

7.2.1 GENDER EQUALITY ACT 2020 REPORTING PROGRESS

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| Responsible Manager: | Fee Harrison, Manager Community Strengthening Rachel Berhang, Manager Talent & Organisational Development |
| Responsible Director: | Russell Hopkins, Director Community Services Tracy Shoshan, Executive Manager People & Safety |

RECOMMENDATION

That Council:

1. **Note the progress that Monash Council has made in relation to the *Gender Equality Act 2020* during its first reporting period (March 2021 to June 2023), including -**
 - a. **conducting 50 Gender Impact Assessments which are summarised in the Progress Report spreadsheet; and**
 - b. **the Gender Equality Action Plan 2021-25 initiatives and progress against the seven gender equality indicators.**
2. **Note the work that Monash Council has done in embedding Gender Impact Assessments into its business processes through the Supporting Document: Gender Impact Assessments.**
3. **Note that the progress reports and supporting document will be submitted to the Gender Equality Commission in February 2024 and will be made accessible to the public upon the Commission's approval.**

INTRODUCTION

As a defined entity under the *Gender Equality Act 2020*, Monash Council is required to report its progress to the Commission for Gender Equality in the Public Sector every two years. The first of these reports is due in February 2024. Officers have compiled the report which includes a completed spreadsheet in the format supplied by the Commission, and a supporting document that outlines the broader progress Council has made from 2021 when the Act commenced until June 2023. This is provided to Council for noting, ahead of submission to the Commission.

COUNCIL PLAN STRATEGIC OBJECTIVES

Undertaking and reporting on Gender Impact Assessments – to promote intersectional gender equality in Council's policies, programs and services - aligns with our Community Vision, in particular the principle related to:

A strong sense of community.

Principle: *When making decisions, be transparent, inclusive, democratic, equitable and reflective of the community's diversity (e.g., age, gender, sexuality, income level, language and ethnicity) ensuring decentralised and wide distribution of decision making amongst the Monash community.*

Undertaking and reporting on Gender Impact Assessments also aligns with the Council Plan including:

- Part 2 'Inclusive Services', which notes that in order to deliver these inclusive services we will continue to deliver on the Gender Equity Strategy
- Part 4 'Good Governance' which notes that Council will meet *Gender Equality Act 2020* requirements.

Delivery of the Gender Equality Action Plan and Workplace Gender Audit also align with Part 4 of the Council Plan, Good Governance.

BACKGROUND

In March 2021, the Victorian *Gender Equality Act 2020* commenced. This legislation required defined entities, of which Council is one, to:

- Develop and implement a Gender Equality Action Plan, which includes:
 - Results of a workplace gender audit
 - Strategies for achieving workplace gender equality
- Publicly report on their progress in relation to workplace gender equality
- Promote gender equality in policies, programs and services that impact the public.
- Complete gender impact assessments.

Council is required to report on its progress every two years. The first reporting period was from March 2021 to June 2023 and progress during this period needs to be submitted to the Commission for Gender Equality in the Public Sector by 20 February 2024.

Progress reports to the Commission must include:

- The policies, programs and services that were subject to a gender impact assessment.
- The actions taken as a result of each gender impact assessment.
- Council's progress in relation to the measures and strategies set out in our Gender Equality Action Plan.
- Council's progress in relation to the workplace gender equality indicators.
- Whether Council met any relevant targets or quotas (none are currently regulated).

As required by the Commission, the progress report will become publicly accessible after submission and once approved.

DISCUSSION

Monash Council has divided the responsibilities of the *Gender Equality Act 2020* between different teams. The community facing obligations (i.e. undertaking Gender Impact Assessments) lie with the Community Strengthening team. The workforce obligations (i.e. Gender Equality Action Plan and Workplace Gender Audit) lie with the People and Safety team.

Gender Impact Assessments

From March 2021 until June 2023, Council staff have undertaken 50 Gender Impact Assessments. This is a demonstration of Council's commitment and is a result of the work undertaken to embed Gender Impact Assessments into business as usual. Officers have included Gender Impact Assessments in Our Project Place, budget bids, and Council Reporting, and have provided training, resources, and templates for staff. The Gender Impact Assessments have been completed by a range of diverse work areas, from Sustainability, Procurement, Community Amenity, City Design, Recreation, Community Strengthening and more. A full list of the Gender Impact Assessments that

have been completed can be found in the Gender Impact Assessments Progress Report (Attachment 1), and a number of case studies are presented in the Supporting Document Gender Impact Assessments (Attachment 3). This work has led to better and fairer outcomes for the Monash community, and the Supporting Document also outlines how officers intend to continue to progress the work in this area and continue to meet our obligations under the *Gender Equality Act 2020*.

Gender Equality Action Plan and Workplace Gender Audit

The Gender Equality Action Plan 2021-2025 identified 33 different initiatives to be delivered over a four-year period. Each of these initiatives were divided into single years, with 20 to be delivered in the first year and the remainder to be delivered over the subsequent years. The majority of the initiatives developed for the first-year implementation were to address and deliver on the Commission’s requirements. When assessing progress of all 33 initiatives, noting that not all were due to be delivered in the first year, the Commission defined the status options as:

- **Complete:** indicates that all planned activities related to this strategy or measure have been finalized.
- **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.

| Status | Year 1 | Overall Plan |
|-------------|--------|--------------|
| Complete | 6 | 6 |
| In progress | 3 | 3 |
| Ongoing | 7 | 11* |
| Not started | - | 9** |
| Void | 4 | 4 |

* four initiatives were started earlier than planned

** not started initiatives are planned for future years.

Of the initiatives that were completed, are in progress or ongoing, some notable achievements include:

- A total of 195 Australian and New Zealand Standard Classification of Occupations (ANZSCO) codes were developed and mapped against 1,333 positions and levels up to, and including, the CEO position. ANZSCO codes are a classification system for occupation used by the Australian Bureau of Statistics (ABS) to produce labour market statistics by occupation. Recording employees against an ANZSCO classification identifies the occupation mix of the workforce and allows for comparison against the Victorian labour force.

- An achievement register has been developed and shared across multiple departments. During the reporting period there were over 25 initiatives delivered which included Inclusive Leadership Training for all employees, staff and community events for significant days of celebration (e.g., 16 Days of Activism, International Women’s Day), inclusive clauses introduced as part of the Enterprise Agreement and an increased offering and specialised support lines with our new Employee Assistance Provider.
- New stand-alone Sexual Harassment policy and procedure was introduced.
- Employee consultation/feedback sought on new or revised policies and programs.

Of the four initiatives that were assessed as void, three of these related to improving the diversity and inclusion composition of governing bodies, which is not an area of influence for officers and the other relates to the review and renewal of our aspirational statements, which has been replaced by the review of our corporate values in the next 12-18 months.

The nine initiatives assessed as not started, are planned to commence after the reporting period of 30 June 2023.

There were four initiatives that were commenced early during the reporting period, these related to:

- Providing all employees with inclusion training – a three-part inclusion training workshop was delivered by Dr Bree Gorman between September 2022 and March 2023.
- Commencement of the review of the Flexible Working Policy and Procedure, including employee consultation.

Full details of the Gender Equality Action Plan initiatives and progress of each initiative can be found in the Gender Equality Action Plan Progress Report (Attachment 2).

The Workplace Gender Audit analysis has been completed, however due to the sensitivity of the employee information (including intersectional and pay data), this is confidential. Results of this audit were used in assessing the progress against the seven gender equality indicators. Full details of the Workplace Gender Equality Indicators and progress against each indicator can be found in the Gender Equality Action Plan Progress Report (Attachment 2).

POLICY IMPLICATIONS

Council has a longstanding commitment to gender equity and gender equality. Undertaking Gender Impact Assessments, developing a Gender Equality Action Plan and promoting intersectional gender equality is consistent with our Gender Equity Framework and Monash Health and Wellbeing Plan. This is also consistent with the Community Vision for a strong sense of community and the Council Plan strategic objective of Inclusive Services.

In addition, there are legal implications if Council does not fulfil its other obligations under the Act. For example, whilst the Commission for Gender Equality in the Public Sector acknowledges that *“in the first years of the Act’s operation, there will be a transition period for defined entities to move towards fully understanding and adequately meeting their obligations under the Act”*, there are a range of options for the Commission to resolve any non-compliance with the Act. Non-compliance includes ‘Not preparing or submitting a progress report’, which is what makes the submission of these documents critical. If it is not submitted, the Commission may work to achieve an informal resolution, issue Council with a compliance notice, recommend that the Minister takes action

against the organisation, name the organisation and their failure to comply on the Commission's website, or even make an application to the Victorian Civil and Administrative Tribunal to direct the organisation to comply.

SOCIAL IMPLICATIONS

Through meeting our obligations under the *Gender Equality Act 2020* including promoting intersectional gender equality in our programs, policies, and services, Council will have a positive social impact on our community and as an employer.

CONSULTATION

N/A

HUMAN RIGHTS CONSIDERATIONS

Gender equality is a human right as outlined in the *Gender Equality Act 2020*. Therefore, all actions taken to promote gender equality under the Act, are considered to support human rights considerations.

GENDER IMPACT ASSESSMENT

The attachments outline the Gender Impact Assessments that have been undertaken in the initial reporting period of the *Gender Equality Act 2020*. A gender impact assessment has not been undertaken over this report itself but recognises that 50 gender impact assessments have been undertaken by Council between March 2021 and June 2023.

FINANCIAL IMPLICATIONS

The Gender Impact Assessments and Gender Equality Action Plan initiatives have been undertaken using existing resources within Council's adopted budget.

CONCLUSION

Monash Council is committed to meeting its obligations under the *Gender Equality Act 2020*. In order to be compliant under the Act, Council will provide the Commission for Gender Equality in the Public Sector with a first progress report in February 2024. This progress report will outline:

- Progress against the Gender Equality Action Plan 2021-25 initiatives.
- The workplace gender audit and comparison against the 2021 audit to measure our progress of the gender equality indicators.
- The 50 policies, programs and services that were subject to a gender impact assessment, and the actions taken as a result of each one.

In addition, Council will be submitting a 'Supporting Document Gender Impact Assessments' (Attachment 3) which outlines in more detail the way in which Council has begun to embed the requirements of the Act into our business and ensure compliance with the Act.

CONFIDENTIAL

N/A

ATTACHMENT LIST

1. Attachment 1 - Gender Impact Assessments Progress Report
2. Attachment 2 - Gender Equality Action Plan Progress Report
 - a. Strategies and Measures
 - b. Resourcing your GEAP
 - c. Workplace Gender Equality Indicators
3. Attachment 3 - Supporting Document Gender Impact Assessments.

Attachment 7.2.1.1 Attachment 1 - Gender Impact Assessment Progress Report

| Attachment 1 - Gender Impact Assessments progress | | | | | | | |
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| Title | Subject | Description | Status | Confirm if actions taken | Describe actions taken | Confirm intersectionality considered | Explain intersectional lens applied |
| <i>What is the title of the policy, program or service that was the subject of the GIA?</i> | <i>Was the subject of the GIA a policy, program or service?</i> | <i>Provide a description of the policy, program or service subject to the GIA.</i> | <i>Was the policy, program or service new, or up for review?</i> | <i>Were actions taken to develop or vary the policy, program or service to meet the needs of people of different genders, address gender inequality and promote gender equality as a result of the GIA?</i> | <i>Describe the actions taken to develop or vary the policy, program or service to meet the needs of people of different genders, address gender inequality and promote gender equality.</i> | <i>Was it considered that gender inequality may be compounded by disadvantage or discrimination that people may experience on the basis of intersectionality?</i> | <i>Explain how an intersectional lens was applied while completing the GIA. If this was not done, explain why this was not practicable.</i> |
| Age Friendly Survey - Consultation | Service | Monash is an Age Friendly City. We aim to promote active, healthy ageing by looking at how to improve the liveability of our community. We want to hear from older residents to ensure we meet the aspirations of this valued community. Therefore we use the Age Friendly survey to inform Age Friendly City planning. | New | Yes | Amended the community consultation survey to ensure that gender demographic data was collected so it could be disaggregated. | Yes | Given the target age group of this survey, issues related to ageism were front and centre of this consultation. |
| Public Toilet Strategy - Consultation | Policy | The Public Toilet Strategy outlines the issues and challenges to public toilet provision, identifies a strategic vision and proposes a number of strategic objectives and actions to address the current gaps in public toilet provision. | New | Yes | Amended the community consultation survey to ensure it was inclusive and accessible to all genders. This included asking demographic questions, adding playgrounds as a site (as young children and carers, especially women, are likely to need toilet services here); including sanitary bins as a key facility; including hooks on the backs of doors and a shelf (for bags, medications) as an option. As a result of this, and collecting gender disaggregated data, the consultation identified gendered differences in priorities for members of the community in toilet design and features. For example, women rated places to put things and touchless as most important features; men rated touchless and suitability for people | Yes | It was noted that women were more likely to require toilets for example as carers of children or people with a disability and as such an intersectional approach was needed. In the community engagement Council considered issues relating to cultural background and people with a disability. |

Attachment 7.2.1.1 Attachment 1 - Gender Impact Assessment Progress Report

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| | | | | | with a disability as most important. Parents and carers of young children under 5 valued facilities suitable for babies and small children, touchless operational facilities, and places to put things, highly. Parents of older children rated touchless, sanitary bins, and facilities suitable for people with a disability, highly. These findings have been incorporated into the development of the public toilet design standards. | | |
| Revenue and Rating Plan 2021-2025 | Policy | The Revenue and Rating Plan is part of Council's Local Government Act responsibilities. The Revenue and Rating Plan provides a medium-term outlook for how Council will generate income to deliver on the Council Plan, programs and services and capital works commitments. | For Review | Yes | Amended the plan to incorporate a new recommendation, recommendation 13: "that Council continue to apply a range of principles to determine the level of fees and charges for each service and will apply a gender impact analysis when reviewing those charges". This will ensure that a GIA is to be conducted over new/reviewed fees and charges in future. | No | It was recognised that a GIA would be undertaken over individual fees and charges reviews which would pick up intersectional issues. |

Attachment 7.2.1.1 Attachment 1 - Gender Impact Assessment Progress Report

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| <p>Monash Health and Wellbeing Plan 2021-2025</p> | <p>Policy</p> | <p>Every four years, in accordance with the Public Health and Wellbeing Act 2008, Council develops a Municipal public health and wellbeing plan to guide the health and wellbeing priorities of the community. The Monash Health and Wellbeing Plan 2021-2025 brings together all the areas within Council that help us define what creates a healthy city. It sets out the strategic health and wellbeing priorities to maximise the health, happiness and wellbeing of the Monash community.</p> | <p>New</p> | <p>Yes</p> | <p>Amended the desktop review and community consultation to explore gendered differences for physical activity, community safety, mental health and caring responsibilities.</p> <p>Amended the consultation to include questions relating to respondents' gender identity and sexuality.</p> <p>Amended the consultation to include an intersectionality workshop with all six of Council's Advisory Committees to take an intersectional approach to shape the priorities for the next four years.</p> <p>Amended the Plan to include targeted education, campaigns, shifting attitudes and behaviour, training and support services as key solutions to respond to identified priorities.</p> <p>Amended the Plan to include a range of objectives and actions that seek to remove some of the known barriers, or introduce enablers, to improve the health outcomes of the community.</p> <p>Amended the Plan to include Gender Impact Assessment and Intersectionality as key guiding principles.</p> <p>Where feasible collated gender segregated data sources (e.g. ABS) to inform our community snapshot and assess the situation and develop appropriate, evidence-based responses across different health and wellbeing priority areas. (e.g. obesity).</p> | <p>Yes</p> | <p>The Plan identifies different sectors of our community and their specific priorities including people living with a disability and their carers, our diverse multicultural community, LGBTQIA+ communities, as an age-friendly city, Aboriginal and Torres Strait Islander people, children, young people and families, people experiencing homelessness and people who are socially isolated and at-risk of loneliness.</p> <p>During consultation and refinement of the Plan, an intersectional advisory committee was formed, comprised of representatives of all of Council's diverse advisory committees and a workshop was undertaken on intersectional approach to the Plan.</p> |
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Attachment 7.2.1.1 Attachment 1 - Gender Impact Assessment Progress Report

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| <p>Mount Waverley Reserve Masterplan</p> | <p>Program</p> | <p>The Masterplan provides a clear vision and strategic approach for the future provision of sport and recreation facilities in the reserve based on community needs. It considers opportunities and issues at the reserve and determines the suitability, scale and scope of any potential developments. The Masterplan provides a conceptual plan and layout for key development priorities with indicative stages and cost estimates to assist Council attract external funding for future improvements.</p> | <p>New</p> | <p>Yes</p> | <p>While the majority of this project was undertaken prior to the commencement of the Gender Equality Act 2020, in undertaking the research and in the background report, as well as in the final Masterplan and Strategic Business Case, gender has been considered. The masterplan acknowledges that the participation of women and girls in club sport is lower than that of men and boys, and seeks to address this through upgraded 'female friendly' facilities in the pavilion.</p> <p>The Masterplan includes an 'Active Recreation Hub' works package which will also provide flexible, accessible and free opportunities for women and girls to engage in physical activity. It focuses on non-organised recreation (casual and informal activity) in parks and reserves by developing environments that encourage residents to get active in their local communities.</p> <p>Other features of the masterplan including the consideration of new lighting and ensuring Crime Prevention Through Environmental Design principles are used are also important for the perception of safety, which is often a barrier to women undertaking physical activity.</p> | <p>Yes</p> | <p>The masterplan also acknowledges that different people have different needs from the reserve not just because of gender but also intersecting characteristics. For example, through the provision of upgraded play spaces, public toilets, and pathways, the reserve will be more accessible to children and their parents and carers, as well as people with mobility issues or a disability.</p> |
| <p>Monash Football (Soccer) Plan</p> | <p>Policy</p> | <p>The Monash Football (Soccer) Plan has been developed to strategically address key issues for the sport and to ensure a vibrant and sustainable future for the game. It identifies short, medium and long term investment priorities for football pitches in Monash; ensures that football is available and accessible for the whole Monash community to enjoy; adequately services different levels and standards of football in Monash; and ensures that Monash football clubs support active participation and community health and wellbeing.</p> | <p>New</p> | <p>Yes</p> | <p>In Monash, females make up just 16% of senior football participation. The Monash Football (Soccer) Plan has a range of objectives, guiding principles, and actions, that seek to remove some of the known barriers, or introduce enablers, to ensure that the sport builds more inclusive and diverse participation. It has been acknowledged that the participation of women and girls in club sport is lower than that of men and boys, and seeks to address this through upgraded 'female friendly' facilities in the pavilion. The language of the plan was reviewed to change 'female friendly' to 'all genders' wherever possible. Specific actions include:</p> <p>Amended the Plan to include action 1.1.</p> | <p>Yes</p> | <p>Gender and intersectionality have been considered from the early stages of this work, and are strongly reflected in the Monash Football (Soccer) Plan. An intersection approach has been considered in that there is a specific action around increased participation of women and girls but other actions reflect a commitment to broader diversity e.g. around affordability, cultural diversity, and so on. By also committing to the Active Monash Sports Club Framework (action 3.1) the Plan builds in a range of other social benefits as well.</p> |

Attachment 7.2.1.1 Attachment 1 - Gender Impact Assessment Progress Report

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| | | | | | <p>(expanding non-traditional modes of participation)</p> <p>Amended the Plan to include action 1.2 (providing flexible and affordable membership options)</p> <p>Amended the Plan to include action 3.3 (prioritising community over elite access).</p> <p>Amended the Plan to include action 1.3 (increased participation of women and girls).</p> <p>Amended the Plan to include action 3.5 (increased diversity at committee level).</p> | | |
| Procurement Policy | Policy | The Procurement Policy encompasses the principles, processes and procedures applicable to Council's procurement of all goods, services and works. | For Review | Yes | <p>Amended the policy to include gender equality as a consideration in evaluating goods, services and works;</p> <p>Amended section 2.6.5 (social sustainability), to update what the evaluation panels may consider to include gender equality and noting its benefit and impact;</p> <p>Amended section 2.6.5 (social sustainability) to take an intersectional approach and note the benefit and impact of other types of diversity and inclusion;</p> <p>Amended section 2.6.8 (tender evaluation panels) to provide advice that gender diversity should be considered when establishing the panel, to reduce the impact of unconscious bias;</p> <p>Amended section 3.5 to outline Council's commitment to diversity and gender equality, and why it is important in procurement.</p> | Yes | In amending the policy to include gender equality Council expanded upon this to explain why other forms of diversity and inclusion are important in procurement and included these in the policy i.e. in section 2.6.5 noting the benefit and impact of other types of diversity and inclusion beyond gender. |
| Cricket Discussion Paper and Draft Cricket Plan - consultation | Policy | The discussion paper seeks to strategically address key issues for the sport and the Monash Cricket Wicket Policy seeks to address key issues relating to usage and condition of cricket wickets in Monash. | New | Yes | <p>Amended the community consultation survey to change gendered language to more inclusive language (i.e. instead of just referring to 'Last Man Standing', also including 'Social Sixes' which is a program for women and girls).</p> <p>Amended the community consultation survey question about prioritisation of</p> | Yes | Consideration given to age i.e. junior vs senior cricket. A breakdown of ages and gender is presented in the paper. |

Attachment 7.2.1.1 Attachment 1 - Gender Impact Assessment Progress Report

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| | | | | | <p>investment, to allow people to choose club development/club culture as an option (not just infrastructure). This is because we know that club development/culture is critical to the participation of women and girls.</p> <p>Findings from this consultation project noted that club committees and cricket club members felt that one of the biggest issues facing the sport was lack of female participation throughout Monash, especially at grass roots clubs.</p> <p>Female participation was nominated as one of the most popular investment principles to guide future spend into cricket facilities.</p> | | |
| Library Bags and Cards - Artists' Brief | Service | A design brief for artists was developed to help development of new library marketing assets (library bags and cards). | New | Yes | Amended the artists' brief to include: a guiding principle that commits to the inclusion of people's different backgrounds and experiences, as well as ensuring that intersectionality is something artists need to consider (and including a definition of intersectionality). | Yes | A definition of intersectionality was provided within the artist brief to ensure a level of understanding from artists responding to the brief and the intent to capture a range of backgrounds and experiences. |
| Domestic Animal Management Plan 2021-2025 | Policy | Each Victorian Council is required to prepare a Domestic Animal Management Plan every 4 years. Domestic Animal Management Plans focus on cats and dogs specifically and outline the key issues, objectives and priorities for how these will be managed. | For Review | Yes | <p>Amended the Plan to acknowledge the link between animal abuse and family violence/violence against women.</p> <p>Amended the Plan to include authorised officers receiving training on prevention of family violence and responding to disclosures (section 2.2).</p> <p>Amended the plan to include an activity which is to collect more gender disaggregated data and research to inform future plans which will be evaluated and reported on in 2023.</p> | Yes | An intersectional approach has also been considered, with one of the key activities of the Plan being to increase publicity and education among Council's non-English speaking residents. |

Attachment 7.2.1.1 Attachment 1 - Gender Impact Assessment Progress Report

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| <p>Active Recreation Opportunities Strategy</p> | <p>Policy</p> | <p>The Active Recreation Opportunities Strategy guides the future enhancement of parks and reserves to encourage healthy physical activity. It focuses on non-organised recreation (casual and informal activity) in parks and reserves by developing environments that encourage residents to get active in their local communities.</p> | <p>New</p> | <p>Yes</p> | <p>During consultation collected gender disaggregated data and analysed gendered experiences of recreation.</p> <p>During consultation sought out diverse views through the Advisory Committees.</p> <p>Used the priorities for women and girls (feeling safe, supporting infrastructure, and convenience) to inform the recommendations including facilities that provide convenient access, increased focus on perceptions of safety and accessibility, and delivery of programs that target women and girls. Page 12 of the strategy specifically discusses Female Participation in Active Recreation and recognises increasing opportunities for participation in active recreation is vital for encouraging women and girls to be more physically active.</p> | <p>Yes</p> | <p>Stakeholder engagement identified the need for more active recreation opportunities across all age cohorts, with a particular focus on young people and older adults. Consideration was also given to ensuring facility development took into account facilities that cater for a range of ages, and for different abilities.</p> |
| <p>Community Perceptions on CCTV - Consultation</p> | <p>Service</p> | <p>This was a municipality-wide consultation to establish the community response to the use of Council assets and resources for the real-time monitoring and surveillance of people movement, activity, and behaviour by Victoria Police, through the use of CCTV cameras, prior to resolving a specific request.</p> | <p>New</p> | <p>Yes</p> | <p>Amended the consultation to disaggregate survey data on the basis of gender, age and cultural background.</p> <p>Amended the consultation to ensure that all of Council's Advisory Committees including the Gender Equity Advisory Committee and Multicultural Advisory Committee were consulted. It was found that more men than women were supportive of the proposal to install CCTV (though nearly two thirds of women were in support) and more women than men would feel uncomfortable accessing spaces with real-time monitoring of CCTV.</p> | <p>Yes</p> | <p>Alongside gender, the GIA considered it important to understand the any differences in the community's views by age and cultural background. Therefore the consultation was disaggregated for these cohorts (along with gender).</p> |

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| <p>Integrated Plans</p> | <p>Policy</p> | <p>The Integrated Plans comprise the Community Vision (long term view - how our City will look in 20 years), Council Plan (four-year Plan comprising strategic objectives), Asset Plan (10 year plan, outlines the approach to asset management) and Financial Plan (10 year financial statements and performance indicators).</p> | <p>For Review</p> | <p>Yes</p> | <p>A Gender Impact Assessment (GIA) was undertaken to inform the planning of the Imagine Monash in 2040 project. The GIA informed the planning of the consultation process, particularly the need to use multiple approaches to ensure a wide range of contributions as well as testing that the emerging themes reflected the broader needs of the community. Intersectional gender equity was included in the consultation and different plans by:</p> <p>Amending the consultation to ensure a wide range of contributions as well as testing that the emerging themes reflected the broader needs of the community.</p> <p>Incorporating the theme heard through the consultation that Council services and the City were inclusive of the broader community.</p> <p>In the Council Plan: Including under Section 2 'Inclusive Services' the need to appreciate the diversity of Monash in order to provide inclusive services, and lists gender equity and a range of intersectional characteristics as important to incorporate in our services, programs and advocacy. Section 4 'Good Governance' includes the need to meet Gender Equality Act 2020 requirements, continue to focus on a culture of inclusion, diversity, safety and wellbeing and embed aligned values and behaviours underpinned by policies, processes and practices.</p> <p>In the Council Vision: Including a statement that Monash is proud of its diverse community, including people of all gender identifies. Includes a principle of the vision is that 'when making decisions, be transparent, inclusive, democratic, equitable, and reflective of the community's diversity (e.g. age, gender, sexuality, income level, language and ethnicity) ensuring decentralised and wide distribution of decision-making amongst the Monash Community.'</p> | <p>Yes</p> | <p>The way in which Council has discussed its inclusive services and that it is proud of its inclusive community includes explicit mention of people of different genders as well as different cultural backgrounds, ages, sexuality, and so on.</p> |
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| Governance Rules Review 2021 | Policy | The Governance Rules govern the conduct of Council meetings and meetings of any delegated committee the Council may establish. These rules also govern the process for the election and incorporate Council's Election Period Policy. | For Review | Yes | Amended the document language to be more inclusive and remove references to binary gender e.g. throughout 'his/her' has been replaced with 'they/them'. | No | - |
| Immunisation Fees and Charges Review | Service | Council offers vaccinations through the National Immunisation Program Schedule for infants, school children and adults. | For Review | No action taken | The charging of the set cost for the non-funded vaccines will continue as set by the Commonwealth. Advocacy to see these added to the free listings will continue. | Yes | A fees and charges GIA checklist was developed which included prompts around a range of characteristics that may affect how people experience fees and charges. |
| Brine Street Fees and Charges Review | Service | Brine Street Child Care and Kindergarten provides childcare and kindergarten programs managed by Council. The centre provides 50 childcare places and 17 kindergarten places a day for children aged from 8 weeks to 5 years. | For Review | No action taken | At this point, given the access to the Commonwealth fee relief no action is required for the Brine Street fees. | Yes | A fees and charges GIA checklist was developed which included prompts around a range of characteristics that may affect how people experience fees and charges. |
| Kindergarten Enrolment Fees and Charges Review | Service | Monash Council maintains a Central Enrolment Register for 32 kindergartens in the municipality. There is a fee of \$14 to enrol a child. | For Review | No action taken | The fee is \$14 for a family to enrol their child in both 3- and 4-year-old kindergarten with no further fees. The fee is increased by the community % set by Finance. Any family who feels that they are unable to pay will have their fee waived through appropriate approvals. No request to waive the fee is ever denied. | Yes | A fees and charges GIA checklist was developed which included prompts around a range of characteristics that may affect how people experience fees and charges. |
| Libraries Fees and Charges Review | Service | The Library Fees and Charges include low level fees for services such as replacement of lost items, interlibrary loans, photocopying and printing. | For Review | Yes | Maintain low levels of fees (i.e. no overdue fees). With many fees held at current rates to reduce any impact. Consider removing Lost Library card fee, and review documentation of staff capacity to waive fees. | Yes | A fees and charges GIA checklist was developed which included prompts around a range of characteristics that may affect how people experience fees and charges. Socio-economic considerations taken into account. Majority of library borrowers are women who may be caring for children or others. |
| Events Fees and Charges Review | Service | Events Fees and Charges may include those for permits for commercial use, and to hire public space. | For Review | Yes | Maintain low levels of fees Hold many fees at current rates to reduce any impact. Review difficulty in the grants application process to gather further data to inform future decisions. | No | |

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| <p>Dog Off Leash Area Review and Policy</p> | <p>Policy</p> | <p>This policy provides the rationale for the provision of off-leash areas in the City of Monash, including detailing the site assessment methodology and key principles to be applied when determining and assessing off-leash areas in Monash.</p> | <p>For Review</p> | <p>Yes</p> | <p>A literature review was undertaken and revealed that women and families with children are the most likely to have a pet. This helped to inform the consultation and considerations.</p> <p>Through the consultation, direct communication and/or presentation was made to Monash's Advisory Committees, including the Disability Advisory Committee, Young Persons Reference Group, Positive Aging Reference Group, Gender Equity Advisory Committee and Multicultural Advisory Committee.</p> <p>An online survey was also conducted and of the respondents, 57% (364 respondents) identified as female, 37% (239 respondents) as male and 6% (41 respondents) preferred not to say or identified as 'other'. Women who were dog owners (65%) and local residents (60%) tended to have a stronger interest in the draft policy than men. Men (63%) with links to sports clubs demonstrated a higher interest in the policy than women.</p> <p>Feedback collected through the consultation included the consideration that women (often accompanied by young children) feel safer and find valuable social support in fenced off leash areas.</p> <p>The process recommended that gender disaggregated data continue to be collected in relation to animal ownership in Monash. The policy includes design principles and overall there has been expansion of some off leash areas, some new areas proposed, and the removal or reduction of 5 off leash areas. The majority of off leash areas will be unfenced as this is believed to optimise appropriate owner control over dogs.</p> | <p>Yes</p> | <p>There was direct communication and/or presentation to Monash's advisory groups - Disability Advisory Committee, Young Persons Reference Group, Positive Aging Reference Group and Gender Equity Advisory Committee & Multicultural Advisory Group to seek a range of views from people with different lived experiences.</p> |
| <p>Gender Equity Framework</p> | <p>Policy</p> | <p>The Gender Equity Framework guides Council's work in this space. It includes a policy statement, principles and recommendations to ensure that Council continues to exceed its obligations under the</p> | <p>For Review</p> | <p>Yes</p> | <p>Amended the Framework to reduce the use of binary language.</p> <p>Amended the Framework to focus on people of all genders while acknowledging the historical disadvantage faced by women and gender diverse people.</p> | <p>Yes</p> | <p>Council's policy statement includes reference to - and acknowledgement of - the need to take an intersectional approach to promoting gender equity wherever possible, acknowledging that gender inequality may be compounded by other forms of disadvantage or discrimination on</p> |

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| | | Gender Equality Act 2020, and to our community. | | | <p>Amended the consultation to seek out diverse views of people with lived experience were sought.</p> <p>Amended the Framework to recommend that gender is a standard demographic question with consistent inclusive language used.</p> <p>Amended the Framework to change the way that the Framework refers to people of Aboriginal and Torres Strait Islander descent, in consultation with the RAP consultant.</p> <p>Amdended the Framework to make explicit the need to have more meaningful engagement with people from CALD backgrounds.</p> | | <p>the basis of sex and gender, as well as age, disability, ethnicity, gender identity, race (including Aboriginal and Torres Strait Islander descent), religion, sex, and/or sexual orientation.</p> <p>Three of the Framework's recommendations (2, 4 and 8) refer to intersectionality; including the need to work with our advisory committees on intersectionality, the need to strengthen our intersectional activities particularly in relevant languages and with our multicultural and faith-based communities, and for our LGBTIQ+ communities, people with a disaqbility, and young people aqnd older community members. It also commits to gathering intersectional demographic data where supported by research and allowed under the Privacy and Data Protection Act.</p> |
| CCTV Policy | Policy | The CCTV Policy provides a framework for ensuring that the positive benefits of Council CCTV are maximised, while protecting the rights of those whose images are captured. | New | Yes | Amended the Policy to include a requirement that a GIA is conducted every time a new CCTV system is implemented or an existing installation significantly altered. | Yes | In order to understand any gendered, age and culturally diverse differences in the community's views on the proposal, both the survey and telephone questions were disaggregated for these cohorts. |

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| <p>Landfill Redirection: Improving Food Waste Recycling</p> | <p>Service</p> | <p>Community consultation was undertaken regarding Council's intention to commence a weekly FOGO service and fortnightly landfill collection.</p> | <p>New</p> | <p>Yes</p> | <p>Amended the consultation by considerations of gender e.g. in scope of questions and in who was consulted. Also consulted with the Gender Equity Advisory Committee, Disability Advisory committee, The Multicultural Advisory Committee, Postiive Aeing Reference Group and Environmental Advisory Committee.</p> <p>Amended the service by giving special provision for households with 2 or more children in nappies; and due to requests (particularly by women) for further support from Council, the support pack will include the types of information most requested.</p> <p>We also led a 12 Council Reusable Nappy feasibility study and are currently delivering the recommendations of that study with 14 other Councils (which has the potential to reduce landfill in households with children in nappies).</p> | <p>Yes</p> | <p>Officers were aware of the fact that due to the gendered nature of caring, and intersections with age, disability and parenting status, women may be more greatly impacted by the changes are they are more likely to need to use/deal with nappies and incontinence pads as well as doing the majority of unpaid domestic labour. This was therefore explored during community consultation and interestingly in fact women were more positive about the changes than men but wanted more specific support from Council, and also both men and women were similarly concerned about issues with nappies.</p> |
| <p>Public Health Approach to Gambling Harm</p> | <p>Policy</p> | <p>The Policy outlines Council's commitment to reducing harm from gambling within the City of Monash and guides Council in its decision making on gambling harm prevention.</p> | <p>For Review</p> | <p>Yes</p> | <p>When collecting gambling policy consultation data, Council will capture disaggregated data including data for people who are transgender or gender diverse, age and cultural background.</p> <p>Amended the Policy to acknowledge the link between family violence and gambling.</p> <p>Amended the policy to commit to deliver targeted gambling harm prevention strategies to engage vulnerable community members.</p> <p>Amended the Policy to include a commitment to promote family violence support services when communicating gambling harm prevention messages.</p> <p>Amended the Policy to update the evidence base and the inclusion of available gendered data.</p> | <p>Yes</p> | <p>There has been a link identified between loneliness and gambling. Groups of people that might be at risk of loneliness or alienation may also be at a higher risk of harm from gambling. This could include people with a disability, newly arrived community members and older people. People who speak a language other than English at home will also have a unique set of needs and risk to gambling harm, in part due to risk of loneliness. People that speak a language other than English are also more likely to have barriers to engaging with gambling harm awareness messages/education and gambling support services.</p> |

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| Mulgrave Library Redevelopment | Program | A redeveloped library will provide a welcoming and contemporary space for the community. | New | Yes | <p>Research and consultation showed that the majority (73%) of library borrowers are women. There was also a desire from the community to keep the small community feel, and the informal social connection and wellbeing provided by the library.</p> <p>The redevelopment will allow greater storage capacity and therefore more collections in other languages and the community feel of the library will be retained. The afterhours return chute may allow those who are working during library opening hours to better utilise the library. Consideration will also be given to other programming that may encourage more use of the library by men e.g. Saturday morning story time or similar.</p> | Yes | The Pride Bookclub is important to users, and a need was identified for more books and resources in languages other than English. |
| Community Safety Framework | Policy | The Framework provides Council with a strong strategic direction and basis to plan, implement and evaluate Community Safety policies, programs and actions across the community. | For Review | Yes | <p>Amended the Framework to include definitions about language, including acknowledge of binary language, and use of 'violence against women'.</p> <p>Amended the Framework to include a specific section on women and safety (p. 8) and reference to the Gender Equality Act 2020 and Gender Impact Assessments (p. 10).</p> <p>Amended the Framework to include Principle 1 which relates to: Safety of women, girls and gender diverse people and the promotion of gender equality. On p. 14 the Framework commits to GIAs being conducted over community safety work.</p> | Yes | <p>Intersectionality is explained on p. 14 and outlines how council will attempt to ensure intersectionality is considered in community safety. Also refers to partnerships with multicultural communities (p. 19)</p> <p>Principle 2 refers to: creating safe, accessible and inclusive public spaces for everyone and talks about the way in which this needs to careful consideration for the needs of children and families, parents and carers, women and gender-diverse people, our First Nations people and communities, as well as people living with a disability, and our older residents.</p> |

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| <p>Women and Gender Diverse Bike Sessions</p> | <p>Service</p> | <p>The program was developed because women have lower rates of participation in cycling than men. It aimed at building confidence for women and gender diverse people to cycle.</p> | <p>New</p> | <p>Yes</p> | <p>The whole aim of the program was designed to promote gender equality, intending to address the gap in rates of cycling participation between women, men and gender diverse people. Through the GIA process we:</p> <p>Tailored the advertising to include wording such as 'boosting confidence', 'fun' and explicitly women-friendly.</p> <p>Used images of women and gender diverse people of different backgrounds in the advertising collateral and offered at a time people suggested would be convenient to them.</p> <p>Employed a women specific bike training service.</p> | <p>Yes</p> | <p>The program sought to advertise using diverse images to appeal to a broader range of women and gender diverse people from a range of backgrounds. We used a trainer who was comfortable, experienced and literate in delivering work to an LGBTQIA+ audience to ensure that they were an LGBTQIA+ friendly trainer.</p> |
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| <p>Tender for Parking and Enforcement Services</p> | <p>Service</p> | <p>Parking and Enforcement Services include a range of services including physical resources to conduct the patrolling and enforcement of parking restrictions, Provide an Infringements Management System, Report on traffic, parking and asset maintenance issues as appropriate, and more.</p> | <p>For Review</p> | <p>Yes</p> | <p>The Assessment found that a person's individual circumstances can be identified and responded to through the internal review process. An internal review is a right under the Infringements Act 2006 (the Act). It allows a person to apply to an enforcement agency for a review of their decision to issue the infringement notice.</p> <p>In terms of service delivery there is a need to ensure that customers have access to options other than the digital experiences on offer. A review of the contract specifications has confirmed that alternative options can be delivered including manual processes and in-person transactions where the service can be tailored to all needs.</p> <p>The Assessment recommended the following actions that will be implemented by the contract Supervisor during the initial term of the contract:</p> <ol style="list-style-type: none"> 1. Family Violence training to be delivered to Parking Officers and Infringement Review Officers be it at the contractors or Council's cost. 2. Promotion of infringement review options and payment options 3. Ongoing review of Infringement Review Guidelines 4. Investigate the generation of reports that identify trends in terms of gender and specific needs or concerns raised by users. | <p>Yes</p> | <p>The assessment found that people who interact with the service have varying needs including, but not limited to individuals that:</p> <ul style="list-style-type: none"> • are managing single or low-income households • come from culturally and linguistically diverse backgrounds • are experiencing financial stress • are experiencing family violence • require accessible parking opportunities • are dealing with addiction, mental health issues and psychological stress • drop children off at school • are carers • may not have access to technology |
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| Student and Shared Accommodation Guidelines | Policy | The role of the guidelines is to provide greater detail and guidance when applying the local policy in the assessment of planning applications for student or shared accommodation. | For Review | Yes | Amended the draft Guidelines to include additional requirements relating to access, security and lighting for student and shared accommodation in Monash. Note that while the draft Guidelines have been amended, they have not yet gone out for consultation. | Yes | An intersectional approach has also been considered, which recognises that there are a large number of international students, who may speak a language other than English, who live in Monash. The Monash Student and Shared Accommodation Background Report identifies that students who are born overseas remain vulnerable to exploitative behaviours by their landlords. To address this, the Student and Shared Accommodation Policy proposes to include that student and shared accommodation applications must submit a management plan which: Provides arrangements for providing international, interstate or country students with access to welfare support; and Provides contact details for a suitably responsible person, who is available 24 hours a day, 7 days per week, that are displayed in a manner that is visible to any person entering the site. |
| Bogong Carpark Extension Project | Program | The extension of the carpark is to provide new car parking spaces for Glen Waverley. | New | Yes | Concerns about safety and particularly lighting were noted and will be addressed through the design. | Yes | Consideration was given to needs of carers and people with disability in terms of access. It was considered that this would be met by DDA compliance. |
| Environmental Advisory Committee Terms of Reference | Policy | The role of the Environmental Advisory Committee is to act in an advisory capacity to Council on issues relating to environmental sustainability, improving the Monash environment and on the implementation of Council's Environmental Sustainability Strategy 2016-2026. The Terms of Reference were reviewed as required under the previous TOR, and to align them with the Advisory Committee Policy and Governance Guidelines. | For Review | Yes | Amended the Terms of Reference to state that "Council will ensure that all members have an equal opportunity to contribute to the discussion and that the meetings are accessible and flexible for all members, including offering virtual attendance. We seek to remove barriers to participation (i.e. caring responsibilities, living with a disability), and while we understand many people choose not to disclose, members are encouraged to identify barriers they face so we can put measures in place to address needs." The TOR also notes that community members will be reimbursed for transport and/or childcare costs that they have incurred in participating in meetings and related activities. | Yes | The Terms of Reference is broad in its scope and seeks to remove barriers for a range of people through offering flexibility and any other access needs. |

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| <p>Monash Arts and Culture Strategy 2025</p> | <p>Policy</p> | <p>The Monash Arts and Culture Strategy identifies a whole of City vision that supports growth, recovery and celebration of creative and cultural industries, organisations and individuals, to continue to sustain and inspire the Monash community. The Strategy provides a focus with clear actions to activate new and innovative projects that are data driven, and support community and commercial enterprises to flourish.</p> | <p>New</p> | <p>Yes</p> | <p>Amended the Strategy to include the ongoing support of female emerging artists and representation of females in lead positions.</p> <p>Amended the Strategy to ensure creative spaces should cater for all genders, including accessible toilets and breastfeeding facilities.</p> | <p>Yes</p> | <p>The Strategy notes the way in which the COVID-19 pandemic job losses lead to disproportionate impacts for culturally and linguistically diverse people, women and young people; and loss of public confidence to attend events or connect in community.</p> |
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| <p>LGBTIQ+ Action Plan</p> | <p>Policy</p> | <p>Council's first LGBTIQ+ Action Plan builds on our commitment to LGBTIQ+ inclusion and provides a framework and actions to better understand and respond to the experiences and priorities of LGBTIQ+ communities in Monash.</p> | <p>New</p> | <p>Yes</p> | <p>Amended the consultation to collect demographic information including information on gender, sexual orientation, Country of Birth, cultural identity, including Aboriginal and Torres Strait Islander, age, disability.</p> <p>Amended the consultation process to provide different mechanisms for consultation. Face to Face, online surveys, feedback walls, key informant interviews, informal and formal feedback to strengthen the consultation process. Consulted Monash's Advisory Committees</p> <p>Amended the Action Plan to include: Intersectionality; Community Voice; and Access and Inclusion, as key principles.</p> | <p>Yes</p> | <p>An intersectional gender lens has been applied throughout the development of the LGBTIQ+ Action Plan. Due to the nature of the action plan, the collection of data and consultation in itself always held gender at the forefront. The key audience for the plan and the consultation is to promote equality in the LGBTIQ+ community which will benefit the whole of Monash communities.</p> <p>Council consulted and gained commitment from 23 different teams across the organisation to ensure a whole of Council approach and that intersectionality was a key consideration. This includes across the age spectrum – Child, Youth and Families, through to Positive Ageing; Community Strengthening including staff representatives from the Multi-cultural, Disability, Gender and LGBTIQ+ Advisory Committee's as well as the draft Reconciliation Action Plan.</p> <p>We note that almost one in three (30%) participants reported living with a disability or long-term health condition which will need to be a key consideration on how we deliver the action plan.</p> |
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| <p>Monash Community Grants Program Policy and Terms of Reference</p> | <p>Policy</p> | <p>The intent of the Monash Community Grants Program Policy is to provide a robust and transparent framework to guide the program through which Council provides cash and in-kind funding to community groups and organisations to assist them to deliver activities and services for the community of Monash.</p> | <p>For Review</p> | <p>Yes</p> | <p>The program has been and will continue to be delivered by applying an intersectional lens on how it is delivered and the projects that are funded. Some changes that have been implemented over the past 12 months to ensure gender equity and diversity continue to be embedded in the program are:</p> <ol style="list-style-type: none"> 1. Explicitly calling for applications from underrepresented communities, such as LGBTQA+, Aboriginal & Torres Strait Islanders and people with disabilities. 2. Providing MCGP guidelines in multiple languages, Greek, Simplified & Traditional Chinese, as well as English. 3. Providing multiple opportunities for assistance and through various formats and at various times - after hours, during business hours, in person and online to ensure people from various backgrounds and with different responsibilities can access this support. 4. Providing diversity and inclusion training opportunities to all grant recipients to give them information on how they can make their groups/clubs/organisations more welcoming and inclusive, as well as provide a greater understanding of the importance of diversity. 5. Continuing to collect demographic and other data to track changes over time to better understand who in the community is benefitting and/or potentially missing the benefits of the program. | <p>Yes</p> | <p>See actions taken.</p> |
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| <p>Monash Reconciliation Action Plan (RAP)</p> | <p>Policy</p> | <p>The Reconciliation Action Plan outlines the approach Council will take to work alongside our Traditional Owners and Aboriginal and Torres Strait Islander peoples and our community to advance reconciliation in our workplace and across Monash.</p> | <p>New</p> | <p>Yes</p> | <ol style="list-style-type: none"> 1. The RAP will apply an intersectional gender lens across all our work on representing Aboriginal and Torres Strait Islander culture and experiences but will consider the diverse range of other community inputs. 2. When assessing the cultural learning needs of the community, we will consider the specific needs of those community members who identify as Aboriginal and Torres Strait Islanders, LGBTQI+, who have a disability, women, men, and others. 3. Explore Aboriginal and Torres Strait Islander involvement, perspective and inclusion on other significant events (16 days of activism, International Women’s Day, Are you OK?) other than just First Nations Festival days. 4. Ensure that work around all our policies and strategies consider the diverse experiences of our Aboriginal and Torres Strait Islander peoples, including how other forms of discrimination shape the needs of our education programs. 5. Promoting the RAP through our different internal and external advisory committee’s and working groups. These recommendations will be incorporated into the final RAP document. | <p>Yes</p> | <p>See actions taken.</p> |
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| <p>Monash Boulevards Urban Design Framework</p> | <p>Policy</p> | <p>The Monash Boulevards Urban Design Framework provides a strong vision for the major boulevards of Dandenong Road (Princes Highway) and Springvale Road to guide future residential development and improvements to the public realm.</p> | <p>New</p> | <p>Yes</p> | <p>(1) The GIA was commenced prior to the Stage 1 consultation, with amendments made to the Discussion Paper in consultation with the Gender Equity Advisory Committee (GEAC) prior to release for consultation.</p> <p>(2) A new section was added to the Discussion Paper that discussed public realm improvements that could enhance perceptions of safety and needs of different user groups.</p> <p>(3) The draft BUDF includes various references to safety and perceptions of safety, and the needs of different user groups – e.g. Part A Section 3.4 (Sustainable and resilient communities’ framework) and Design Objective 07 (in Part C).</p> <p>(4) The Stage 2 community consultation included a survey that asked demographic questions, including gender, age cohort and suburb. The feedback provided in this consultation was used to assist in the finalisation the BUDF for adoption</p> | <p>Yes</p> | <p>Different user groups were considered especially in relation to safety and accessibility e.g. older people, parents and people caring for others, people with a disability.</p> |
| <p>Community Safety Month 2023</p> | <p>Program</p> | <p>Community Safety month is held annually across Monash in October and includes a suite of community engagement programs, events, forums and activities with a community safety focus. Open to all Monash residents.</p> | <p>New</p> | <p>Yes</p> | <p>The Gender Equity & Diversity team were invited to speak at the Community Safety Planning Meeting about gender inclusive programs and information provided to staff and stakeholders about applying a gender lens to community safety programs.</p> <p>Monash staff and key stakeholders and partners, were encouraged to complete a GIA for their planned programs.</p> <p>Overall, staff were encouraged to reflect on the GIA when developing their program, event or activity.</p> | <p>Yes</p> | <p>Intersectionality was discussed and defined within the Gender equity and diversity presentation. Monash staff were given examples of programs that could be titled, presented and planned in ways that would embrace gender diversity, and be adaptable and considerate for the needs of parents/cares, people of diverse genders, people from CALD backgrounds, and people living with a disability. A example might be to run a program at a time that doesn’t coincide with school drop off and pick up times where parents/carers might need to be at their children’s school/childcare/kinder.</p> <p>Also some information was offered on making our events and programs gender inclusive (e.g a rainbow flag or lanyard) to welcome our LGBTIQ+ community.</p> |

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| Active Communities | Program | Based upon adult participation rates in sport and recreation, key wards have been identified as focus areas for program delivery. | New | Yes | Programs will be available for all cohorts with a strong focus on inclusive language. Provide programs that enable participants the flexibility to participate their way. Develop sustainable pathways that allow participants to progress and move into other areas of services including a pathway into Leisure and Aquatic centres. Active Communities will continue to assess the viability of programs and services, ensuring that focus remains on providing an inclusive and diverse opportunities for all members of Monash community to participate in active recreation. This will ensure that more people in our community have access to participating in active recreation. | Yes | See actions taken. |
| Early Years Infrastructure (Budget bid) | Program | The Early Years Infrastructure Plan allows for construction of a wide range of early years buildings as well as a range of building extensions and refurbishments. | New | Yes | We will continue to ensure that consultation takes a range of forms in order to allow as many people as possible to take part (including children). All infrastructure will be physically accessible, and we work with families to ensure that the service is also culturally safe. Those families requiring further assistance will be provided with 'soft entry' options. Translations will be provided where needed and all services built will provide appropriate signage and inclusive posters ensuring people of all genders and sexualities, different cultural backgrounds, ages, abilities and socio-economic backgrounds are welcomed. | Yes | See actions taken. |
| Access Keys (Budget bid) | Service | Access Keys are customised accessibility guides that provide accurate and convenient information about accessing venues, events and programs at the click of a button. They are universally designed and suitable for all people, regardless of ability. | New | No action taken | This budget bid was not successful in this round so no actions have been taken to date. | Yes | An intersectional lens was at the forefront given the key stakeholders are people with a disability. Commitment was made to ensuring imagery is diverse and representative, of all genders and the broader community and inclusive language is used. |

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| Volunteer Policy | Policy | The policy is an outline for all Council business units that deliver services and programs that utilise volunteers registered with Council. The policy will also guide Council's vision for the ongoing recruitment, management and recognition of volunteers that encourages community participation and social interaction through volunteering opportunities. | New | Yes | <p>Actions include:</p> <p>In the Policy, including a statement on diversity and inclusion (including ability, LGBTIQ+) and an acknowledgement of country.</p> <p>In our work with volunteers, prioritising volunteers' safety – by taking on board feedback and organising a variety of training sessions focused on safety including liaising with Vic Pol and council's safety officer, and health providers;</p> <p>Exploring working with SEV to expand their demographic gender question (i.e. move beyond binary);</p> <p>Consider starting to collect demographic (including gender) data when conducting evaluations/seeking feedback from volunteers, in order to better understand any gendered or other issues for volunteers in Monash;</p> <p>Acknowledge the link with wellbeing/loneliness framework and work to build in opportunities for social connections between volunteers;</p> <p>Ensure that translations are available wherever possible for training sessions and information and/or information about interpreters or language aides are available.</p> | Yes | We considered the need to be more inclusive of different cohorts, and the fact that many volunteers tend to be older people. We will ensure training opportunities have translations or language aids available wherever possible to ensure people who may speak a language other than English are able to take part. |
| Annual Business Survey | Program | The Monash City Council Annual Business Survey gathers information regarding our business community and their needs in Monash to assist us to plan Council's economic development activities, training and development opportunities. | For Review | Yes | Amended the survey to add questions around inclusion and diversity with specific questions about gender equality | Yes | We asked businesses if there were additional networks (additional to the existing Women's Business Network) that would be beneficial to their business e.g. Does your business identify as any of the following: Aboriginal and Torres Strait Islander owned and/or operated or employing Aboriginal or Torres Strait Islander people, inclusive of people with disabilities, LGBTIQ+ owned and/or operated or employing LGBTIQ+ people or supportive of people who may face employment or other social barriers. |

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| Parklets on Roads Policy | Policy | The Policy supports eligible hospitality businesses to offer outdoor dining in locations that are ordinarily used as car parking spaces. | New | Yes | Policy objectives that state outdoor dining on roads will, amongst other things: be safe, attractive and sympathetic to surroundings; be accessible by people of all abilities and ages; provide high quality design that positively contributes to the local character; foster neighbourhood interaction; and help activate streets and the perception of safety. | Yes | In developing the policy, consideration was given to people who might have a disability, be a carer of young children or others, and/or be of different abilities and ages. |
| Monash Community Grants Program | Program | The Monash Community Grants Program provides funding to support community groups and organisations to deliver projects, activities and events to strengthen, enhance and benefit the Monash community. | For Review | Yes | <p>Actions include:</p> <p>Continue to offer assistance sessions at different times, both during work hours and after hours, to enable access for those who require assistance with their applications, with interpreters available when requested.</p> <p>Continue to offer capacity building sessions to our groups including on gender equity, access and inclusion.</p> <p>Track the number of projects that address gender equality over time (i.e. compare results this year to those in future grant rounds).</p> <p>Consider ways to work with and support the groups that have identified gender equality and/or prevention of violence against women as priorities for their group/project</p> | Yes | Intersectionality was particularly considered in designing the assistance sessions e.g. ensuring that there were a range of options for people to attend at different times, in person, online, and with interpreters available. |
| Flag Report | Service | Council has flown the Rainbow Flag across the municipality for a number of years to support and recognise the LGBTIQ+ communities on dates of LGBTIQ+ significance. However the design of the flag was reviewed to ensure it was as inclusive as possible. | For Review | Yes | The current Rainbow Flag will be replaced by the Inclusive Pride Flag | Yes | The current rainbow flag does not fully represent everyone in the LGBTIQ+ communities. We had feedback through our community consultation for the LGBTIQ+ Action Plan that the Intersex Inclusive Pride Flag should be used. This flag ensures that more people, including those who are trans and gender diverse, intersex, and people of colour, are reflected in the flag and feel more welcome and represented in Monash. It therefore better promotes intersectional gender equality. |

Attachment 7.2.1.1 Attachment 1 - Gender Impact Assessment Progress Report

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|--|---------------|---|------------|------------|--|------------|---|
| <p>Participation and Investment Study</p> | <p>Policy</p> | <p>The Sports Participation and Investment Study was developed to provide a better understanding of the distribution of capital and operational expenditure being spent on sport in Monash and who benefited from the investment. The study looks at participation levels across different sports in Monash, including female and CALD participation trends, as well as historical and current investment data across sporting codes in Monash.</p> | <p>New</p> | <p>Yes</p> | <p>The majority of data presented in the study was developed and researched using existing internal data sets. This includes capital and operational investment data since 2010 and sports club participation data. However, in addition to this, the study benefits from some important information that was sourced from key project partners/external stakeholders. This includes:</p> <ul style="list-style-type: none"> • An academic literature review undertaken by Deakin University to determine enablers and barriers to female and CALD participation • Active Xchange analysis of latent or unmet demand for participation in sport and recreation in Monash • Social Support Initiatives That Facilitate Exercise Participation for People with Disability: A Scoping Review undertaken by the International Journal of Environmental Research and Public Health | <p>Yes</p> | <p>This unique project is expected to inform future planning in Monash and be used as a key reference point to address historical inequities across community sport.</p> <p>It was identified that we needed to develop an evidence base around these assumptions that not only shows current gaps in inclusive participation, but can very much be used to inform future planning, Council spend and allocations to facilities that best serve Monash’s diverse community.</p> <p>The key findings from this project include:</p> <ul style="list-style-type: none"> • Based on participation rates across Monash sports fields, men and boys account for 83% of all usage, this equates to an average annual spend on sportsground maintenance of \$5,683,697 for men and \$726,249 for women or girls. • Turf cricket is the sport with the highest annual spend per participant at \$2,114. At the time of the study, no female cricketers were regularly playing turf cricket in Monash. • Rugby, athletics and archery are the sports with the lowest annual spend per participant in Monash. • Soccer, cricket and basketball were found to have slightly higher levels of CALD participation when compared with national averages. • Golf, Netball, AFL and Lawn Bowls were found to have lower levels of CALD participation when compared with national averages. • Unwelcoming participation settings and/or clubs, as well as not being considered a priority are included in the primary barriers to CALD participation in sport in Monash. |
|--|---------------|---|------------|------------|--|------------|---|

Attachment 7.2.1.1 Attachment 1 - Gender Impact Assessment Progress Report

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|-------------------------------------|---------|--|------------|-----|---|-----|---|
| Shine Women's Health Program | Program | This six-week program encouraged Mandarin speaking women to get active, learn about different health topics, connect with others and live healthy lives. | New | Yes | Recognising the differences in health outcomes for people of different genders, this program was developed in order to support women to access in-language information they need to help them get active and live healthy lives. | Yes | <p>Monash has a very culturally diverse population, with 52% of people speaking a language other than English at home. Of these other languages, Mandarin is dominant and is spoken by 15.2% of Monash's population. To ensure that we help more women in the community access the information and support they need, this program was delivered in Mandarin with partners including the Multicultural Centre for Women Health, Women Health East, miCARE and Diabetes Victoria.</p> <p>Consultation occurred with community and efforts went to ensuring Mandarin speaking women's perspectives shaped the program. Community leaders, professionals and community were consulted via focus groups and survey (with translation/interpretation options).</p> |
| Oakleigh Lights | Program | Installation of new lights at Eaton Mall which have the ability to program colours. These can be used to raise awareness of events or celebrations. | New | Yes | <p>Actions included:</p> <p>Promoting gender equality in sport by lighting up for women's and men's teams (i.e. both Soccerroos and Matildas, and both AFLW and AFLMens seasons);</p> <p>Lighting up for events that celebrate women and/or advocate for primary prevention (e.g. International Women's Day, and 16 Days of Activism Against Gender Based Violence).</p> | Yes | <p>Given Monash's highly culturally diverse community, and wishing to take an inclusive approach, the lighting schedule includes dates such as:</p> <p>Pride Awareness Week, IDAHOBIT Day, Wear It Purple Day, and Intersex Awareness Day celebrating our LGBTIQ+ communities;</p> <p>Chinese New Year, Greek National Day;</p> <p>NAIDOC week; and more.</p> |
| Council Budget | Program | A Gender Impact Assessment (GIA) was undertaken on the past three Budgets (2021-22, 2022-23 and 2023/24). Gender is a fundamental consideration for the Budget, as it provides for Council operations that include services, assets, facilities, programs and activities. It also incorporates the major initiatives identified by the Council as priorities in the Council Plan, to be undertaken during the next financial year. | For Review | Yes | Completion of the GIA highlights the importance of continued reflection on available data, and consultation processes. A process including a 'gender impact assessment review', as part of the setting of annual fees and charges by services, such as libraries, has been implemented. As an example, the Active Monash pricing model reflects the GIA review conducted in 2021/22 has assisted in improving accessibility for the aged, older, disabled, women and families, by reducing pricing as a barrier. In addition, for 2023/24, Active Monash will be introducing an allocation model to improve gender equitable access and use of Council owned community sports | Yes | Officers were requested to apply an intersectionality lens when preparing the annual fees & charges schedule |

Attachment 7.2.1.1 Attachment 1 - Gender Impact Assessment Progress Report

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|----------------------------|---------|--|------------|-----|---|-----|--|
| | | | | | <p>infrastructure.</p> <p>This year, meaningful and targeted gender impact assessment consultation and consideration were implemented for all budget project bids which identified projects had a 'direct' and 'significant' impact on the community. This allows Council to ensure relevant assessments occur at the project level.</p> | | |
| Library Collections | Service | Library collection provision for Monash Community. Library Collection in this instance covers: books; periodicals and newspapers; audio-visual materials (DVDs, AV-Book kits); and ebooks, eaudiobooks and online resources. | For Review | Yes | <p>Increasing the range of items available in languages other than English and target budget to specific collections that are most demanded e.g Picture Books for pre-schoolers.</p> <p>Planning underway for non-fiction genrefication along with reduction in shelving heights.</p> <p>Creating subject lounges/zones to create low sensory zones within the library.</p> | Yes | 73% of library borrowers are women and the main collection borrowed is Picture and Board Books. Reduction in shelving height will make collection more accessible along with increase in languages available for pre-schoolers. The library collection aims to appeal to all sectors of the community and increasing the ease of use of the library (such as reducing the reliance on Dewey cataloguing which can be intimidating) will ensure greater community engagement. |

a. Strategies and Measures

Gender Equality Commission Definitions

| Strategies and measures | Status | Status description | Evaluation of success | Timeline & Responsibility |
|--|---|---|--|---|
| <p>List your organisation's strategies and measures. Include one strategy or measure per row.</p> <p>These are 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 you GEAP.</p> <p>In particular, you need to explain:</p> <ul style="list-style-type: none"> • Why you have selected that status from the drop down menu; and • Whether the status indicates any delay or change from what was planned in your GEAP and if so, the reason for this change. | <p>Evaluating the success of each of your strategies or measures may include:</p> <ul style="list-style-type: none"> • Tracking against pre-identified success markers. These markers may have been specified in your GEAP. • Other evaluation markers that may not have been specified in your GEAP, such as participation levels, outcomes, or measure, • Other ways the strategy or measure has contributed to promoting gender equality in your defined entity. | <p><i>Timeline</i> If you GEAP included a timeline for action or implementation for your strategies and measures, include this timeline below.</p> <p><i>Responsible</i> Include the role or team responsible for implementing of each strategy or measure.</p> |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

City of Monash Gender Equality Action Plan 2021-2025

| Strategies and measures | Status | Status description | Evaluation of success | Timeline & Responsibility |
|--|----------------|--|--|---|
| Review & renew aspirational statements | Void/cancelled | The aspirational statements were developed locally by Council's previous People and Safety leadership and not relevant organisation wide. A review of operational and strategic priorities was completed and this measure was cancelled. In the coming 18 - 24 months a review of our corporate values is due to be undertaken which will benefit the broader organisation. | N/A | 2022/23 People & Safety |
| Review & look to implement Australian and New Zealand Standard Classification of Occupations (ANZSCO) codes into current systems | Complete | The ANZSCO code implementation into Council's Payroll system was completed in February 2023. The implementation also included the mapping of current roles. | In total, 195 ANZCO codes from the Local Government sector codes were loaded into Council's Payroll system against 1,333 positions. The assignment of codes is now an embedded process for newly created roles, including a quarterly maintenance report which will enable successful reporting for the Workforce Audit 2023/24. | 2022/23 People & Safety |
| Develop achievement register to assist with progress reporting (internal & external) | Ongoing | An achievement register was developed in November 2022. The Register is shared between relevant departments in the organisation which have oversight of initiatives under Gender Equality, LGBTQIA+ (including Rainbow Tick accreditation), Free From Violence and Council's Reconciliation Action Plan. This multi-disciplinary approach enables an intersectional lens and incorporates both internal and external achievements. | To date there are 25 different line items for initiatives that have been delivered in Year 1, noting that each line item could include various initiatives (e.g. Inclusive Leadership Training was three separate modules). There is representation from intersectional portfolios, including the Enterprise Agreement, learning and development and staff and community events for significant days of celebration. The achievement register will be leveraged to support other reporting for the organisation. | 2022/23 People & Safety, Community Strengthening |
| Deliver targeted campaigns to attract diversity in governing bodies | Void/cancelled | This measure was reviewed and has since been deemed no longer relevant due to the recruitment and attraction of Councillors not being an influence of Officers. | N/A | 2022/23 Executive Leadership Team |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Strategies and measures | Status | Status description | Evaluation of success | Timeline & Responsibility |
|--|----------------|---|--|--------------------------------------|
| Target specific cohorts to improve attraction strategies, such as women & other minority groups | Void/cancelled | This measure was reviewed and has since been deemed no longer relevant due to the recruitment and attraction of Councillors not being an influence of Officers. | In 2022/23 the Mayor and Deputy Mayor were both female. | 2022/23 Executive Leadership Team |
| Ensure policies, procedures & practices align with key equity, diversity & inclusivity objectives | Void/cancelled | This measure was reviewed and has since been deemed no longer relevant. | All Councillor policies and procedures are reviewed regularly. | 2022/23 Executive Leadership Team |
| Liaise with external partners to support promotion, attraction & retention strategies in Local Government with an emphasis on governing bodies composition | Ongoing | Conversations have been held throughout the year with Municipal Association of Victoria (MAV) and Victorian Electoral Commission (VEC) regarding Councillor elections in 2024 and improving diversity and recruitment/onboarding. | This measure is ongoing, due to the timing of the Councillor elections in 2024. Initial conversations have been held with external associations. | 2022/23 Executive Leadership Team |
| Strengthen mechanisms and procedures to report and act on sexual harassment of any kind | Complete | In June 2023, a stand-alone Sexual Harassment Policy and Procedure was introduced following a consultation process. The Policy focuses on supports for reluctant complainants while maintaining procedural fairness. | The stand-alone Policy reinforces to employees that Council maintains a zero-tolerance approach to sexual harassment in the organisation by undertaking preventative measures such as education and training to ensure all employees are aware of their rights and responsibilities. | 2022/23 People & Safety |
| Align Sexual Harassment Policy principles with other key policies, procedures and practices organisation wide | Complete | The Sexual Harassment Policy and Procedure aligns to significant reports on sexual harassment in recent years which provide recommendations for Australian workplaces, such as 'VAGO Sexual Harassment in Local Government Report' and 'Australian Human Right's Commission Respect@Work Report'. | During the consultation period the draft Sexual Harassment Policy and Procedure was provided to different cohorts across the organisation, including the LGBTIQ+ Committee and Gender Equity Internal Steering Committee for feedback to ensure that both documents aligned to key intersectional practices. Ongoing, the process of consultation will continue with key policies and procedures. | 2022/23 People & Safety |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Strategies and measures | Status | Status description | Evaluation of success | Timeline & Responsibility |
|--|-------------|---|--|--|
| Complement formal and online sexual harassment training for all employees with regular face to face training | In Progress | <p>Initial training delivery was dependant on the introduction of the stand-alone Sexual Harassment Policy (refer to above measure). Whilst this was being undertaken, Council rolled out anti-sexual harassment and bullying training for the Monash Operations Centre.</p> <p>Training for the broader organisation will be delivered by Council's internal workplace relations subject matter experts in early 2024.</p> | The priority for 2022/23 was the creation of a standalone Sexual Harassment Policy and Procedure with subsequent training to ensure alignment. | 2022/23 (Note: timing changed to 2023/24) People & Safety |
| Implement and participate in ongoing prevention and support campaigns, for example RESPECT Victoria and employee assistance programs | Complete | <p>This measure has been successfully completed across the year with various initiatives, including but not limited to:</p> <p>Free From Violence: grant funding received, including appointment of an employee. Action plan and monitoring and reporting has been completed.</p> <p>Employee Assistance Program: As part of the tender for a new Employee Assistance Program (EAP) Provider Council strengthened support offerings for all employees. The new provider includes initiatives, such as five (5) free counselling sessions and specialised support lines (i.e., LGBTIQ+ and Family Violence).</p> <p>Employee Events: Employee events for days of significance have included, but are not limited to, 16 Days of Activism, Polished Man, NAIDOC week, IDAHOBIT day, International Women's Day, Wear It Purple Day and International Day of People with Disability.</p> | Ongoing prevention and support campaigns for all employees has been a key focus over the last year. With a change of Employee Assistance Program (EAP) provider, there was strong engagement across all departments and teams with a representative from the People and Safety team attending 20 team meetings to talk about the enhanced EAP offerings, organisational communications and all staff online Zoom events with our provider. | 2022/23 People & Safety, Community Strengthening, Gender Equity Internal Steering Committee |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Strategies and measures | Status | Status description | Evaluation of success | Timeline & Responsibility |
|---|---------|---|--|---|
| Continue to seek employee feedback to inform ways to improve psychological safety | Ongoing | <p>As part of the employee engagement survey the following five key diversity and inclusion questions are asked:</p> <ol style="list-style-type: none"> 1. I can be my authentic self 2. I feel respected at Monash 3. I feel valued for the unique contribution I can make to Monash 4. I am comfortable sharing my personal background and experiences at Monash 5. Monash values diversity & inclusion. <p>Data is also gathered from employee exit surveys, as part of the grievance framework, EAP provider reports on usage of services by employees and the psychological safety focus in the OHS Committee across the organisation that meet every quarter.</p> <p>As part of the Monash Learning Academy, a pillar of learning and development was implemented for all employees that focuses on ways to effectively manage external stressors and the mental health of oneself and others.</p> | <p>On average, employees that responded to the employment engagement survey answered yes 77% of the time to the five key diversity and inclusion questions. These results are positive and reflect that employees generally feel comfortable at Monash.</p> <p>All feedback collected through the various mechanisms help to inform current and future actions.</p> <p>Further work has been identified to continue to improve the psychological safety of employees through ongoing training and education.</p> | 2022/23 People & Safety |
| Align strategic and operational workforce plans to address inequities and imbalances | Ongoing | The role of the People and Safety (HR) Business Partner has been re-engineered to work alongside Senior Leaders in the organisation to focus on the removing of inequities and imbalances from the work environment and work plans/practices. This measure is ongoing as conversations are occurring on a regular basis. | The renewed and strengthened relationships between Council's People and Safety (HR) Business Partners and Senior Leaders has supported discussions in the organisational design planning space, including position descriptions and vacancies, and has seen an uplift in planning and outcomes. | 2022/23 Executive Leadership Team, People Leaders, People & Safety |
| Implement targeted recruitment campaigns (internal and external) to increase diverse role | Ongoing | This measure is ongoing. Targeted recruitment campaigns are based on vacancy type and division. | All recruitment adverts include a diversity statement and some job adverts that have been traditionally male dominated have been re-assessed to ensure wording is welcoming to women and gender diverse | 2022/23 People Leaders, People & Safety |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Strategies and measures | Status | Status description | Evaluation of success | Timeline & Responsibility |
|--|----------|---|---|---|
| type participation including women in leadership | | Council's People & Safety Business Partners work with Hiring Managers to tailor specific recruitment strategies. | people. Discussions between Council's People and Safety (HR) Business Partners and Senior Leaders are also focused on the key skills and transferable skills a role requires to ensure a more equitable recruitment strategy and broader thinking during the selection process. | |
| Implement and promote internal role opportunities and strengthen gender balance role pipelines | Ongoing | This measure is ongoing. All vacant positions are advertised internally. Examples of this have included Executive Manager People and Safety and Director Corporate Services at Executive Leadership level and secondments at Manager level. | Towards the end and after the conclusion of the reporting period, Council saw a greater increase in women in leadership positions at Manager (four) and Executive Leadership level (one). | 2022/23 Executive Leadership Team, People Leaders, People & Safety |
| Improve internal reporting systems and analytical and reporting capacity and capability | Complete | This measure has been completed. As part of the new people reporting framework introduced, Council can provide greater reporting and analytical support. | The new reporting framework will allow Council to be able to provide greater data and metrics as part of its workplace gender audit. | 2022/23 People & Safety |
| Continue to seek employee feedback and analyse data and metrics to inform critical actions | Ongoing | This measure is ongoing. As part of the employee engagement survey, employees were given the option to disclose their gender identity. The results of this will be reviewed and aligned to the psychological safety of our employees. | Employee engagement and feedback is done through various mechanisms throughout the year to support the employee engagement survey(i.e. Monash Learning Academy and all-staff online Zoom events). The feedback is then used to inform actions and provide required support and guidance. | 2022/23 People Leaders, People & Safety |
| Design and build data sets around diversity (intersectionality), recruitment and other comprehensive people metrics to support operational and strategic planning and improve, equity, diversity and inclusion | Complete | This measure has been completed. A people reporting framework was developed and has been implemented. These reports are shared with business leaders. To increase Council's intersectionality dataset, as part of the new starter forms, there are intersectional data questions for completion that align to the Gender Equity Commission reporting requirements. | The people reporting framework, which includes data on diversity, recruitment and other key people metrics has been implemented across the organisation. This includes the implementation of 'levels to CEO' and 'GEAP staff intersectional data survey' to ensure alignment to the Gender Equality Commission requirements. This will enable Council to provide more comprehensive data reporting in the future. | 2022/23 Executive Leadership Team, People Leaders, People & Safety |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Strategies and measures | Status | Status description | Evaluation of success | Timeline & Responsibility |
|---|-------------|---|--|---|
| Establish programs to provide employment to those who typically have difficulty breaking into the labour market, including workers with disabilities, immigrants, Aboriginal and Torres Strait Islander people and LGBTIQ+ people | In progress | <p>This measure is in progress. As an organisation, different departments have initiatives, for example Active Monash have an Inclusive Employment Program and our Economic Development team run an Expanding Horizons community project.</p> <p>Part of this measure is to ensure that the organisation, and facilities, are seen as culturally safe.</p> <p>Initial conversations were undertaken with external groups, such as LGPro and the Eastern Region Group (ERG) of Councils. However, conversations did not progress due to the external groups' projects not being a correct fit for Council.</p> | This measure is ongoing and will become a focus as part of Council's Employee Value Proposition. | 2022/23 Executive Leadership Team, People Leaders, People & Safety |
| Prioritise talent and succession management to identify a formal leadership pipeline with particular emphasis on increasing participation of women and gender diverse people in leadership roles and talent retention | In progress | <p>This measure is in progress, with the first phase of succession planning completed at the Executive Leadership level.</p> <p>The next phase is to complete succession planning at the Manager level.</p> | The succession planning process helps to identify leadership talent pipeline, increasing leadership roles for women and gender diverse people and talent retention as well as retirement planning. | 2022/23 Executive Leadership Team, People Leaders, People & Safety |
| Review and research cultural practices, including flexible working, norms and traditions which may impede workplace flexibility and innovation | Not started | Planned to commence in a future year. | N/A | 2023/24 People & Safety, People Leaders |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Strategies and measures | Status | Status description | Evaluation of success | Timeline & Responsibility |
|---|-------------|---|---|--|
| and ultimately equity | | | | |
| Reduce barriers to people with a disability obtaining and maintaining employment at Monash Council | Not started | Planned to commence in a future year. | N/A | 2023/24 People & Safety, People Leaders |
| Provide all employees with LGBTIQ+ inclusion training and other equity, diversity and inclusion education and awareness on an ongoing basis | Ongoing | This measure commenced earlier than originally planned. Part one of this measure was the rollout of a three-part inclusion training program for all employees between September 2022 and March 2023. The three modules were: Module 1 - Identity awareness Module 2 - Identifying systemic barriers & biases in decision making processes Module 3 - Leading with diversity & becoming advocates for change. | Although originally planned to commence in a future year, part of this measure has been completed. The next stage, which will be completed during the 2023/24 year is including LGBTIQ+ inclusion training modules on our online learning platform. Cultural awareness training was completed outside of the reporting period commenced with key identified group of stakeholders and is due to be rolled out to the organisation in early 2024. | 2023/24 People & Safety, Community Strengthening |
| Implement key messaging and change strategy (re: pay equity culture) | Not started | Planned to commence in a future year. | N/A | 2024/25 Executive Leadership Team, People Leaders, People & Safety |
| Using comprehensive data sets, address, identify and report on pay inequity issues | Not started | Planned to commence in a future year. | N/A | 2024/25 People & Safety |
| Develop timely strategies to address pay inequities | Not started | Planned to commence in a future year. | N/A | 2024/25 Executive Leadership Team, People Leaders, People & Safety |
| Embed frameworks, policies, procedures and | Not started | Planned to commence in a future year. | N/A | 2024/25 Executive |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Strategies and measures | Status | Status description | Evaluation of success | Timeline & Responsibility |
|---|-------------|---|---|---|
| practices that prevent pay inequities (link to Remuneration Framework) | | | | Leadership Team, People Leaders, People & Safety |
| Apply relevant policy principles to mitigate bias that may result in pay inequities in the future | Not started | Planned to commence in a future year. | N/A | 2024/25 Executive Leadership Team, People Leaders, People & Safety |
| Seek and act on employee feedback regarding consistent flexible working arrangements | Ongoing | This measure commenced earlier than originally planned. Employee consultation sessions occurred towards the end of 2022 and Council's Flexible Working Policy and Procedure was updated to reflect this feedback. | Employee consultation will be ongoing as the Flexible Working Policy and Procedure are updated in line with the policy framework. | 2023/24 Executive Leadership Team, People Leaders, People & Safety |
| Act on employee feedback to ensure Monash Council has a fair and reasonable culture where flexible working can be exercised where reasonably practicable to all employees | Ongoing | This measure commenced earlier than originally planned. As noted in measure above, employee feedback was sought prior to updating Council's Flexible Working Policy and Procedure. Prior to finalising the Policy and Procedure, employee feedback themes and draft Policy and Procedure were provided to employees for further feedback. | Employee feedback will be ongoing as it helps us as an organisation understand how a culture of flexible working is used across the organisation. | 2023/24 Executive Leadership Team, People Leaders, People & Safety |
| Review and redesign role types to cater for flexible working arrangements (as relevant) | Not started | Planned to commence in a future year. | N/A | 2024/25 Executive Leadership Team, People Leaders, People & Safety |
| Promote and embed a culture of flexible working in recruitment campaigns (attraction strategies) | Not started | Planned to commence in a future year. | N/A | 2024/25 Executive Leadership Team, People Leaders, People & Safety |
| Continue to review and | Ongoing | This measure commenced earlier than originally | | 2023/24 |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Strategies and measures | Status | Status description | Evaluation of success | Timeline & Responsibility |
|--|--------|---|-----------------------|--|
| strengthen policies, procedures and practices with employee input and consultation | | planned. Policies and procedures are updated as per the policy framework and now include a mechanism for employee consultation. | | Executive Leadership Team, People Leaders, People & Safety |

b. Resourcing your GEAP

Gender Equality Commission Guidance

| Allocation of resources to implement the strategies and measures in your GEAP |
|---|
| <p>Recommended</p> <p>You might consider some or all of the following, in addition to any other aspects you consider relevant:</p> <ul style="list-style-type: none"> • Who implements the strategies and measures in your GEAP? What role do they perform at what level in your defined entity? • How many staff members/FTE are allocated to implementing the strategies and measures? • Was enough resourcing allocated to successfully implement your strategies and measures? In not, how will this be addressed? |

City of Monash comments

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| <p>As an organisation, we have a longstanding commitment to, and leadership role in, promoting gender equality and are committed to achieving gender equality across all aspects of our organisation. This is the basis that guides the delivery on Council’s commitments, as outlined in its Gender Equality Action Plan.</p> <p>The facilitation of delivery of the initiatives sits with the People and Safety team in conjunction with the Community Strengthening team. Holistically, the accountability to drive business change is the responsibility of People Leaders. Across both teams, the resourcing profile is:</p> <p>People and Safety 1 x FT Project Lead (co-ordinator level) – responsible for reporting on and delivery of initiatives and workforce facing programs, provides secretariat support to the Gender Equity Internal Steering Committee, main contact point with the Commission for Gender Equality in the Public Sector. 1 x FT Workforce Analytics and Reporting officer (officer level) – responsible for the development and implementation reporting requirements, including ANZCO code implementation, levels to CEO, workforce audit data, intersectional data collection, reporting framework.</p> <p>Community Strengthening 1 x 0.8 FTE Gender Diversity & Equity Co-ordinator (co-ordinator level) – responsible for reporting on and delivery of Gender Impact Assessments, embedding internal processes and community facing programs. 1 x 0.4 FTE Gender Equity Officer (officer level) – responsible for the Monash-specific tools and resources specific to Gender Impact Assessments and providing guidance and training to employees.</p> <p>Further to that, other staff help with the delivery of measures within this plan as required. For example, during the reporting period, the Payroll team reporting line was changed from People and Safety to Finance. There was a resource in Payroll (officer level) that would assist with the implementation of codes into Council’s payroll system and associated remuneration reporting. Moving forward, People and Safety and Payroll will work together to maintain this.</p> |
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Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

There was also internal support from Council's Gender Equity Internal Steering Committee, which has 17 committee members representing all five (5) divisions of the organisation. Members of this committee were from all levels of the organisation including Officer, Co-Ordinator, Manager, Executive and Chief Executive Officer. This committee met quarterly for two (2) hours and would provide input and feedback on progress, planned initiatives and events.

For each initiative outlined in Council's Gender Equality Action Plan, the responsible teams/personnel was identified as well as support teams/personnel. This was able to drive accountability across the organisation. For example, where the People and Safety team were listed for an initiative, the leadership team would discuss and allocate tasks as appropriate to team members.

c. Workplace Gender Equality Indicators

Gender Equality Commission Guidance – Workplace gender equality indicators

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|--|---|--|--|---|---|---|---|---|---|--|
| | | | a | b | c | d | e | f | g | |
| This column contains the seven workplace gender equality indicators. | Indicate whether your organisation has made progress in relation to the workplace gender equality indicators. | Demonstrate your progress in relation to each workplace gender equality indicator. In this column, please explain why you believe changes in your data do or do not represent progress against each indicator. Refer explicitly to quantitative changes in the data between your previous workplace gender audit and your progress audit. 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 this indicator. | Indicate below whether or not one of these factors has affected your organisation's progress against each indicator. You are encouraged to reference these factors in your discussion in column L. | | | | | | | If you have selected 'yes' to any of the factors in the columns to the left, you are encouraged to complete this column. This column allows you to discuss each factor that has affected your organisation's progress in relation to any of the workplace gender equality indicators. |

Factors key:

- a. The size of the defined entity, including the defined entity's number of employees.
- b. The nature and circumstances of the defined entity, including any barriers to making progress.
- c. Requirements that apply to the defined entity under any other Act, including an Act of the Commonwealth.
- d. The defined entity's resources.
- e. The defined entity's operational priorities and competing operational obligations.
- f. The practicability and cost to the defined entity of making progress.
- g. Genuine attempts made by the defined entity to make progress.

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

City of Monash comments

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|--|-----------------------------|--|---------|---|---|---|---|---|---|--------------------|
| | | | a | b | c | d | e | f | g | |
| Gender composition of all levels of the workforce | Yes | <p>In Council's 2021 audit, women represented 60% of the organisation in the year to 30 June 2021. In Council's 2023 progress audit, this increased by 1% to 61%. Gender diverse people represented less than 1% of the organisation, which has remained the same from 2021 to 2023. Note: less than 10 employees identified as gender diverse, which may not be a complete reflection across the organisation.</p> <p><i>Gender composition by level</i> In 2021, women represented 100% at CEO level, 29% at Executive level, 36% at Manager level, 63% at Coordinator level, 52% at Team Leader level and 61% at All Other Employees level of the organisation. Gender diverse people were represented at All Other Employees level. In 2023, women represented 100% at CEO level, 33% at Executive level, 35% at Manager level, 59% at Coordinator level, 59% at Team Leader level and 67% at Other People Leader level and 62% at All Other Employees level of the organisation. Gender diverse people were represented at Team Leader level. The change in the classification of gender diverse people at All Other Employee level in 2021 to Team Leader level is due to the implementation of levels to CEO prior to the 2023 audit and another level, Team Leader, being introduced.</p> <p><i>Gender composition by employment type</i> In 2021, of the women represented in the organisation, 48% were employed on a full-time permanent basis, 42% on a full-time fixed term contract, 85% on a part-time permanent basis, 64% on a part-time fixed-term contract and 63% casual. In 2023, of the women represented in the</p> | N | N | N | N | N | N | N | |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|---|-----------------------------|---|---------|---|---|---|---|---|---|---|
| | | | a | b | c | d | e | f | g | |
| | | <p>organisation 48% were employed on a full-time permanent basis, 55% on a full-time fixed term contract, 86% on a part-time permanent basis, 100% on a part-time fixed-term contract and 62% casual. Of the gender diverse people represented in the organisation, in 2021, less than 1% were employed on a full-time permanent basis and 1% were employed on a full-time fixed term contract. In 2023, less than 1% of gender diverse people were employed on a full-time permanent basis, part-time permanent basis and casual.</p> <p>In analysing the above data, the gender composition by employment type has stayed consistent between 2021 and 2023, with two noticeable increases being full-time fixed-term contract, which increased by 13%, and the part-time fixed-term contract, which increased by 15%. Women now solely occupy the part-time fixed-term contract employment type during the reporting period. Council are seeing this begin to change post the reporting period.</p> | | | | | | | | |
| Gender composition of governing bodies | No | <p>In analysing Council's 2021 and 2023 audit data, the composition of governing body by gender has remained the same, with 36% women. There are no gender diverse people at governing body level.</p> <p>No progress has been made in the gender composition of governing body, due to no Councillors elections being held during the reporting period.</p> <p>During the reporting period, there was a change in mayor from male to female in November 2022.</p> | N | N | Y | N | N | N | N | <p>(c) Requirements that apply to the defined entity under any other Act, including an Act of the Commonwealth.</p> <p>During the reporting period there were no governing body elections, which are governed by the Local Government Act 202, so this would impact the progress made of the overall composition of the governing body.</p> |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|---|-----------------------------|--|---------|---|---|---|---|---|---|--|
| | | | a | b | c | d | e | f | g | |
| <p>Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender</p> | Yes | <p>In analysing Council’s 2021 and 2023 audit data, the overall median annualised base salary pay gap between women and men has increased by 3%, in favour of women, going from -4.1% in 2021 to -7.1% in 2023. The overall median annualised base salary pay gap between gender diverse and men has seen a decrease by 5.8%, going from -32.6% in 2021 to -26.8% in 2023. This figure is still in favour of gender diverse people. Overall, progress has maintained with gender pay equity.</p> <p>Note: In Council’s Gender Equality Action Plan 2021-2025, the representation of the pay gap is opposite to standard reporting (i.e. A pay gap which is positive (e.g. 10%) generally indicates an inequality in earnings that favours men on average. With our Action Plan, we have represented an inequality in earnings that favours male employees on average with a pay gap that is negative (e.g. -10%). To ensure we are consistent with the standard, the progress reporting commentary for pay gap is the standard reporting way.</p> <p><i>Gender pay gap by level</i></p> <p>In 2021, the gender pay gap by level for women was favourable to men across all levels. The gender pay gap for women, by level, in 2021 was 28.2% at Executive level (noting the CEO salary is not included in this figure), 3.5% at Manager level, 7.4% at Coordinator level and 14.6% at Team Leader level. The gender pay gap by level for gender diverse people in 2021 was favourable at the only reported level, All Other Employees, by -32.6%.</p> <p>In 2023, the gender pay gap by level for women was favourable to men across all levels, excluding All Other</p> | N | N | N | N | Y | N | N | <p>(e) The defined entity's operational priorities and competing operational obligations.</p> <p>In developing the Gender Equality Action Plan 2021-2024 initiatives were developed taking into consideration operational priorities and obligations. As such, priority was ensuring the organisations alignment to the Gender Equality obligations, which included ANZSCO codes, level to CEO implementation and data reporting.</p> <p>The initiative to address pay gap inequities was to be delivered in the 2024/25 year of the Plan.</p> |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|-----------|-----------------------------|--|---------|---|---|---|---|---|---|--------------------|
| | | | a | b | c | d | e | f | g | |
| | | <p>Employees. The gender pay gap for women, by level, in 2023 was 32.6% at Executive level (noting the CEO salary is not included in this figure), 5.5% at Manager level, 7.4% at Coordinator level, 1.1% at Other People Leader level and -1.6% at All Other Employee level. The gender pay gap by level for gender diverse people in 2023 was favourable at the two reported levels, Team Leader by -3% and All Other Employees, by -14%.</p> <p>When looking at the gender pay gap by level between 2021 and 2023, the increases in pay inequity were at the Executive and Manager levels.</p> <p><i>Gender pay gap by employment type</i> In 2021, the gender pay gap by employment type was favourable to women and gender diverse people across all employment types, excluding part-time fixed-term contract women, which had a pay gap of 11.5% favourable to men. The gender pay gap for women, by employment type, in 2021 was -5% for full-time permanent basis, -24.3% for full-time fixed-term contract, -12.6% for part-time permanent basis, 11.5% (in favour to men) for part-time fixed-term contract and 0% for casual. The gender pay gap for gender diverse people, by employment type, in 2021 was -20.9% for full-time permanent basis, -29.8% for full-time fixed-term contract and -21.9% for part-time permanent basis.</p> <p>In 2023, the gender pay gap for women, by employment type, was 1.2% for full-time permanent basis, 0% for full-time fixed-term contract, 1.6% for part-time permanent basis and 0% for casual. The gender pay gap for gender diverse people, by employment type, in 2023 was -21.9%</p> | | | | | | | | |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|---|-----------------------------|--|---------|---|---|---|---|---|---|---|
| | | | a | b | c | d | e | f | g | |
| | | <p>for full-time permanent basis, -12.9% for part-time permanent basis and -14% for casual.</p> <p>When looking at the gender pay gap by level between 2021 and 2023, the pay gap is still favourable to men in the full-time permanent basis and part-time permanent basis. There has been positive pay equity gains in the full-time fixed-term contract.</p> <p>As identified in Council's Gender Equality Action Plan, in the 2024/25 year there is an initiative to 'develop timely strategies to address pay inequities'. Council expects to see further progress in the next reporting period.</p> | | | | | | | | |
| Sexual harassment in the workplace | Yes | <p>In analysing Council's 2021 and 2023 audit data, there was a reduction of sexual harassment complaints by two. In 2021, there were three reports, whereas in 2023 there was one report (noting this report was an employee regarding a member of the public). In both years, the gender of the complainants were women. In terms of outcomes from formal complaints, Council found that in 2021 there were two outcomes where an agreement to change or stop the behaviour and one outcome where the matter was dismissed, whereas in 2023 the outcome was the removal of the perpetrator from the work area. Council has attributed these changes to the introduction of a stand-alone Sexual Harassment Policy and re-enforcement that the organisation will act on all reports.</p> <p>Council's 2021 Employee Experience Survey data (339 responses received) showed that 5% of women, 3% of men and 14% gender diverse people had experienced sexual harassment in the workplace. In 2023, our Employee Experience Survey data (242 responses) showed that 8% of</p> | N | N | N | N | N | Y | Y | <p>(f) The practicability and cost to the defined entity of making progress. After initial research and meeting with various providers to deliver the sexual harassment face to face training for the organisation (approx. 1300 employees) budget constraints were identified as a barrier. Training materials are currently being developed in-house and will be developed by our workplace relations team, who are subject matter experts in this area.</p> <p>(g) Genuine attempts made by the defined entity to make progress. With the introduction of a standalone policy and procedure, this was a demonstration to the organisation our commitment to providing a safe, inclusive and respectful environment</p> |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|---|-----------------------------|--|---------|---|---|---|---|---|---|--|
| | | | a | b | c | d | e | f | g | |
| | | <p>women, 1% of men and 21% of gender diverse people/prefer not to say (grouped for anonymity) experienced sexual harassment, which showed an increase with the women and gender diverse/prefer not to say cohorts and a decline with men. Due to the low number of responses with the Employee Experience Survey data, Council is unable to further analyse this. Council notes that these figures represent an increase in anonymous self-reporting of sexual harassment in comparison to the workforce reporting which shows a decrease.</p> <p>The increase of the self-reporting of sexual harassment through Council's Employee Experience Survey is considered progress, as this indicates that the new Policy and Procedure, employee training conducted to date and the awareness of reporting is having an impact on employees. As part of this process, Council has promoted the need for reporting and will create a safety in confidence culture where speaking up is ok and it provides the organisation the opportunity to make further progress over the coming years.</p> | | | | | | | | <p>for all employees and stakeholders, free from sexual harassment and all forms of gender related violence. Our organisation has a zero tolerance approach to sexual harassment and takes all reports seriously.</p> <p>Due to cost barriers, as noted above, the employee training will now be delivered in-house in 2024. There was an immediate need to deliver some iHR training to our depot employees, which covered sexual harassment.</p> <p>We would expect with the increase in conversations around the importance of reporting any sexual harassment that this will lead to an increase in reporting.</p> |
| Recruitment and promotion practices in the workplace | Yes | <p>In Council's 2021 audit, women represented 46% of new recruits in the year to 30 June 2021. In Council's 2023 progress audit, this increased by 13% to 59%. There were no employees recruited that identified as gender diverse in 2021 or 2023.</p> <p><i>Recruitments by level</i></p> <p>In 2021, of the women recruited 67% were at Coordinator level, 60% at the Other People Leader level and 45% All Other Employees level. There were no new recruits at Executive or Manager level. In 2023, of the women recruited 33% were at Manager level, 71% at Coordinator</p> | N | N | N | N | N | N | N | |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|-----------|-----------------------------|---|---------|---|---|---|---|---|---|--------------------|
| | | | a | b | c | d | e | f | g | |
| | | <p>level, 88% at Team Leader level, 100% at Other People Leader level and 58% at All Other Employees level. There were no new recruits of gender diverse people.</p> <p><i>Recruitments by employment type</i> In 2021, of the women Council recruited, 30% were employed on a full-time permanent basis, 45% on a full-time fixed term contract, 38% on a part-time permanent basis, 83% on a part-time fixed-term contract and 51% casual. In 2023, of the women recruited 47% were employed on a full-time permanent basis, 52% on a full-time fixed term contract, 78% on a part-time permanent basis and 64% casual. There were no new recruits of gender diverse people.</p> <p>Given the overall 13% increase from 2021 to 2023, Council has made progress with recruitment of women in the workplace. For the period July 2023 to December 2023 (after reporting period), Council newly recruited one woman at Executive level and two women Manager level. This demonstrates that Council's efforts are making an impact across the organisation, given that historically Executive and Manager level tended to be more stable, with a very low turnover rate.</p> <p><i>Promotions</i> In Council's 2021 audit, 43% of women were awarded a permanent position in the year to 30 June 2021. In Council's 2023 progress audit, this increased by 25% to 68%. These promotions occurred at all levels of the organisation.</p> <p>In 2021, of the women that were awarded a permanent</p> | | | | | | | | |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|-----------|-----------------------------|---|---------|---|---|---|---|---|---|--------------------|
| | | | a | b | c | d | e | f | g | |
| | | <p>position, 100% (two) were at Manager level, 67% (two) at Coordinator level, 28% (five) Team Leader level and 57% (four) at All Other Employees level. In 2023, of the women that were awarded a permanent position, 50% (one) were at Executive level, 50% (one) at Manager level, 60% (three) at Coordinator level, 29% (two) at Team Leader level, 100% (two) at Other People Leader level and 76% (29) at All Other Employees level.</p> <p>Of the employees that completed the Employee Experience Survey, in 2021 55% of women and 36% of gender diverse people agreed that the organisation makes fair recruitment and promotion decisions, based on merit. In 2023, 45% of women and 29% gender diverse/prefer not to say people agreed. Even though there was a decline in this percentage across both cohorts, this could be attributed to the lower number of employees completing the Employee Experience Survey in 2023.</p> <p>The Employee Experience Survey also indicated in 2021, that 50% of women and 27% of gender diverse people agreed or strongly agreed they have an equal chance at promotion in the organisation, compared with 54% of women and 29% of gender diverse/prefer not to say people in 2023.</p> <p><i>Exits</i> Exits from Council had a slight increase between 2021 and 2023, with 50% of women exiting in 2021 compared with 60% in 2023. There were no employees exited that identified as gender diverse in 2021 or 2023. When breaking this down, in 2021 of the women that exited, 20% were at Manager level, 60% at Coordinator level, 13% at</p> | | | | | | | | |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|-----------|-----------------------------|---|---------|---|---|---|---|---|---|--------------------|
| | | | a | b | c | d | e | f | g | |
| | | <p>Team Leader level and 52% at All Other Employees level. In 2023, of the women that exited, 100% was at Executive level, 50% at Manager level, 73% at Coordinator level, 71% at Team Leader level and 58% at All Other Employees level.</p> <p><i>Higher duties</i> In our 2021 audit, women represented 40% of employees received higher duties in the year to 30 June 2021. In our 2023 progress audit, this increased by 8% to 48% and Council also saw an increase of 1% of gender diverse people receiving higher duties.</p> <p>In 2021, of the women that received higher duties 50% were at Executive level, 58% at Manager level, 52% at Coordinator level, 25% at Team Leader level and 55% at All Other Employees level. At CEO level, no women received higher duties. No gender diverse people received higher duties in 2021. In 2023, of the women that received higher duties 100% were at Executive level, 40% at Manager level, 63% at Coordinator level, 33% at Team Leader level, 75% at Other People Leader level and 48% at All Other Employees level. 5% of gender diverse people received higher duties at Team Leader level.</p> <p>As per the Commission reporting guidance, higher duties were only recorded if the acting period was at least two weeks in duration. As such, there were no higher duties recorded at CEO level.</p> <p><i>Internal secondments</i> In Council's 2021 audit, 50% of women received an internal secondment in the year to 30 June 2021. In Council's 2023 progress audit, this increased by 5% to 55%.</p> | | | | | | | | |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|---|-----------------------------|---|---------|---|---|---|---|---|---|--------------------|
| | | | a | b | c | d | e | f | g | |
| | | In 2021, of the women that received an internal secondment 83% were at Executive level, 75% at Manager level, 42% at Coordinator level, 39% at Team Leader level and 56% at Other People Leader level. In 2023, of the women that received an internal secondment 33% at Coordinator level, 75% at Team Leader level and 58% at All Other Employees level. There were no internal secondments at Executive or Manager level during the reporting period in 2023. | | | | | | | | |
| Availability and utilisation of terms, conditions and practices relating to: | Yes | <p>In developing Council's Gender Equality Action Plan in 2021, flexible working arrangements were approached in two ways, informal and formal. Day to day and ad-hoc flexible working needs are considered informal and managed locally without formal documentation and application requirements. More formalised flexible working, such as part-time hours, purchased leave and ongoing arrangements to work a compressed week, for example, is formalised via a documented process.</p> <p>During the 2023 reporting year, Council revised its Flexible Ways of Working Policy and Procedure, which now includes the organisation being a hybrid workforce, where the role can do so (e.g. not customer facing). The standard way of working is a hybrid split of three days in the office and two days remote.</p> <p><i>Formal flexible working arrangement by level</i> In 2021, of the employees that had a formal flexible working arrangement, by level, there were six women at Coordinator level, one woman and one man at Other People Leader level and 17 women and six men at All Other Employees level.</p> | N | N | N | N | N | N | N | |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|-----------|-----------------------------|---|---------|---|---|---|---|---|---|--------------------|
| | | | a | b | c | d | e | f | g | |
| | | <p>In 2023, of the employees that had a formal flexible working arrangement, by level, there were two women and three men at Executive level, five women and three men at Manager level, 15 women and 12 men at Co-ordinator level, 11 women and three men at Team Leader level, five women and one man at Other People Leader level and 130 women and 69 men at All Other Employees level.</p> <p>Council has seen an increase in formal flexible working arrangements during the 2023 reporting year across all levels.</p> <p>Of the employees that completed the Employee Experience Survey, in 2021 67% of women and 64% of gender diverse people agreed they are confident that if they requested a flexible work arrangement, it would be given due consideration. In 2023, 77% of women and 50% gender diverse/prefer not to say people agreed. This represents a 10% increase for women and 14% decrease for gender diverse/prefer not to say people. It is highly likely that the significant decrease in the gender diverse/prefer not to say people is due to the lower number of employees in this cohort that completed the Employee Experience Survey.</p> <p><i>Parental and carers leave</i></p> <p>In 2021, of the employees that took parental leave, by employment type, there was one woman at Manager level, two women at Coordinator level, six women and eight men at Other People Leader level and six women and five men at All Other Employees level. There were no employee</p> | | | | | | | | |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|-----------|-----------------------------|--|---------|---|---|---|---|---|---|--------------------|
| | | | a | b | c | d | e | f | g | |
| | | <p>exits whilst on parental leave.</p> <p>In 2023, of the employees that took parental leave, by employment type, there three women at Coordinator level, two women at Team Leader level, one woman and one man at Other People Leader level and 28 women and eight men at All Other Employees level. No parental leave was taken at Manager level. There were no employee exits whilst on parental leave.</p> <p>In 2021, 207 women and 105 men took carers leave.</p> <p>In 2023, 220 women, 130 men and one gender diverse person took carers leave. Council has seen an increase in this leave being taken by men and gender diverse people since 2021.</p> <p>As part of Council's Enterprise Agreement changes during 2023, paid partner leave was increased from two weeks to four weeks. We would expect to see an increase of men taking paid partner leave in the next reporting period.</p> <p><i>Family violence leave</i> In Council's 2021 audit, two women took family violence leave in the year to 30 June 2021. In Council's 2023 progress audit, this increased by one, with three women taking family violence leave. No gender diverse people took family violence leave.</p> <p>Of the employees that completed the Employee Experience Survey, in 2021 89% of women and 64% of gender diverse people agreed that their organisation would support them if they needed to take family violence</p> | | | | | | | | |

Attachment 7.2.1.2 Attachment 2 - Gender Equality Action Plan Progress Report

| Indicator | Confirm if progress is made | Progress description | Factors | | | | | | | Factors discussion |
|--|-----------------------------|--|---------|---|---|---|---|---|---|--------------------|
| | | | a | b | c | d | e | f | g | |
| | | leave. In 2023, 93% of women and 89% gender diverse/prefer not to say people agreed. | | | | | | | | |
| Gendered segregation within the workforce | Yes | <p>In Council's 2021 audit, of the women represented across the organisation according to ANZSCO code, 38% were Managers, 71% were Professionals, 67% were Clerical and Administrative Workers, 34% were Labourers, 60% were Community and Personal Service Workers and 34% were Technicians and Trades. Of the gender diverse people represented across the organisation according to ANZSCO codes, 0.3% were Professionals, 0.3% were Community and Personal Service Workers and 1% were Labourers.</p> <p>In Council's 2023 audit, of the women represented across the organisation according to ANZSCO code, 48% were Managers, 72% were Professionals, 65% were Clerical and Administrative Workers, 27% were Labourers, 63% were Community and Personal Service Workers and 24% were Technicians and Trades. Of the gender diverse people represented across the organisation according to ANZSCO codes, 0.6% were Professionals, 0.3% were Clerical and Administrative Workers and 2% were Labourers.</p> <p>Overall, Council's gender by ANZSCO code has remained stable between 2021 and 2023 with a positive increase of 10% in Manager, 1% in Professionals and 3% in Community and Personal Service Workers cohorts for women and 1% for Labourers in the gender diverse cohort.</p> | N | N | N | N | N | N | N | |

Supporting Document: Gender Impact Assessments

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Executive Summary

Monash Council has had a longstanding commitment to gender equity and the prevention of violence against women and family violence. This previous work has assisted Council to meet the new requirements of the *Gender Equality Act 2020* when they came into effect in 2021.

This supporting document focuses on the obligation to undertake Gender Impact Assessments (GIAs).

Through training, development of tailored resources, one-on-one support, and strong support from the CEO, Council has worked hard to embed GIAs across the whole of the organisation. Council has also worked to ensure that the responsibility does not lie with one team but is understood by everyone to be part of their role if they are working on a policy, program or service that has a direct and significant impact on the public.

Over this first reporting period, from March 2021 to June 2023, Council has conducted 50 Gender Impact Assessments, and took an intersectional approach to promoting gender equality in the majority of these. Council is proud of the work it has undertaken to date and is looking to further improve and refine our processes as we learn from the first two years of the Act's implementation.

Context setting

Monash Council has a longstanding commitment to promoting gender equity in our community and workplace through an intersectional approach. While acknowledging the legislative requirement to work towards gender *equality*, Council has made a conscious decision in the past to focus on gender *equity*, because this concept recognises that people may have different needs and power related to their gender, along with relevant intersecting characteristics, and that these differences should be identified and addressed in a way that rectifies gender related imbalances. Gender equity leads to gender equality, where there are equal rights, responsibilities and opportunities for women, men, and gender diverse people. Monash Council also recognises that gender equality helps address the underlying causes of violence against women and family violence.

In 2012, Monash Council was successful in receiving a three-year prevention of violence against women program funded by VicHealth, called 'Generating Equality and Respect' (GEAR). This sector-leading primary prevention program aimed to build communities, cultures and organisations that are gender equitable, and promote equal and respectful relationships between men and women through addressing the underlying drivers of violence against women.



Building on the learnings from GEAR, in 2015 Council launched its first Gender Equity Strategy. This Strategy provided an overarching Council commitment to gender equity, along with a number of actions. Council also funded the first permanent full-time Gender Equity Officer. That same year, Council established its first Gender Equity Advisory Committee (GEAC). This committee is comprised of community members (individuals and organisations) and Councillors. GEAC advises Council on a number of matters and remains a key advisory committee for Council today.

Throughout 2016-2019, Council undertook a range of gender equity and primary prevention initiatives in the community, working in different settings from sports clubs, playgroups, schools, and faith organisations, with a number of external partners. This included receiving funding from Sport and Recreation Victoria (SRV), the Victorian Government and Women's Health East to resource these programs. Council also began to understand the increasing need to take an intersectional lens to this work, in particular the need to better understand and respond to needs from the LGBTIQ+ communities. In 2018 Council undertook a needs assessment with our LGBTIQ+ communities and endorsed a number of the resulting recommendations.



Over 2019/20 Monash Council was one of a number of councils to be funded as part of the Gender Equality Act Implementation Pilot Program. As part of this, Council tested tools for the Commission and undertook two trial Gender Impact Assessments – across the new Loneliness Framework and reviewing our existing Gambling Harm Policy.

In 2021 significant work was undertaken in order to meet the obligations of the *Gender Equality Act 2020*. This will be outlined in more detail below.

In 2022, Monash Council was successful in receiving funding as part of the Free From Violence program, to further its work in primary prevention with a whole-of-organisation approach. Council also endorsed its Gender Equity Framework (building on the previous Gender Equity Strategy) and its inaugural LGBTIQ+ Action Plan.



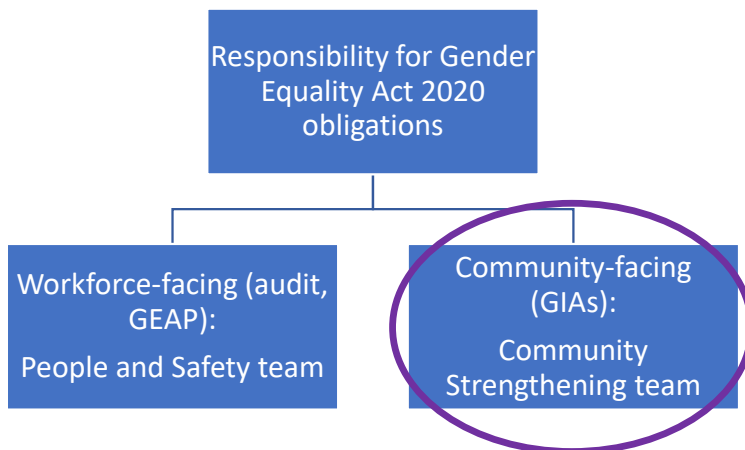
In 2023, Council endorsed its first diversity statement:

The City of Monash is inclusive and welcoming, celebrating the diversity of all our community and employees.

We want every individual to feel safe, respected and celebrated regardless of our differences of age, race and ethnicity, sex, gender identity and sexuality, ability, faith and religious beliefs, Aboriginal and Torres Strait Islander identity, and/or socio-economic status.

Resourcing

The responsibility for meeting the obligation to conduct Gender Impact Assessments at Monash Council lies within Council's Community Services division, specifically with the Gender Diversity and Equity portfolio within the Community Strengthening team. This portfolio is relatively well-resourced, having had a permanent full-time Gender Diversity & Equity Coordinator for some years (previously known as the Gender Equity Coordinator), and recently appointing two new permanent, full-time positions: Gender Equity Officer and LGBTIQA+ Partnerships Officer. In addition, this team includes a fixed term, part-time Free From Violence Officer.



Through providing this dedicated FTE to gender equity and to implementing Gender Impact Assessments across Council, Council has been able to begin to embed GIAs into existing Council processes, create Monash-specific tools and resources, and provide training to a number of staff. This has allowed Monash Council to undertake 50 Gender Impact Assessments over the first reporting period for the *Gender Equality Act 2020*.

Importantly, the expectation was set early on by the CEO that, while the responsibility for implementation and reporting lies with the Community Strengthening team, all teams across the organisation are responsible for undertaking GIAs and for helping the organisation to meet this obligation. This was reiterated by the CEO in 2023 at a staff panel event on the *Gender Equality Act 2020* at which the Gender Equality Commissioner was in attendance.

Implementation

Governance group

In the lead up to the commencement of the Act, Council convened a Governance group to oversee its implementation. This included representatives from Community Strengthening, People and Safety, Governance, and Corporate Planning. Through this group, we set up our initiate processes in order to implement the Act including:

- ensuring roles and responsibilities were clear;
- setting out how we would prioritise our efforts to undertake our first Gender Impact Assessments;
- confirming how we would store information for reporting; and
- working to update key Council documents and processes to embed the requirements.

Training

In 2021, shortly after the commencement of the Act, Council engaged the Equality Institute to provide Gender Impact Assessment training to the Executive Leadership Team, Managers, and key staff.



Following this formal training, Council's Gender Diversity & Equity team offered small group or one-on-one support to teams to help them conduct Gender Impact Assessments. A number of teams – for example Sustainability, City Design, Property, Finance, and Community Strengthening – took up this offer and worked through a 'live' case study as a group. Support has always been and continues to be offered to all teams as they work through their GIAs.

Templates and resources

In 2021, Council created a Monash-specific template for staff to use to complete a GIA. This was based on the Commission's template/toolkit but had specific Monash information e.g., reference to the municipality's demographics, Council's Advisory Committees, and so on.

In addition, a specific, shorter Fees and Charges GIA template was created in partnership with Finance for staff to quickly assess intersectional gendered impacts of fees and charges reviews each year. Council has done significant work in particular in understanding how its Active Monash fees and charges can be more equitable for community.

In 2023, after reviewing how the template was working, we decided to make some further updates including offering more suggestions and examples in the templates to staff filling them out, and to ensure a more intersectional approach would be taken in each GIA by identifying different cohorts

more clearly. This included creating three different templates: one for policies, one for programs and services, and one for built infrastructure. This will be discussed in more detail below.

Reporting

Spreadsheet

A master spreadsheet was set up within our document management system in order to capture the information on each GIA completed. It was challenging to understand how best to do this initially, as we did not know exactly how much detail would be required in reporting to the Commission or in what format, however we captured as best we could each GIA, the key actions taken as a result, and who was responsible/who had undertaken the GIA so that we could follow up with further information as needed.

Council reports

We updated our Council report templates to include a Gender Impact Assessment section. Guidance was given within the template to help staff complete this so that they could report on whether a GIA was done (or not – and if not, why not), key findings of the GIA, and what actions were taken as a result. This allowed staff to report up to Council and to our community on the work being done to ensure transparency. In some cases, it also acted as a prompt to people completing Council Reports to ensure that they had in fact completed a GIA where required or built it into their planning.

RelianSys

Council uses RelianSys to ensure we are managing compliance with our legislative obligations. Early on it was identified that the obligations under the *Gender Equality Act 2020* would need to be incorporated into our RelianSys reporting. This was done and responsibility for this lies with the Manager, Community Strengthening & Economic Development.

Our Project Place – Budget Bids

Our Community Strengthening and Corporate Performance teams have worked closely together to understand how we could embed GIAs and intersectional gender equality into our budget bid processes, through our project management system called 'Our Project Place'. We felt this would be key to ensuring that all new projects had intersectional gender equality as a consideration from the very initial planning stages.

In 2022, for the 2023/24 budget cycle, we introduced requirements at multiple stages of the budget bid cycle. This included some brief introductory GIA questions at the 'initiate' (first) stage of a budget bid, followed by a more detailed requirement for GIA to be undertaken at the 'develop' stage, where the business case is being pulled together. This means that intersectional gender equality will become part of our 'business as usual' when preparing business cases and budget bids. We have kept the same questions in 2024/25, and will have two years of operation to review and improve on for 2025/26.

Case studies

Between March 2021 and June 2023 Council has undertaken 50 Gender Impact Assessments, on policies, programs and services across the organisation. This has involved a wide variety of teams including Sustainability, Procurement, Animal Management, City Design, Recreation, Community Strengthening, and more. We have selected a few case studies below to show the breadth of work that has been undertaken to date.

Monash Health and Wellbeing Plan 2021-2025

The Project Team initially identified some key health assumptions. These were then explored through the desktop review and community consultations such as gendered differences for physical activity, community safety, mental health and caring responsibilities.

One of the things we did through our community consultation to enable analysis of the findings was to include questions relating to the respondents' gender identity and sexuality. We provided a range of options including the option to not say or self-describe. Disaggregating this data proved to be very important – for example, it highlighted that around 9% of survey participants identified as LGBTIQ+ and that their priorities for supporting the LGBTIQ+ community in Monash presented differently to survey respondents that didn't identify as LGBTIQ+.

To consolidate the findings from the 375 Community Survey results, an intersectionality workshop was facilitated with all of six Council's Advisory Committees to take an intersectional approach to shape the key health and wellbeing priorities for the next four years. A number of key health and wellbeing priorities were consulted on including 'Addressing all forms of discrimination (gender, age, race, religious belief or activity, sexual orientation and disability)' and 'Preventing Violence Against Women & Children and Family Violence.' Targeted education, campaigns, shifting attitudes and behaviour, training and support services were identified as key solutions to responding to these priorities in Monash over the next four years.

The Plan has a range of objectives and actions, that seek to remove some of the known barriers, or introduce enablers, to ensure that Council improves the health outcomes for all of our community. In particular, key health and wellbeing priorities include: 'Addressing all forms of Discrimination', 'Gender Equity', 'LGBTIQ+', 'Celebrating Diverse Communities' and 'Preventing Violence Against Women and Children.' Guiding principles that will be applied throughout the planning, implementation and evaluation of the Plan include Gender Impact Assessment, Intersectionality, Health Equity and Access and Inclusion. The experiences and needs of people of different genders and backgrounds has been considered and the Plan has been shaped take these issues into account.

Procurement Policy

Council's Procurement and Community Strengthening teams worked together to conduct literature reviews and research into the role of gender in procurement, to support a GIA over the review of the existing Procurement Policy. This included investigating existing provisions in other procurement strategies and policies and used other best practice strategies, for example through the work of the Workplace Gender Equality Agency. This GIA included exploring the benefits of gender equitable procurement, to both the Council and to community and businesses. As a result, Council sought to ensure intersectional gender equality was embedded in the new version of the policy and made changes such as:

- Including gender equality as a consideration in evaluating goods, services and works;
- Amending section 2.6.5 (social sustainability), to update what the evaluation panels may consider including gender equality and noting its benefit and impact;
- Amending section 2.6.5 (social sustainability) to take an intersectional approach and note the benefit and impact of other types of diversity and inclusion;
- Amending section 2.6.8 (tender evaluation panels) to provide advice that gender diversity should be considered when establishing the panel, to reduce the impact of unconscious bias;
- Amending section 3.5 to outline Council's commitment to diversity and gender equality, and why it is important in procurement.

Domestic Animal Management Plan 2021-2025

The Gender Impact Assessment for this Plan included a desktop and literature review relating to gender and animal management, and pet ownership. This revealed that there is a growing understanding of the link between animal abuse and family violence. Accordingly, the Plan includes authorised officers receiving training on prevention of family violence and responding to disclosures.

An intersectional approach was also considered, with one of the key activities of the plan being to increase publicity and education among Council's non-English speaking residents. Furthermore, to understand any gendered differences in the community's views, gender-disaggregated data was collected and analysed to inform the final version of the Plan. The data collected showed that different genders experience pet ownership differently. For example, women were more likely than men to own a cat and were less supportive of stronger law enforcement as compared to men. Similarly, 43% of males as compared to 36% of females were supportive of increased registration fees to fund additional animal management programs. Those who preferred not to say which gender they identified with were the least inclined (12.5%) to support such a proposal.

The examination of gender impacts in terms of animal management and ownership are still not well understood but given their importance an objective was added to the Plan to ensure that gender impacts are considered in implementation, and that a methodology be developed to gather data and investigate research to help to bridge the gap in knowledge.

Public Health Approach to Gambling Harm

This piece of work encompassed a review to an existing policy. Council staff worked together to outline their assumptions and previous knowledge about who is more likely experiencing gambling harm, and then sought to explore this further through the available evidence. This included literature reviews of a number of studies, Victorian and Australian statistics, and we also sought community input through consultation. This work took an intersectional approach and we found that there has been a link identified between loneliness and gambling. Groups of people that might be at risk of loneliness or alienation may also be at a higher risk of harm from gambling. This could include people with a disability, newly arrived community members and older people. People who speak a language other than English at home will also have a unique set of needs and risk to gambling harm, in part due to risk of loneliness. People that speak a language other than English are also more likely to have barriers to engaging with gambling harm awareness messages/education and gambling support services.

This work also revealed the complex link between family violence and gambling, and therefore the Policy was amended to include acknowledgement of this link, and to commit to promoting family violence support services when communicating gambling harm prevention measures. We have since seen this in practice, with new signage installed in 2023 including reference to 1800 RESPECT as a support service.



The GIA also updated the evidence base with gender disaggregated statistics and committed to collecting more of this data in future to inform our work.

Landfill Redirection: Improving Food Waste Recycling

From the outset, as required under the GIA process set out by the Commission for Gender Equality, officers discussed assumptions and potential issues for different members of the community including:

- Likely issues for residents who use nappies and incontinence pads – while this is likely to affect people of all genders, given the gendered nature of caring this is likely to disproportionately affect women;
- The impact on single-parent households, which are predominantly women;
- The fact that women are often still doing the majority of unpaid domestic labour such as cooking, cleaning and shopping, which means they may also take on greater responsibilities for waste and recycling; and
- That there will need to be special consideration for others in the community who may have medical conditions.

These discussions both shaped the way that community consultation was undertaken (it included an online survey, face to face consultation, pop up stalls, and presentations to all advisory committees) as well as the questions that were asked in the consultation (including asking people's gender, and asking questions about people's attitudes towards the change and current recycling and waste habits).

The Gender Equity Advisory Committee echoed officers' assumptions around certain aspects of waste, particularly concerns around the gendered impact on women and a potential added burden, and members also raised issues around nappies and caring duties. In the community survey with 4,302 responses, there were more women (46%) respondents compared with men (37%) or people who self-identified their gender (0.3%). This survey revealed that, in terms of feelings about the change, women were more likely to have positive feelings e.g. 28% of women respondents either agreed or strongly agreed that 'we're excited, this is a positive change', compared to 20% of men.

In addition, women were more likely than men to report that, 'there won't be any challenges for our household' in relation to this change. Men (71% of male respondents) were also more likely to feel nervous (either strongly or very strongly) about the change compared to women (64% of female respondents). Women were slightly more positive about fortnightly rubbish collection compared to men. Men and women reported similar rates of currently recycling food scraps (and their reasons for

doing so - to help the environment and reduce landfill), and similar concerns around hygiene issues. Women and men were both concerned about smells from nappies, however women did also note concerns around smell from menstrual products.

There was some anecdotal evidence of the burden around waste falling to women, with some women noting that recycling food waste was 'yet another cleaning task' but that a benefit of the change was they 'won't have to freeze food to reduce smells.' Men and women also reported similar reasons for not having enough space in their bins, with large households, children in nappies, and pets the three highest across both women and men respondents. There were similar rates for women and men requesting more information on reusable nappies.

In terms of support pack contents, while women and men were keen to see information on what can go in bins, a waste calendar, compostable liners, and tips to reduce food waste, there were some gendered differences within this. For example:

- Women were more likely to want information on what can go in bins compared to men;
- Women were more likely to want a waste calendar;
- Women were more likely to want compostable liners; and
- Women were more likely to want tips on how to reduce smells with food waste.

The survey results showed that both men and women were very concerned about nappies. As noted above, officers propose expanding the 'Special Consideration' criteria to include households with two or more children in nappies. The results did not suggest the collection frequency change would disproportionately affect women, with women actually being more likely to react positively to the suggested changes. However women were more likely to want support from Council in the support pack. Provision of information was addressed by the officer recommendations.

Council now has resources available including a list of Frequently Asked Questions on the website that reflect what was heard in the consultation, to support community members in this process: [Your food waste collection questions answered | City of Monash](#)

Proposed retrospective work

In the sessions run by CGEPS in the lead up to the first reporting period, it was noted that defined entities could undertake retrospective GIAs for work that should have had one, but for some reason did not. This is appreciated, and in the lead up to reporting we did ask different areas of Council to identify if there were any additional GIAs that should be undertaken retrospectively.

None were identified, and we believe this is because Council had a strong emphasis on starting to conduct GIAs as soon as the obligation commenced in March 2021.

Challenges and learnings

Reporting

Reporting itself has been challenging, because at the time that the obligations commenced in March 2021, we did not have a clear understanding of what the template would look like. While we understood the key information that would need to be reported on from the legislation, we did not know how much detail would be required or in what format. This has meant that the way that we collected information to begin with was not quite in the same format as the template that has now been provided by the Commission, and therefore some time was spent updating the information to fit

the format. We hope that in future reporting periods the template will stay the same or there will be more notice of any changes to make this process easier and faster.

Architecture, design and built infrastructure.

Over the first reporting period, it became clear to us that the templates – those provided by the Commission as well as our own tailored template – were useful for policies, and some types of programs and services, but did not fit well when trying to do a GIA over a new piece of built infrastructure such as a new building or open space. This is because of the multiple deadlines, long time frames, and changes that may occur over the course of these projects. For example, it is clear to our staff that an initial GIA is required prior to any design occurring at all; further GIA work needs to occur over the community consultation; then again over the detailed design; and then this needs to be carried through into construction phases to ensure that any elements identified in the GIA are not lost through changes on the ground. The current template does not fit this process very well. As such, we are currently working with our design teams including our Chief Architect to create a new template that better reflects the different stages and long timeframes of these types of projects.

Timing of GIAs

Whilst we know the importance of starting a GIA at the very beginning of planning a policy, program or service (or at the start of a review process), in practice sometimes it has happened later in the process. For example, sometimes staff have been unaware of the need to complete a GIA until they have completed their work and are in the process of writing up a council report. At that stage, the mandatory section in the report alerts them to this and they try to retrospectively apply a GIA. This has happened on a few occasions and while some positive actions were still able to be taken, and changes made to those policies at that late stage, it is not ideal. We are hopeful that having built GIA questions into the budget bid system, and through providing more training to staff, we will work to have more GIAs begun at the start of these processes. In addition, we will be working with our service planning teams to embed GIAs into these processes also.

Further work post June 2023

We are still working to improve our Gender Impact Assessment processes and embed this work even more into our 'business as usual'. We have a range of activities planned from June 2023 to work towards this goal including:

Budget analysis

The Corporate Performance, Finance and Community Strengthening teams are working closely together to explore how we can improve our GIA over the budget. We are hopeful of having a Gender Budget Analysis accompany future budgets and are working towards this.

Review of Our Project Place/Budget Bid Process

We have had one full round of budget bids that have gone through the Our Project Place system with the new GIA question prompts. We will have one further round of budget bids through this process (for the 2024/25 budget) and then we will review how well this is working, how many GIAs are being captured through this process and if any are missing, and whether changes need to be made to improve this.

Training

As mentioned above, we provided training in 2021 for our Executive Leadership Team, Managers, and key staff, and provide small group training internally on an as-needs basis. However, we are aware that

Attachment 7.2.1.3 Attachment 3 - Supporting Document Gender Impact Assessments

we need to continue to remind people of their obligations and also roll out training to our wider staff cohort.

In the second half of 2023 we will be providing more tailored training from GenderWorks Australia to Managers and Leaders, as well as to GIA 'champions' we have identified throughout the organisation. We have identified those work areas and staff that will have a key role in undertaking GIAs and will be providing them with a personal invitation to attend a training session, with options to attend in person and online. We will continue to offer one-on-one and small group training as needed as well.

Third tailored template

As mentioned above in 2023 we launched updated tailored templates for our staff – one for policies, and one for programs and services. However, we are still working with our design team and architects to finalise a third template which will be focused on built infrastructure.

New Council report system

In 2023 Council has a new provider for creating Council reports. This new system allows us to make certain fields mandatory and it is intended that from the second half of 2023 the Gender Impact Assessment section in Council templates will be mandatory. This will mean that staff will have to either discuss the GIA they have completed or outline why one was not undertaken for their piece of work. We hope this will increase transparency to Councillors and community as well as further prompt staff to think about how and when GIAs apply.

Monnet update

Since 2021 we have had a dedicated page on our intranet (called 'Monnet') to provide resources and information on the GIA process, as well as templates for staff to use. However, in 2023 and into 2024 we will update this page with more case studies, further information, and our new templates.

New resources for staff

We have heard feedback from staff that it would be useful for their work to have 'fact sheets' available with key gender disaggregated data available that are relevant to their work areas, to make the GIA processes faster and more robust. We will work towards this over 2023/2024.

Policy Register

The Governance team has recently developed a policy register to capture Council's current policies and when they will be up for review. This will assist the Gender Diversity & Equity team to prompt teams to plan a GIA as part of their policy review.

Service planning

We have worked hard to embed GIAs into our budget bid system, council report templates, and procurement processes. However, Council has previously not had an organisation-wide service planning process or template. This is changing, and as a result the Corporate Performance and Community Strengthening teams, we will work together to ensure that GIA questions or prompts are included in service planning.

Conclusion

Monash Council has had a longstanding commitment to gender equity and the prevention of violence against women and family violence and is pleased to continue this work now that it is legislated under the *Gender Equality Act 2020*. We have worked hard across the whole organisation to begin to embed Gender Impact Assessments and a 'gender lens' across all types of work areas, when policies, programs

and services have an impact on the public. While we are proud of what we have managed to achieve across the first reporting period, we know there is more work to do, and we are excited to continue this into the second reporting period and beyond to ensure more equitable outcomes for everyone in our community.