable, we have been able to improve our recruitment of women at the top level and create more opportunities for women in leadership roles. In addition to this, the trend towards more permanent positions and decline in contract roles offers stability for all employees, therefore we consider we have made progress in this area.</p> <p>Promotions</p> <p>Our 2021 gender audit showed that 70% of promotions in the 12 months to 30 June 2021 were awarded to women. These promotions mainly occurred in the lower and middle levels of the organisation, with only one at the top level. Our 2023 progress audit showed that 100% of all promotions were awarded to women, an increase of 30%. Of these, 67% occurred in the higher levels of the organisation and were ongoing permanent roles.</p> <p>Our 2023 progress audit indicates that women have undertaken more higher duties (increased by 19% compared to 2021) and secondment (increased by 20% compared to 2021) opportunities leading to more permanent promotions, particularly at the top level.</p> <p>The number of women who participated in career development opportunities decreased by 6% in 2023, however the number of women who were satisfied with the way their learning and development needs have been addressed in the last 12 months remained unchanged (62% favourable). Men were more likely to be satisfied with the way their learning and development needs have been addressed in the last 12 months with a 67% favourable response which is a 2% improvement from 2021.</p> <p>The GEAP actions related to this indicator are not scheduled for implementation until Year 2 and 3, however we consider we have made progress against this indicator due to the increase in secondments, higher duties and promotions awarded to women.</p>

Required		
Indicator	Confirm if progress made	Progress description
<p>Availability and utilisation of terms, conditions and practices relating to:</p> <ul style="list-style-type: none"> ▶ family violence leave; and ▶ flexible working arrangements; and ▶ working arrangements supporting employees with family or caring responsibilities 	No	<p>In 2021 we were unable to provide workforce data regarding the utilisation of family violence leave or flexible working arrangements. At the time of writing this progress report, there is work planned for implementation in Year 2 of the GEAP to develop a mechanism to allow us to collect and report the required data against this indicator (GEAP action 6.1.3).</p> <p>Manningham Council offers 20 days of paid family violence leave per year, which is more than the National Employment Standards which provide for 10 days per year. We also have a network of trained, designated officers available to provide confidential support to staff experiencing family violence.</p> <p>Among PMS respondents, 89% women (+5% difference), 82% men (+4% difference) and 68% other (-1% difference) agreed that Manningham would support them if they needed to take family violence leave in 2023. This signifies a level of awareness and culture of support around this initiative.</p> <p>Our PMS data also indicates that men, women and gender diverse people agree their manager supports them working fairly with an 80% favourable response (unchanged from 2021).</p> <p>In our 2021 audit, men took an average of 2.7 weeks parental leave. In 2023 the proportion of men taking parental leave decreased slightly, however the average length of leave increased to 3.0 weeks. The average length of parental leave taken by women also increased from 22.5 weeks in 2021, to 30.7 weeks in 2023.</p> <p>The current employment agreement is due to expire on 30 June 2024. There are two actions due to be implemented in Year 2 of the GEAP (6.2.1 and 6.2.2) related to reviewing the current parental leave provisions to ensure they are more gender equal and fair for all parents.</p> <p>Due to being unable to provide suitable workforce data, minimal changes in our employee experience data and a decrease in the proportion of men taking parental leave, we consider no progress was made against this indicator.</p>
<p>Gendered segregation within the workplace</p>	Yes	<p>In our 2021 gender audit, a significant number of positions were allocated the ANZSCO code 099888 – Response inadequately described. Since then we have reviewed and allocated ANZSCO codes against all positions leading to a more accurate reflection of our workforce segmentation (GEAP action 7.1.1).</p> <p>As a result of this, we can identify an increase to the proportion of men in feminised work areas such a Professionals (29% in 2021 vs 35% in 2023), Community and Personal Service Workers (18% vs 19%), and Clerical and Administrative Workers (22% vs 24%). There was an increase in the proportion of women in Technicians and Trade workers (5% in 2021 vs 11% in 2024).</p> <p>The strongest positive and improved results in our 2023 PMS were observed in questions related to this indicator. They include that:</p> <ul style="list-style-type: none"> ▶ 84% of respondents agree the organisation uses inclusive and respectful images and language. This is an improvement of 3% from the 2021 survey. ▶ 85% of survey respondents feel culturally safe at work. This is an improvement of 6 percentage points from the 2021 survey. ▶ 81% of survey respondents agree that work is allocated fairly within their workgroup regardless of gender. This is an improvement of 4 percentage points from the 2021 survey. <p>Based on these results, we consider we have made progress against this indicator.</p>

Manningham Council

🏠 Manningham Council, 699 Doncaster Road, Doncaster

☎ 9840 9333

✉ manningham@manningham.vic.gov.au

🌐 manningham.vic.gov.au

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