

Gender Equality Action Plan 2021-2025 progress update

November 2024

Prepared by:

Cardinia Shire Council
People and Culture Team

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Acknowledgments

Cardinia Shire Council recognises and values the Boonwurrung, Bunurong and Wurundjeri tribes as the original inhabitants of the land that makes up Cardinia Shire.

Cardinia Shire's name is derived from the Boonwurrung or Wadawurrung word 'Kar-din-yarr', meaning 'look to the rising sun' or 'close to the sunrise'. Council's logo, which includes a motif of the rising sun, reflects this meaning.

Cardinia Shire Council acknowledges the right of Aboriginal, and indeed all Australians, to live according to their values and customs, subject to the law.

Council is committed to developing and strengthening relationships through reconciliation. Council supports the reconciliation process, which promotes mutual respect and understanding of the Aboriginal peoples and of all ethnic groups and their history and culture in our community.

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Gender equality in our community

Leadership commitment statement

Addressing unequal expectations, pressures and treatment of people based on gender in our community.

Our vision

We want everyone who lives, works and spends time in Cardinia Shire – regardless of their gender identity – to be treated with respect and fairness, to feel and be safe, and to have equal access to opportunities to reach their potential and pursue their dreams.

Barriers to achieving this vision

In our homes, workplaces and across the wider community, stereotypical and outdated views of gender roles, responsibilities and capabilities can lead to inequalities.

For example, what is expected of women and girls is often different to what is expected of men and boys. This can result in imbalances in areas including domestic duties, parenting responsibilities and access to resources and opportunities.

In addition, gender diverse people are often subject to similar expectations and discrimination based on their gender identity and may feel forced to hide their gender identity as a result.

They are at greater risk of mental illness, physical and verbal abuse, and exclusion.

In our community, outdated views and stereotypes that reinforce gender inequality are often due to a lack of education and awareness. This causes gender bias, both conscious and unconscious, which perpetuates inequality in our policies, practices, systems and structures.

Solutions and call to action

Council will continuously strive to put policies and practices in place that help to deliver gender equitable programs and services for everyone in Cardinia Shire.

We will actively listen to women, girls and gender diverse people in our community, and learn from their lived experiences to help make Cardinia Shire a safer, healthier, fairer and more equitable place for all.

We will create opportunities for women, girls and gender diverse people in our community to have a voice and inform our decision making. We will lead by example on gender equality.

Gender equality in our workplace

Leadership commitment statement

Addressing unequal expectations, pressures and treatment of people based on gender in our workplace.

Our vision

We recognise that gender equality is a fundamental human right. We will be an equitable workplace where our team members are valued, respected and given equal opportunity regardless of their gender identity.

These values will be reflected in the services we deliver and our culture. We will work together as one team to ensure our services and programs are accessible, equitable and inclusive for all community members.

Barriers to achieving this vision

Ingrained stereotypical and outdated views about gender roles in our organisation may lead to inequality. This bias is often unintentional and the result of a lack of education and awareness.

We recognise that our workplace is made up of employees with different life experiences, views, and ideas about gender equality. This can sometimes include unconscious bias that results in inequality in our policies, practices, systems, and structures.

We recognise that women may not be seen as valuable due to gender stereotypes. As a result, women are more likely to suffer harassment or inequality.

Solutions and call to action

We will strive to provide a gender equitable workplace for all employees. This will be reflected in our service delivery by ensuring our services and programs are accessible, equitable and inclusive for all community members.

We will create opportunities for women, girls, and gender diverse people in our community to have a voice and inform our decision making.

We will build the gender equality capacity of our workplace and challenge any policies, practices systems or structures that may hinder equality.

We are committed to gender equality and will strive to lead by example in creating a fair and equal workplace for all.

Gender Equality Act 2020

The Gender Equality Act 2020 (the ‘Act’) commenced on 31 March 2021. The aim of the Act is to improve Gender Equality in the Victorian public sector, universities, and local councils.

Cardinia Shire Council is required to undertake workplace gender audits, gender impact assessments, and show progress on its 2021-2025 Gender Equality Action Plan (GEAP).

This is to ensure positive action is made towards achieving workplace gender equality and promote gender equality in Council’s policies, programs, and services.

You find the detail of these further below.

About progress reports

Under the Gender Equality Act 2020 our obligations are to report progress on our Gender Equality Action Plan to the Commission for Gender Equality in the Public Sector (CGEPS).

GEAP progress reports must include the following components:

- Workforce audit – conduct and report on workforce data (including employee experience data) to determine progress against the seven ‘Workplace Gender Equality Indicators’ since last reporting period (2021). See Figure 1.
- Report on progress of Cardinia Shire Council’s Gender Equality Action Plan (GEAP) strategies and measures
- Report on Gender Impact Assessments (GIA) completed in the reporting period



Progress reports

Strategies and measures

Required	Required	Recommended	Recommended	Recommended
Strategies and measures	Status	Status description	Evaluation of success	Timeline
<p>List your organisation's strategies and measures. Include one strategy or measure per row.</p> <p>These are the planned actions that you have outlined in your GEAP to promote gender equality in your workplace.</p>	<p>Assign each strategy or measure a status from the following list:</p> <ul style="list-style-type: none"> • 'Complete' indicates that all planned activities related to this strategy or measure have been finalised. • 'In progress' indicates that the activities under this strategy or measure are progressing but not yet complete. • 'Ongoing' indicates that the activities under this strategy or measure do not have an end-date and will be addressed on a continual basis. • 'Not started' indicates that the planned activities related to this strategy or measure have not yet commenced, including those that are intended to commence in future years. This should include strategies or measures that have been delayed. • 'Void' indicates that this strategy or measure appeared in your defined entity's GEAP, but has since been cancelled." 	<p>Describe your progress in implementing each strategy or measure in your GEAP.</p> <p>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 changes resulting from the strategy or measure, • other ways the strategy or measure has contributed to promoting gender equality in your defined entity. 	<p>If your GEAP included a timeline for action or implementation for your strategies and measures, include this timeline below.</p> <p>If you did not include a timeline in your GEAP, we highly recommend you do so in this progress report by including a timeline below.</p>

<p>Ensure any additional data/information from reports from future reports are relayed to Cardinia employees as part of regular training</p>	<p>Not started</p>	<p>This item is intended to commence in future years, at which time the next National Sexual Harassment Survey is conducted (every 4 years).</p>		<p>2026</p>
<p>Ensure workplace sexual harassment is included in future gender equality strategies. In recognising that sexual harassment is driven by gender inequality (and is a form of gender-based violence) bring workplace sexual harassment prevention into the scope of the Respect and Equality Committee.</p>	<p>In progress</p>	<p>Sexual harassment will be included in gender equality strategies such as Social Equity Policy, Fair Access and Use policy.</p> <p>Respect and Equality Committee support prevention of workplace sexual harassment where possible such as attending training sessions as point of contact and promoting educational materials internally.</p> <p>People & Culture and Risk Health & Safety are updating internal policies, procedures, work practices and training to ensure employees are aware of legislative requirements around sexual harassment.</p> <p>The Employee Code of Conduct, Workplace Behaviours Policy and Managing Underperformance (dealing with the Cardinia Shire Council disciplinary process and definitions of misconduct, gross misconduct and serious gross misconduct) are all under review with drafts due to be presented to the Staff Representative Consultative Committee in the 2nd quarter of 2024.</p> <p>Risk Health & Safety are also undertaking a review of working practices to ensure psychological safety of our workforce and ensure our WorkSafe obligations are adhered to around prevention of sexual harassment in the workplace.</p>		<p>2023/2024</p>

<p>Amend existing Respectful Workplace Behaviours training to include the Fair Work Commission's ability to intervene in alleged cases of workplace sexual harassment. Inform Contact Officers of changes and provide appropriate training for them to inform impacted employees of additional avenues.</p>	<p>In progress</p>	<p>Respectful workplace behaviours training currently under development, however workload and turnover in People & Culture has delayed this. Training to be rolled out in early 2024.</p> <p>Contact Officer training was held in 2022 by Victorian Chambers of Commerce. Quarterly meetings were implemented in 2023. These meetings include any updates to legislation or Fair Work Commission updated processes & policies regarding sexual harassment in the workplace.</p>		<p>2024</p>
<p>Incorporate changes into Disciplinary Process training that will be provided to all leaders from June 2022</p>	<p>In progress</p>	<p>Disciplinary process training (Managing Underperformance training) was rolled out to all leaders in April & May 2022. Revisions are under development, with further training scheduled to take place in 2024. Limited resources in People & Culture team due to staff turnover has meant delays in the roll out of this training. The disciplinary process and framework (including all policies, letters and documentation and training material) are currently under review and will be renamed managing underperformance. This material will take into account the recent (2022) IR and OHS legislation updates around sexual harassment</p>		<p>2024</p>
<p>Amend existing Respectful Workplace Behaviours and Disciplinary Process training to include sexual harassment as a reason for summary dismissal.</p>	<p>In progress</p>	<p>Cardinia's Code of Conduct has been updated to include sexual harassment as serious misconduct and reason for summary dismissal. As above, Respectful Workplace Behaviours training and Disciplinary (Managing Underperformance) training that is currently under development will include this. The Employee Code of Conduct is currently under review to ensure it takes into account the recent (2022) IR and OHS legislation updates around sexual harassment.</p>		<p>2024</p>

Respectful Workplace Behaviours Training should be prioritised to be delivered to casual employees and teams in which younger women frequently work.	In progress	Respectful Workplace Behaviours training will be rolled out to all employees including casual workforce and those teams in which younger women work		2024
Contact Officer Program reviewed and amended to address casual employees' concerns	Ongoing	Quarterly meetings set up with Contact Officers in 2023. Meetings include all necessary updates with the inclusion of addressing any current casual employee concerns		Ongoing
Review of complaints information every two years and provide survey to all employees	Ongoing	Data is sourced via People Matter Survey (PMS) every two years. Review of this information is done upon receipt of PMS data. Reports are provided to Senior Leadership Team, and made available to all employees.		Ongoing
Contact Officer Program amended to record nature of complaints in 6 monthly meeting with Contact Officers. Any incidents of sexual harassment complaints should be recorded and reviewed (with appropriate privacy considerations).	In progress	Complaints that come via employees reporting to Contact Officers are reviewed and any incidents of sexual harassment will be recorded in the case management folder established. This has been delayed due to changes in org structure meant the 'owner' of Contact Officer group not established until 2023.		2024
Amend Contact Officer training to include more information and resources on responding to reports of sexual harassment.	In progress	Further Contact Officer training to occur in 2024. This training will include formal and informal options available to employees to resolve grievances and outline Cardinia's grievances procedure.		2024
Strengthen Contact Officer program to include employees from all business units to encourage reporting of behaviour.	In progress	Contact Officer group currently covers most business units across the organisation, and also ensures representation of different genders and ranks. We will identify business units not represented in Contact Officer group due to recent turnover, and put a call out to those areas to have Contact Officers in place when next training is run in 2024.		2024

Provide bystander intervention training to Contact Officers	In progress	Bystander intervention education and information will be provided within Contact Officer training and will continue to be a component of Respectful Workplace Behaviours training.		2024
Communicate Contact Officer Program educational material throughout organisation with a focus on availability to casual and female employees.	In progress	Educational material regarding Contact Officer resources is provided to all organisation including casual and female employees. Additional measures to be put in place for casuals/workers who use computers less - such as the use of printed flyers on noticeboards.		2024
People and Culture leadership monitor and maintain a secure 'Case Management' folder with appropriate records and documentation concerning interactions, decisions, and rationale	Complete	Stronger case management reporting, including specific categories including sexual harassment was finalised in early 2023.	This has enabled effective sexual harassment claim reporting.	2023
Review the complaint procedure to ensure they include: <ul style="list-style-type: none"> • a requirement to inform the complainant of the outcome of the complaint; • guidance on how investigators can support reluctant complainants 	Not started	Managing Workplace Complaints policy to be updated with inclusion of a requirement to inform the complainant of the outcome of the complaint; and guidance on how investigators can support reluctant complainants within the complaint procedure. The Managing Workplace Complaints and Grievances Policy is currently under review and will be presented to the Staff Representative Consultative Committee for review in the second quarter of 2024.		2024
Increase communication to employees around the message that 'Cardinia does not tolerate any form of sexual harassment'.	Complete	It is already communicated when and where appropriate, that Cardinia D25:E39 does not tolerate any form of sexual harassment. This is also included in training materials and communication of updated policies and procedures.	Based on 0 sexual harassment cases in the reporting period we feel the current level of communication is effective.	2023

Communicate a culture of respect in the council by ensuring leaders model respectful behaviour at all times	Complete	Respectful behaviour is modelled on a daily basis by Cardinia Shire Council Leaders this is included in Respectful Workplace Behaviours training, more of which will be rolled out in 2024.	Cardinia Shire Council scored an 8 out of 10 in 2023 Our Voice engagement survey in relation to one of it's core values "Respect" providing evidence employees feel respected by all levels in the organisation	2023
Increase sexual harassment training scope to include Councillors	Void/cancelled	Councillors are not employees of Council, and as such we are unable to mandate training. They do however access sexual harassment training run by the Municipal Association of Victoria (MAV). They also complete induction modules around misconduct and gender equality (usually facilitated by lawyers or MAV) in the first 6 months of being elected, as per the Local Government (Governance and Integrity) Regulations 2020. Further training to take place from late 2024 in line with Council elections.	Councillor onboarding post Council elections will include sexual harassment prevention training in 2024	
Ensure Casuals are included and prioritised for future sexual harassment training sessions	Ongoing	All employees including casuals are required to go through Respectful Workplace Behaviours training which covers sexual harassment.		Ongoing
Ensure councillors receive training on sexual harassment at least twice per council term	Void/cancelled	Please see above regarding Councillor training.		
Ensure councillors are informed of their internal and external options for sexual harassment support and complaints, including: <ul style="list-style-type: none"> • the council's employee assistance program; • Councillor Code of Conduct dispute resolution processes; • external complaint bodies 	Void/cancelled	Please see above regarding Councillor training. Councillors adhere to Councillor Code of Conduct and are also aware of Employee Assistance Program.	A model version of the Councillor Code of Conduct will be implemented in 2024.	

<p>Survey part-time workforce to ascertain the following: • Identify why, or if, there is a preference for part-time and casual employment; • Identify attitudes to work and any perceived barriers by employees especially: • Flexible work arrangements; • If working part-time is a choice or due to lack of other options; • Impact of part-time employment on individual employees economic stability and personal wellbeing</p>	<p>Void/cancelled</p>	<p>Survey has not been administered during the reporting period however our latest Our Voice engagement results tell us our Casual workforce of which 65% are female (overall engagement score 8.1) and our Part time workforce of which 85% are female (overall engagement score 7.9) are more engaged than our Full Time workforce (51% female; 49% male) (overall engagement score 7.5)</p>		
<p>Further investigate the high level of female secondments. Understand the drivers for secondments and higher duties by managers and link to the strategic workforce plan actions if appropriate. Review training program in light of above findings</p>	<p>Void/cancelled</p>	<p>Secondment opportunities are available to all genders, the high level of secondments being female is in line with our workforce consisting mostly of female employees (63%). Higher duties data - 51% female and 49% male tells us there is no gender bias with development opportunities within our organisation</p>		<p>2023</p>
<p>Develop actions to address anomalies, in particular: • Advertised vs Agreed salary M/F • Band variance between M/F</p>	<p>Complete</p>	<p>Every role will be benchmarked using our new remuneration benchmarking tool through 'Insight pay'. Job briefs are conducted by HR Business Partners, position description assessments are conducted HR Services, and from this the People Operations leader benchmarks using the Insight Pay tool. This tool looks at 19 different Councils' total remuneration packages.</p>	<p>Our workforce audit data tells us we have significantly improved our gender pay gap since last reporting period 2021. The mean base salary pay gap in 2021 was 23.8%, it is now -1.7% in 2023 so for every \$100 paid to a man, \$102 was paid to a woman. To match what a man was paid in a year a woman would work the same - a year. We note a discrepancy in 2021 reporting pro rata figures instead of FTE.</p>	<p>2023</p>

Further investigate and develop strategies to combat gendered recruitment practices and perception of worth in salary allocation	In progress	Remuneration benchmarking complete, in addition to Recruitment training delivered to hiring managers across the organisation in May 2023. A review of base salaries continues	Our workforce audit data tells us we have significantly improved our gender pay gap since last reporting period 2021. The mean total remuneration pay gap in 2021 was 23.8%, it is now -0.2% in 2023.	2024
Undertake an intersectional data gap analysis and review the integrated approach to diversity and inclusion in data sets	Not started	We currently do not capture intersectional data unless employees enter it themselves via employee forms or Aurion (payroll system) self service. We will be raising with newly formed Payroll team in 2024 to be able to effectively report on intersectional data by next reporting period.		2025
Work towards gathering intersectional data whilst ensuring privacy and integrity	Not started	As above.		2025
Ensure gender and intersectional data is a consideration in all relevant improvements to data system improvements and Integration initiatives	Not started	As above.		2025
Ensure ethical data collection and use	Ongoing	Data is provided voluntarily and is captured and stored within privacy guidelines		Ongoing
Continue with current strategy and plan gender events well in advance, engaging our workforce and community at the earliest possible opportunity in the planning and promotion of these events to ensure there is no unconscious bias	Complete	Where able, events are planned with as much notice as possible. Consideration is given to audience and ensuring diversity is represented. For example, International Women's Day events have a variety of speakers and panel members of different genders and backgrounds.	We continue to participate in gender events as anecdotal feedback from previous attendees suggests they view Cardinia as a GE workplace and community	2023

Survey staff specifically to get an understanding of employee perception of what unconscious bias is in their minds and where they see this occurring in the workplace. Conduct a follow up survey in late 2022 and compare results with Mar-May. Use this data to develop and evolve strategies to combat unconscious bias in the workplace.	Void/cancelled	Unconscious bias is covered in workplace behaviours training and recruitment training.		
Curate “Lunch and Learn – storytelling sessions” with a focus on gender equality experiences	Void/cancelled	Storytelling of gender equality experiences across the organisation is covered in our Employee Value Proposition project work and internal communication	Supporting document provided	
Ensure engagement with schools to showcasing women in leadership in local government and our gender equality work	Complete	This occurs via the Liveable Communities and Economic Development teams.	Examples and not limited to, Emerald Primary School and Emerald Secondary College August and November 2022 regarding Worrell Reserve Skate Park and Youth Plaza and Emerald Lake Precinct Masterplan; Lakeside Primary School and Pakenham Consolidated Primary School August and October 2022 regarding Playground projects 2023	2022-2023
Tailor the gender impact assessment process to meet with needs of the workforce when development internally focussed strategies, policies and processes with an aim of mitigating unconscious bias.	Not started	Awaiting funded resource to support this work		2024
Utilise the existing traineeship program to encourage gender equality in non-traditional work groups	Not started	We don't currently have a traineeship program due to capacity and lack of resources, scoping is planned to commence in 2024.		2024-2025

Develop and promote intranet pages covering parental leave availability – So you’re going to be a parent, what support is available, examples of leave types and case studies of staff members.	Complete	Resources and policies regarding parental leave are all available on our intranet - Cardinet	We continue to see both male and females take up parental leave	2022-2023
Include understanding and managing unconscious bias in management training	Ongoing	Unconscious bias is covered in workplace behaviours training and recruitment training, both occurring again in 2024.		2023/2024
Peer support network as part of health and wellbeing program	Void/cancelled	Uptake of leave and flexible work is not an issue amongst our male workers		

Workplace Gender Equality Indicators

Required	Required	Required
Indicator	Confirm if progress made	Progress description
<p>This column contains the seven workplace gender equality indicators.</p> <p>Complete the 'required' fields, and you are encouraged to complete the 'recommended' columns, to the right of each indicator.</p>	<p>Indicate whether your organisation has made progress in relation to the workplace gender equality indicators.</p>	<p>Demonstrate your progress in relation to each workplace gender equality indicator.</p> <p>In this column, please explain why you believe changes in your data do or do not represent progress against each indicator. Refer explicitly to quantitative changes in the data between your previous workplace gender audit and your progress audit.</p> <p>If you wish, you may also make reference to any strategy or measure from your GEAP that supported, or was designed to support, progress against that indicator.</p>

<p>Gender composition of all levels of the workforce</p>	<p>Yes</p>	<p>Gender composition of female to male ratio has increased by 2% (Females represent 63% of Cardinia Shire Council workforce; Males represent 37% of CSC workforce) as at 30 June 2023 in comparison to 2021 data.</p> <p>Full time female employees have increased by 6% since 2021 to 49% demonstrating our full time workforce is close to equal spread across male and female employees at this point in time.</p>
<p>Gender composition of governing bodies</p>	<p>Yes</p>	<p>We have 9 Councillors in total made up of 4 x female and 5 x male</p> <p>Council has had both a male and female Mayor during the reporting period (this incumbent changes every 12 months).</p>
<p>Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender</p>	<p>Yes</p>	<p>Remuneration for majority of the workforce is determined by our Enterprise Agreement, and as such, gender does not play a part. In 2021 the mean base salary pay gap and mean total remuneration pay gap for women sat at 23.8% which meant for every \$100 paid to a man, \$76 was paid to a woman and to match what a man was paid in a year a woman would need to work for 16 months. In 2023 the mean base salary pay gap has decreased to -1.7% and the mean total remuneration pay gap -0.2%. The current -1.7% mean base salary pay gap for women means for every \$100 paid to a man, \$102 is paid to a woman. The current -0.2% mean total remuneration pay gap for women means for every \$100 paid to a man, \$100 is paid to a woman. Every role will be benchmarked using our new remuneration benchmarking tool through 'Insight pay'. Job briefs are conducted by HR Business Partners, position description assessments are conducted HR Services, and from this the People Operations leader benchmarks using the Insight Pay tool. We note data discrepancy in 2021 reporting pro rate instead of FTE.</p>

<p>Sexual harassment in the workplace</p>	<p>Yes</p>	<p>Our 2021 Employee Experience Survey data showed that 11% of women and 3% of men who responded to the survey had experienced sexual harassment in the workplace. The percentage of those who may have made a formal complaint is unknown. This may have been due to lack of data due to inconsistent case management. As a result a formal case management process has been implemented within the HR team. In 2023, our Employee Experience Survey data shows that 5% of women and 2% of men who responded to the survey reported having experienced sexual harassment in the workplace, a decrease of 6% for women and 1% for men. With formal sexual harassment case management process in place we can confidently say the percentage of those who made a formal complaint was zero for both cohorts.</p> <p>No respondents in our 2021 Employee Experience Survey identified as gender diverse. We also didn't record any formal sexual harassment complaints in our 2021 workforce reporting data from employees of self-described gender. In our 2023 employee experience survey, 5% of women and 2% of men indicated experience of sexual harassment, with the percentage of those who had made a formal complaint unknown.</p> <p>Our 2021 and 2023 audit data, we found that our workforce reporting shows no change in data for formal complaints of sexual harassment. However, we consider that the anonymous nature of the Employee Experience Survey data provides an accurate representation of sexual harassment. The decrease shown in Employee experience survey data gives us confidence GEAP strategies to prevent Sexual Harassment in the workplace over the reporting period have been effective.</p>
<p>Recruitment and promotion practices in the workplace</p>	<p>Yes</p>	<p>Our workforce audit shows in 2021 we recruited 58% female and 42% male employees. In 2023 we have recruited 65% female and 35% male employees indicating an increase in female recruitment by 7% There was not enough data supplied in 2021 to analyse improvements regarding higher duties, internal secondments and exit data, however for the reporting period higher duties opportunities sits at 51% female employees and 49% male employees. Internal Secondments sits at 88% female employees and 12% male employees. Exits in the reporting period consisted of 61% female employees and 19% male employees consistent with our workforce composition being female dominated. We are unable to provide analysis on permanent promotions and career development training opportunities due to data collecting capabilities however can confirm based on anecdotal evidence female employees have had equal access to this as their male colleagues.</p> <ul style="list-style-type: none"> • Recruitment All employees regardless of gender, have the opportunity to apply for any roles available at Cardinia. In addition, we have an 'internal vacancies' page on our intranet to encourage internal applications. • Training We also ran recruitment training in 2023 and will run it again in 2024, which covers off key topics including: <ul style="list-style-type: none"> - Conscious and unconscious bias - Gender neutral language for job adverts and the study that fund men apply for jobs when they meet only 60% of the qualifications, but women only tend to apply if they meet 100% of the criteria. - Discrimination and equal employment opportunity. • Employee value proposition/attraction Further, we have recently completed work on our employee value proposition and employer branding whereby we have deliberately showcased employees of different genders and backgrounds, including a female in a male-dominated field to help encourage female applicants in what is a traditionally male dominated field of work.

<p>Availability and utilisation of terms, conditions and practices relating to:</p> <ul style="list-style-type: none"> - family violence leave; and - flexible working arrangements; and - working arrangements supporting employees with family or caring responsibilities 		<p>Unfortunately our HRIS / data collecting methods don't capture formal flexible work arrangements although this is currently being accessed by both male and female employees. We will be addressing HRIS capabilities with a new payroll team in 2024 to ensure we can accurately capture this data by next reporting period. An average of 18.6 weeks parental leave was taken by female employees. Paternity leave taken by male employees has increased from an average of 1.2 weeks to an average of 1.8 weeks since last reporting period. Our intranet clearly outlines and promotes parental leave access to both male and female employees. A small number of employees have accessed family violence leave within the reporting period.</p>
<p>Gendered segregation within the workplace</p>		<p>Regarding the 8 Occupations listed (Managers; Professionals; Technicians and Trades Workers; Community and Personal Service Workers; Clerical and Administrative workers; Machinery Operators and Drivers; Labourers) we saw a 5% increase in female Managers; 1% increase in female Professionals; 2% increase in female Technicians and Trades Workers; 8% increase in female Community and Personal Service Workers; 3% decrease in female Clerical and Administrative workers and increase of same for male Clerical and Administrative workers and a decrease in both Machinery Operators/Drivers and Labourers of 4% and 2% respectively. As above, we have recently completed work on our Employee Value Proposition and employer branding whereby we have deliberately showcased employees of different genders and backgrounds, including a female mechanic at the operations depot - to help encourage female applicants in what is a traditionally male dominated field of work.</p>

Gender Impact Assessments

Required	Required	Required	Required	Required	Required	Recommended	Recommended
Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken	Confirm intersectionality considered	Explain intersectional lens applied
What is the title of the policy, program or service that was the subject of the GIA?	Was the subject of the GIA a policy, program or service?	Provide a description of the policy, program or service subject to the GIA.	Was the policy, program or service new, or up for review?	Were actions taken to develop or vary the policy, program or service to meet the needs of people of different genders, address gender inequality and promote gender equality as a result of the GIA?	Describe the actions taken to develop or vary the policy, program or service to meet the needs of people of different genders, address gender inequality and promote gender equality. When reporting on multiple actions taken, include this information in one cell.	Was it considered that gender inequality may be compounded by disadvantage or discrimination that people may experience on the basis of intersectionality?	Explain how an intersectional lens was applied while completing the GIA. If this was not done, explain why this was not practicable.
Active Cardinia Strategy	Policy	(Strategy not policy). Provides overarching framework and principles for Cardinia Shire Council's approach to sport and active recreation.	New	Yes	Promotion and participation opportunities gathering more data on existing participation with culturally diverse groups Increasing ownership of spaces by whole community	Yes	Considered the sense of welcoming, addressing unconscious bias. Providing information in different formats / languages Different perceptions of safety within our community, along with the barriers that may exist for some populations.
Community Safety Strategy	Policy	Provides overarching framework and principles for Cardinia Shire Council's approach to Community Safety	New	Yes	Engagement processes varied for different target groups to ensure the policy met the target groups priority needs	Yes	Considered the sense of welcoming, addressing unconscious bias. Different perceptions of safety within our community, along with the barriers that may exist for some populations.



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Translator Interpretation Service
131 450 (ask for 1300 787 624)

