



2022

Melton City Council Gender Equality Action Plan

CURRENT-OCTOBER 2025

Contents

Introduction	3
About the City of Melton	4
About Melton City Council	4
Council and Wellbeing Plan alignment	6
Meaningful Consultation and Engagement	7
Case for Change	10
Current State of Workplace Gender Equality	10
Indicator 1&2 – Gender Composition of all Levels of the Workforce and Gender Composition of Governing Body	10
Indicator 3 – Pay Equity	11
Indicator 4 – Sexual Harassment	12
Indicator 5 – Recruitment and Promotion	12
Indicator 6 – Leave and Flexibility	13
Indicator 7 - Gendered Segregation	14
Strategies and Measures	15
Objective 1.1: Increase the community's awareness and understanding of gender equality and the primary prevention of violence against women	16
Objective 1.2: Decrease attitudes, norms and practices within the community that condone violence against women and perpetuate gender inequality ...	17
Objective 1.3: Increase women's representation in leadership and decision-making roles in workplaces, community organisations, civic life and relationships	18
Objective 1.4: Redress structural and societal barriers to women's independence and full economic, social and civic participation	18
Objective 1.5: Strengthen the commitment and capacity of the community to challenge rigid gender roles and gender stereotypes	20
Objective 1.6: Promote transformative notions of masculinity and femininity that support equality between women and men in the community	21

Objective 1.7 Strengthen the environment, culture and capacity of individuals, organisations and communities to promote gender equitable respectful relationships..... 22

Objective 1.8: Decrease masculine norms, cultures and practices that accept and normalise disrespect, discrimination and violence against women in the community 23

Objective 2.1: Increase Melton City Council's commitment and capacity to undertake a whole-of-organisation approach to preventing violence against women and advancing gender equity 23

Objective 2.2: Build and strengthen partnerships for the prevention of violence against women and promotion of gender equity 31

Where to next 34

Conclusion..... 35

Introduction

The Workplace Gender Equality Agency (Commonwealth Government of Australia,) identifies the following benefits of organisational gender equality:

- **Increased organisational performance:** Increasing women's participation in the workforce has positive impacts on organisational culture and on operations. Increased gender diversity on boards and senior executive positions is associated with better financial performance (Senator the Hon. Michaelia Cash, 2014).
- **Diversity and organisational performance:** Diverse teams are associated with greater innovative capacity for an organisation. International research examining gender diverse teams suggests that more gender-balanced teams are better in promoting an environment where innovation can flourish compared to teams of one particular gender (Gratton, et. al. 2007).
- **Enhanced ability of companies to retain employees:** Research by Kaplan, Wiley and Maertz (2011) shows that employees are more likely to remain with an organisation in which there is a proactive diversity 'climate' as they perceive a concrete payoff to themselves by staying in an organisation they view as fair (Kaplan, D M, Wiley, J W, & Maertz, C P, 2011).

Melton City Council (Council) has a long history of working for the advancement of gender equality and the primary prevention of violence against women, and has welcomed the introduction of the Gender Equality Act 2020 (the Act). Under the Act, Council is required to implement a number of obligations. Council has an existing [Equality and Respect 2030 Strategy](#) which has provided Council with a strong platform to fulfill these obligations. Council has amended its current Equality and Respect action plan to meet requirements under the Act.

This document will provide:

- an overview of the methodology taken to collect, analyse and use workforce data relating to gender equality
- key areas of focus identified to drive future action for organisational gender equality
- a high-level summary of workplace findings from the audit
- short- and long-term actions for the organisation gender equality action plan.

Many of these actions are directed towards long term cultural and organisational change. These will require ongoing commitment and resourcing from Council to ensure they are sustained and achieve a positive impact for gender equality in the workplace. The vast range of departments involved in actions in this iteration of the gender equality action plan demonstrates the cross-Council commitment to working in collaboration to achieve gender equality in the workplace and in the community.

About the City of Melton

A vibrant, safe and liveable City, accessible to all

The City of Melton is known as one of Australia's fastest growing municipalities. The municipality is located in the outer western fringe of metropolitan Melbourne and consists of 31 suburbs. Spanning approximately 530 square kilometres, the City of Melton is a combination of urban and rural living.

The official City of Melton population is 185,741 (id Community, 2021). In 2006, the area was home to just under 79,000 residents (id Community, 2021). The City of Melton is expected to grow by a further 160 per cent by 2051 (Melton City Council, 2021). 50.6 per cent of the population are female, 49.4 per cent of the population are male. The median age of residents in the City of Melton is 33 years, compared to 37 years in Greater Melbourne (ABS 2020). 30 per cent of the population were born overseas (compared to 28.4 per cent born overseas in Victoria), 56.6 per cent of households include children.

About Melton City Council



At Melton City Council, organisational values are embedded in organisational culture and prescribe the core ethics and behaviours expected of our employees. The values are reflected in everything Council does, decision-making, actions, and service provision to the community.

Council staff are motivated by:

- our essential responsibility to strive and to deliver the best possible outcomes for community
- creativity, innovation and co-design approaches, with people at the heart of everything we do
- our commitment to continuous improvement
- our ability to maximise our time and resources
- the pride we take in our work and the quality of our outcomes.

Council staff are empowered to:

- involve others in solving problems, making decisions, and celebrating success
- encourage and recognise the contributions of others
- build capacity of staff and community
- take responsibility and be accountable for our decisions and actions
- be curious, think differently and try new things.

Council staff lead by:

- demonstrating our Vibrant MELTON Values
- embracing challenges and seeking to understand the drivers of future change
- encouraging creativity, innovation, design thinking and continuous improvement
- welcoming new ideas and ways of working from all levels of the organisation and community.

Council staff build trust by:

- demonstrating kindness, respecting all people and valuing differences
- learning from others' experiences and perspectives
- dealing with others fairly and equitably by actively listening and responding appropriately
- taking responsibility to follow through on the commitments we make.

Council staff demonstrate openness and integrity by:

- creating an environment that fosters honest communication
- collaborating with community and partners to achieve outcomes
- developing clear plans, policies and procedures and consistently applying them
- being transparent, accessible and providing relevant and timely feedback.

Council staff nurture by:

- supporting growth and learning to achieve organisational and community goals
- being responsible for the way we treat others, and the natural environment

- encouraging a sense of belonging by sharing knowledge and actively supporting colleagues and community
- enriching the wellbeing and needs of current and future communities
- recognising people and projects that exceed expectations, celebrating achievements individually and together.

These organisational values are consistent with Council's commitment to gender equality.

Council and Wellbeing Plan alignment

Council's commitment to gender equality and the primary prevention of violence against women is highlighted in our 2021-[2025 Council and Wellbeing Plan](#), under the following objectives

- Objective 1.1: A community that celebrates diversity and is inclusive of all
 - Strategy 1.1: Drive initiatives that promote gender equality
- Objective 1.4: A City that promotes positive public health and wellbeing outcomes to our community
 - Strategy 1.4.4: Raise community awareness and deliver programs to prevent family violence
- Objective 6.4: An organisation that celebrates diversity and inclusion
 - Strategy 6.4.2: Strengthen the organisation's commitment to gender equity

Meaningful Consultation and Engagement

Council's Gender Equality Action Plan has been informed by several key data sources as depicted in table 1.

Table 1: data collection summary 2020-2021

Data source	Date	Number of staff participated	Female	Male	Other gender
Flexible Work Survey	2020	375 (50% of workforce)	252	105	19
People Matters Survey	2021	317 (42% of workforce)	221	73	23
Staff Consultation Workshops x3	2021	39 (5.2% of workforce)	27	12	-
Workforce Gender Audit	2021	-	-	-	-
Coordinator Consultation Workshops	2021	17 (2% of workforce)	7	9	-
Manager Consultation workshop	2021	11 (1.5% of workforce)	4	7	-
Executive Consultation Workshop	2021	4 (0.5% of workforce)	1	3	-
Staff Consultation survey	2021	16 (2% of workforce)	7	1	-
Total		913	621	242	42

There were two surveys that had been completed prior to the consultation, which collected quantitative and qualitative data on several topics. These surveys demonstrated that staff had experienced low levels of bullying, harassment, and discrimination. However, they also revealed that related attitudes and unconscious bias was perceived to still play a role in Council's decision-making processes and contributed to culture more broadly.

All staff were invited to participate in the consultation, and a tailored invitation was sent to workplace delegates to encourage their participation. Council contacted the relevant Unions to advise them on the process for consultation. Councillors were briefed at multiple stages during the development of the GEAP.

A comprehensive data analysis was completed for all surveys and the audit data. Given the large amount of valuable information that had been collected and analysed, it was necessary to compile a condensed version to share with staff at the consultation workshops. Council used the People Matters Survey to weight responses based on who experienced barriers to intersectional inclusion and explored the nuances around this. For example, looking at responses to questions by gender, disability status, language spoken at home and income. When looking deep into the data and responses by staff demographics, it became apparent that staff facing these and other barriers reported less favourable responses than without.

Eight themes emerged from the data analysis and were utilised to frame the staff consultation workshops:

1. career progression
2. gender composition
3. flexibility
4. sexual harassment and gendered language
5. discrimination and bullying
6. data collection
7. culture
8. recruitment.

Discussion prompted staff to provide their own reflections, experiences, and suggestions for how Council could work towards gender equality, as well as things that Council is already doing well.

Staff contributions were taken to the Coordinator group, Manager group and Executive group for further comment and reflection. Areas for action were identified through the emergent data and utilised to determine appropriate actions. These actions were presented to the Equality and Respect Steering Committee, who contributed to the final recommendations. These actions are presented within the following areas:

1. communication
2. women in leadership
3. recruitment practices
4. data collection
5. employment practices

6. flexible work
7. training and education.

There are several limitations to the data that were identified during the analysis process;

- gender was assumed not asked for, for staff who attended the consultation workshops
- staff were able to complete the People Matters Survey more than once and this was counted in the number of respondents
- prefer not to say and non-binary gender options were combined in the packaged data from the People Matters Survey due to low number of respondents, this meant that it was not possible to determine how many staff selected preferred not to say and how many selected non-binary
- Council does not collect demographic data beyond gender and age in employee records, this is now an action (action 80 in table 6)
- Council doesn't classify employees under these ANZSCO categories, roles have been assigned to categories that they best fit in.

Communication with the workforce about the Act and how Council is progressing is an ongoing task. This is regularly communicated with staff to open communication channels and to increase staff uptake in gender equality initiatives and requirements under the Act.

Case for Change

Melton City Council is committed to embedding the principles of gender equality into all departments of Council to advance gender equality. These principles align with the strategies and measures in Council's Equality and Respect 2030 Strategy and this subsequent document.

Council has identified that there are a number of systemic barriers for people who experience gender inequality. These include but are not limited to: disability status (including low vision and learning difficulties), education and literacy levels, speaking languages other than English, and being an older or younger woman. Melton City Council has a commitment to implementing every strategy outlined in our plan with an intersectional focus. Council has an internal Intersectional Inclusion Strategic Working Group, which is made up of several officers that hold diversity and inclusion portfolios, including gender equality, LGBTQIA+, disability, first nations, interfaith and multicultural communities. This group meets regularly and aims to advocate for an intersectional focus in Council strategies and ensure that Officers are embedding evidence-based diversity and inclusion practices into their work.

This action plan complements all of Council's corporate and endorsed strategies and enables a gender lens to be used across all documents. It does this by providing staff with a broad range of actions and activities to be involved in and building on the momentum that the Act has created for Council's gender equality journey. The workforce strategies that we are required to include in our GEAP under the Act, is an extension of the existing work that has been completed with staff to date and with the community. The work on gender impact assessments (GIAs) have involved several Council departments to date, and learnings from each have had a positive impact on numerous Council policies, programs and services.

Current State of Workplace Gender Equality

The Gender Equality Act 2020 supports Council to undertake a workplace gender audit and regularly collect and report on data on gender equality in the workplace. The audit was measured against the Act's seven indicators, including gender composition and gender segregation. Along with the consultation data, the results of the audit were used to create actions and measures in this action plan. The audit was conducted on workforce data from the 2020-2021 financial year, all data reported in the following sections was current as of June 2021.

Indicator 1&2 – Gender Composition of all Levels of the Workforce and Gender Composition of Governing Body

In June 2021, Melton City Council employed 750 staff. Of these 750, 545 of these staff were women and 205 were men. At the time of the audit, Council did not collect data beyond this when on boarding new staff. The Executive has five members, four men and one woman. The governing body of the organisation are the Councillors. There are nine Councillors in total, with six women and three men.

Data for employee experience has come from the People Matters Survey that was conducted in 2021. There were 221 women respondents (70 per cent of respondents), 73 men (23 per cent of respondents), non-binary and prefer not to say respondents 23 (7 per cent of respondents) (further detail can be seen on page 8). Due to the way the data was packaged for our Council, staff who selected non-binary as their gender or preferred not to provide their gender, have been grouped together for anonymity. This means that responses for this category may include staff who don't identify as non-binary, as there may have been staff who chose not to disclose their gender.

Employment Basis

Full time employees make up 52 per cent of the workforce, 59 per cent of the full timers are women and 41 per cent are men. Part time employees make up 40 per cent of all staff, 89 per cent of these staff are women and 11 per cent are men. As for casual employees, they make up 8 per cent of all staff, 77 per cent of these are women and 23 per cent are men.

For employee experience data relating to indicator 1, a series of questions was asked about positive culture towards demographic groups of staff at Council. The preface of the question begins *"there is a positive culture within my organisation in relation to"* and staff were asked if they agreed or disagreed with this comment. The following outlines staff response to these questions:

- *"... employees of different sexes/genders..."*, 76 per cent of women agreed with the statement, 89 per cent of men agreed and 52 per cent of non-binary and prefer not to say agreed
- *".... employees who are Aboriginal and/or Torres Strait Islander"* 68 per cent of women agreed, 72 per cent of men agreed and 52 per cent of non-binary and prefer not to say agreed
- *"...employees from varied cultural backgrounds"*, 85 per cent of women agreed, 90 per cent of men agreed and 78 per cent of non-binary and prefer not to say agreed
- *"...employees of different age groups"*, 79 per cent of women agreed, 82 per cent of men agreed and 70 per cent of non-binary and prefer not to say agreed
- *"...employees who identify as LGBTQIA+"*, 71 per cent of women agreed, 81 per cent of men agreed, 48 per cent non-binary and preferred not to say agreed
- *"....employees with disability"*, 71 per cent of women agreed, 79 per cent of men agreed and 52 per cent of non-binary and prefer not to say agreed.

Indicator 3 – Pay Equity

For the overall organisational gender pay gap, the median base salary gap is 20.8 per cent. The median total remuneration gap is 20.8 per cent.

Indicator 4 – Sexual Harassment

In 2020-21, the People and Culture department recorded zero formal sexual and harassment complaints made. This finding was at odds with the results of the employee experience data. The survey found that in the last 12 months, 5 per cent of women respondents had experienced sexual harassment, which was slightly higher than 3 per cent of men respondents.

Table 2: Employee experience data for indicator 4

Question	% of women agreed	% of men agreed	% non-binary and prefer not say agreed
<i>I feel safe to challenge inappropriate behaviour at work</i>	74	77	57
<i>My organisation takes steps to eliminate bullying, harassment, and discrimination</i>	67	85	57
<i>My organisation encourages respectful workplace behaviours</i>	86	96	74

Indicator 5 – Recruitment and Promotion

In the last 12 months, Council recruited 237 new employees. 146 of the recruits (62 per cent) were women and 91 (38 per cent) men. There were 148 employees on higher duties, and 63 per cent of these were female. There were 39 staff on internal secondments, 79 per cent of those on secondment were female. There were 184 exits from the organisation, with 51 per cent female.

Table 3: Employee experience data for indicator 5

Question	% of women agreed	% of men agreed	% of non-binary and prefer not to say agreed
<i>My organisation makes fair recruitment and promotion decisions, based on merit</i>	55	64	48
<i>I feel I have an equal chance at promotion in my organisation</i>	46	60	30
<i>Gender is not a barrier to success in my organisation</i>	67	81	52
<i>Being Aboriginal and/or Torres Strait Islander is not a barrier to success in my organisation</i>	69	75	61

<i>Cultural background is not a barrier to success in my organisation</i>	76	85	65
<i>Sexual orientation is not a barrier to success in my organisation</i>	72	85	57
<i>Disability is not a barrier to success in my organisation</i>	63	77	61
<i>Age is not a barrier to success in my organisation</i>	66	75	65

Indicator 6 – Leave and Flexibility

At the time of the audit, there were 161 staff who were on formal flexible work arrangements, which is 21 per cent of the workforce. This does not include any staff on informal flexible working arrangements. Of that 161, there are 135 women (18 per cent of the workforce) and 26 men (3 per cent of the workforce).

There were 36 staff who had taken parental leave over the 12-month period. 30 women had taken parental leave, making up 83 per cent and 6 men, making up 17 per cent of these employees. Council had four women leave the organisation whilst on parental leave and zero men.

Table 4: Employee experience data for indicator 6

Question	% of women agreed	% of men agreed	% of non-binary and prefer not to say agreed
<i>My organisation would support me if I needed to take family violence leave</i>	85	89	70
<i>I am confident that if I requested a flexible work arrangement, it would be given due consideration</i>	76	76	74
<i>My organisation supports employees with family or other caring responsibilities, regardless of gender</i>	79	82	78
<i>I have the flexibility I need to manage my work and non-work activities and responsibilities</i>	78	78	83

<i>Using flexible work arrangements is not a barrier to success in my organisation</i>	55	66	52
<i>Having caring responsibilities is not a barrier to success in my organisation</i>	58	74	48
<i>Having family responsibilities is not a barrier to success in my organisation</i>	62	77	48

Indicator 7 - Gendered Segregation

As part of the audit, Council was required to look at the gender composition of ANZCO major groups in the organisation. The audit found that that 5.2 per cent of all staff are Managers, 33 per cent of those Managers are women and 67 per cent are men. For professionals, 46 per cent of all staff fit in this category, with 71 per cent of professionals being women and 29 per cent being men. In regard to technicians and trade workers, 7 per cent of all staff fit in this category, 26 per cent of these workers are women and 74 per cent are men. The next category is community and personal service workers, which make up 19 per cent of all staff. Of these workers, 89 per cent are women and 11 per cent are men. Clerical and administrative workers are 21 per cent of all staff, 81 per cent of these staff are women and 19 per cent are men. Machinery operators and drivers make up 7 per cent of all staff and 100 per cent of these workers are men. The last category is labourers, which 15 per cent of all staff belong to, 78 per cent of labourers are women and 22 per cent are men.

For employee experience data relating to indicator 7, one statements respondents were asked was *“My organisation uses inclusive and respectful images and language”*, 89 per cent of women agreed with this statement, 92 per cent of men and 78 per cent of non-binary and prefer not to say respondents. For the statement *“In my workgroup work is allocated fairly, regardless of gender,* 81 per cent of women agreed, 90 per cent of men agreed and 65 per cent of non-binary and prefer not to say respondents agreed.

Strategies and Measures

Melton City Council has an existing gender equality strategy, [Equality and Respect 2030: A Strategy to prevent violence against women by promoting gender equity in the City of Melton](#). This is the second strategy of its kind for Melton City Council, following the *Preventing Violence against Women and their Children Strategy* in 2013-2016. This Strategy aligns closely with the [City of Melton Preventing Family Violence Advisory Committee](#) and was developed in consultation with more than 100 community members. The Equality and Respect 2030 Strategy has an action plan which outlines the many departments across Council that are committed to taking action towards achieving gender equality in the municipality in the future, to achieve gender equality for Council as a workplace. This existing work highlights cross-Council commitment to the primary prevention of violence against women, which is a key enabler for implementation of this plan. The strategy has two goals:

Goal 1: The City of Melton is a gender equitable community

Goal 2: Melton City Council is a gender equitable, safe and inclusive organisation

The objectives and strategies can be found on the following pages. This plan incorporates the actions that Council will undertake internally, with staff and also the actions that Council will work on externally.

Table 6 outlines the strategies and their related measures which will guide Council's action over the next four years. Actions articulated in the plan are through to June 2023 in line with Council's current process of biennial action planning. Council will be due to renew the action component of the plan for July 2023-June 2025 and Council will submit an updated action plan to the Commission in 2023. The measuring progress requirement can be found under the process and outcome measures in the table below, and the resourcing and leadership can also be found in the table below.

The existing Equality and Respect 2030 Strategy has put Council in a great position to be able to fulfill the new obligations under the Gender Equality Act 2020. Council has amended its current Equality and Respect action plan to meet the requirement relating to a workforce gender equality action plan. In the next section which articulates strategies, measures and actions please note reference to the Equality and Respect Strategy for strategic alignment.

Table 5: Melton City Council Gender Equality Action Plan 2022-2025

Goal 1: The City of Melton is a gender equitable, safe and inclusive community				
Objective 1.1: Increase the community's awareness and understanding of gender equality and the primary prevention of violence against women				
Strategies (Current-October 2025)				
Process measures (annual)		Outcome measures (four years)	Data collection methods	
Number of participants (attendees/social media reach)		The extent to which people agree or disagree to questions relating to family violence and gender equality	Evaluation surveys	
Diversity of participants			City of Melton Annual Household Community Satisfaction Survey	
E&R Action No	E&R	Action	Staff responsible for completing action	Timeline
1	1.1.1	Deliver annual initiatives for community in recognition of the 16 Days of Activism Against Gender-Based Violence campaign.	Advocacy Coordinator, Team Leader Literacy, Learning and Partnerships, Health and Wellbeing Project Officer	30/06/2023
2	1.1.2	Contribute to the development of one initiative that aims to increase community understanding of the links between gender inequality and men's violence against women.	Health and Wellbeing Project Officer, Advocacy Coordinator	30/06/2023

Objective 1.2: Decrease attitudes, norms and practices within the community that condone violence against women and perpetuate gender inequality

Strategies (Current-October 2025)

- 1.2.1** Identify and support community leaders to drive community actions that advance gender equality and challenge violence-supportive attitudes, norms and practices
- 1.2.2** Develop initiatives to build the community’s knowledge, skills and capacity to take bystander action to challenge sexism and the condoning of violence against women

Process measures (annual)		Outcome measures (four years)	Data collection methods	
Number of participants		The extent to which people agree or disagree to questions relating to family violence and gender equality	City of Melton Annual Household Survey	
Diversity of participants			Evaluation surveys	
E&R Action No	E&R Strategy	Action	Staff responsible for completing action	Timeline
3	1.2.1	Work with Aboriginal community to collaboratively identify relevant gender equity outcomes.	Aboriginal Community Engagement Officer, Health Promotion Officer	30/06/2023
4	1.2.1	Recognise community leadership on gender equity through the community achievement awards with the Gender Equity Leader of the Year award category.	Coordinator Community Capacity	30/06/2023
5	1.2.1	Facilitate the delivery of gender equity programs in community centres for the community	Community Activation and Learning Officers	30/06/2023
6	1.2.2	Identify and deliver one Access All Areas training to create more inclusive and safe music venues and events and build bystander capabilities.	Events Officer, Health Promotion Officer	30/06/2023

Objective 1.3: Increase women's representation in leadership and decision-making roles in workplaces, community organisations, civic life and relationships

Strategies (Current-October 2025)

1.3.1 Undertake strategies to increase women’s opportunities, skills and resources to participate in decision-making and leadership positions in organisations and community leadership roles

Process measures (annual)		Outcome measures (four years)	Data collection methods	
Number of sessions held		Increase in local businesses understanding of inclusive recruitment Increase in female attendees involved in Melton Business Network stream	Workshop attendance list	
Diversity of women reached			Pre and post workshop evaluation	
E&R Action No	E&R Strategy	Action	Staff responsible for completing action	Timeline
7	1.3.1	Deliver one initiative to build women's skills in decision making and community leadership.	Health Promotion Officer	30/06/2023
8	1.3.1	Work together to deliver an inclusive recruitment workshop through Economic Development’s Venture Melton Business Network stream	Business and Industry Development Officer, Health Promotion Officer, Gender Equality Officer	30/06/2023

Objective 1.4: Redress structural and societal barriers to women's independence and full economic, social and civic participation

Strategies (Current-October 2025)

1.4.1 Develop gender equity strategies to redress the gender pay gap and barriers to women’s economic participation

1.4.2 Undertake initiatives that recognise and celebrate women’s and girl’s leadership, achievements and diversity

Process measures (annual)		Outcome measures (four years)	Data collection methods	
---------------------------	--	-------------------------------	-------------------------	--

Number of women participants		The extent to which people agree or disagree to questions relating to family violence	City of Melton Household Annual Survey	
Number of programs/events			Program/evaluation surveys	
E&R Action No	E&R Strategy	Action	Staff responsible for completing action	Timeline
9	1.4.1	Enable women's participation in the Daughters of the West women's health program in partnership with Western Bulldogs Community Foundation through provision of childcare.	Health and Wellbeing Project Officer	30/06/2023
10	1.4.1	Investigate opportunities to deliver programs in the City of Melton for Women with Disabilities to strengthen independence, and/or economic, social and civic participation.	Advocacy & Inclusion Officer	30/06/2023
11	1.4.2	Deliver annual initiatives for community to recognise International Women's Day	Coordinator Library and Arts Activation, Health and Wellbeing Project Officer	30/06/2023
12	1.4.2	Deliver school holiday programs that encourage young women and girls to engage with STEM.	Coordinator Library and Arts Activation, Coordinator Young Communities, Health Promotion Officer	30/06/2023
13	1.4.2	Develop opportunities that celebrate young women's leadership, achievements and diversity.	Coordinator Young Communities	30/06/2023
14	1.4.2	Deliver initiatives that recognise This Girl Can campaign.	Coordinator Recreation, Health and Wellbeing Project Officer	30/06/2023

15	1.4.2	Facilitate the establishment of programs that focus on women's economic and civic participation in diverse communities.	Health Promotion Officer, Gender Equality Officer	30/06/2023
----	-------	---	---	------------

Objective 1.5: Strengthen the commitment and capacity of the community to challenge rigid gender roles and gender stereotypes

Strategies (Current-October 2025)

1.5.1 Engage with community groups and community leaders to develop prevention activities that increase understanding of, and capacity to challenge, rigid gender roles and stereotypes

Process measures (annual)		Outcome measures (four years)	Data collection methods	
Reach and diversity of participants		The extent to which people agree or disagree to questions relating to family violence	Evaluation surveys	
Number of capacity building opportunities for networks			City of Melton Household Annual Survey	
			Network minutes and agendas	
E&R Action No	E&R Strategy	Action	Staff responsible for completing action	Timeline
16	1.5.1	Support informed diverse communities, including women with a disability, to deliver community initiatives that challenge rigid gender roles and stereotypes.	Health Promotion Officer, Advocacy and Inclusion Officer	30/06/2023
17	1.5.1	Deliver capacity building of relevant local committees and networks [the Intercultural Advisory Committee, African Communities Working Group and Melton Interfaith Network] for understanding family violence, and taking action for the prevention of violence against women through challenging rigid gender roles and stereotypes.	Intercultural Project Officer	30/06/2023

Objective 1.6: Promote transformative notions of masculinity and femininity that support equality between women and men in the community

Strategies (Current-October 2025)

- 1.6.1** Implement strategies and programs to promote gender equitable parenting and caring practices among families
- 1.6.2** Build the community’s capacity to promote transformative, healthy and diverse masculinities and femininities
- 1.6.3** Undertake prevention activities that support and promote the gender equitable division of unpaid care and domestic labour among families and households

Process measures (annual)		Outcome measures (four years)	Data collection methods	
Number of program participants		The extent to which people agree or disagree to questions relating to family violence	City of Melton Annual Household Survey	
Diversity of participants			Evaluation surveys	
E&R Action No	E&R Strategy	Action	Staff responsible for completing action	Timeline
18	1.6.1	Tailor a number of library programs and services to increase the number of fathers and male caregivers who attend programs with their children.	Coordinator Library and Arts Activation	30/06/2023
19	1.6.2	Deliver at least two gender specific programs per term through Community Activation & Learning programming.	Community Activation & Learning Officer	30/06/2023
20	1.6.2	Implement the Working Together with Men program in the City of Melton.	Health Promotion Officer	30/06/2023
21	1.6.3	Investigate opportunities for the continued delivery of the Baby Makes 3 program.	Health Promotion Officer	30/06/2023

Objective 1.7 Strengthen the environment, culture and capacity of individuals, organisations and communities to promote gender equitable respectful relationships

Strategies (Current-October 2025)

1.7.1 Collaborate with regional partners to support the Victorian Government’s implementation of respectful relationships education in schools

1.7.2 Engage with workplaces, sports clubs, arts and community organisations to develop structures, policies, programs and practices that promote gender equality and gender equitable respectful relationships

Process measures (annual)		Outcome measures (four years)	Data collection methods	
Number of external organisations supported		The extent to which people agree or disagree to questions relating to family violence	Evaluation surveys	
Number of sporting clubs engaged with			City of Melton Annual Household Survey	
E&R Action No	E&R Strategy	Action	Staff responsible for completing action	Timeline
22	1.7.1 1.7.2	Promote to the community and engage with sporting clubs to bring awareness about youth specific gender equitable respectful relationships.	Coordinator Recreation	30/06/2023
23	1.7.2	Support the development and adoption of 'Women’s participation in sport and active recreation in Melbourne’s West: An action plan for change' in partnership with other western region Councils.	Coordinator Recreation	30/06/2023
24	1.7.2	Implement relevant actions in the 'Women’s participation in sport and active recreation in Melbourne’s West: An action plan for change' in partnership with other western region Councils.	Coordinator Recreation	30/06/2023
25	1.7.2	Provide support to organisations for externally provided community projects that prevent violence against women and promote gender equity.	Health Promotion Officer, Gender Equality Officer	30/06/2023

Objective 1.8: Decrease masculine norms, cultures and practices that accept and normalise disrespect, discrimination and violence against women in the community

Strategies (Current - October 2025)

1.8.1 Develop initiatives to increase men’s capacity and commitment as allies in preventing men’s violence against women and advancing gender equity

Process measures (annual)		Outcome measures (four years)	Data collection methods	
Number of settings reached		The extent to which people agree or disagree to questions relating to family violence	City of Melton Annual Household Survey	
Demographics and diversity of participants			Evaluation survey	
E&R Action No	E&R Strategy	Action	Staff responsible for completing action	Timeline
26	1.8.1	Deliver 'Understanding gender equity' sessions as part of the Sons of the West men’s health program in partnership with the Western Bulldogs Community Foundation.	Health and Wellbeing Project Officer	30/06/2023
27	1.8.1	Provide male staff representation and support for community initiatives.	Allies for Gender Equity Group	30/06/2023
28	1.8.1	Deliver four sessions to community that engage residents in conversations about healthy masculinities	Coordinator Young Communities, Health Promotion Officer	30/06/2023

Goal 2: Melton City Council is a gender equitable, safe and inclusive organisation

Objective 2.1: Increase Melton City Council's commitment and capacity to undertake a whole-of-organisation approach to preventing violence against women and advancing gender equity

Strategies (Current-March 2025)

2.1.1 Develop organisation-wide policies, strategies and initiatives for gender equity and/or the prevention of violence against women to drive whole-of organisation change

- 2.1.2** Implement training on gender equity and the prevention of violence against women to increase workforce commitment and capacity to take primary prevention action
- 2.1.3** Build organisational leaders' capacity for and commitment to advance gender equity and prevent violence against women to drive workplace change
- 2.1.4** Develop initiatives to increase the capacity and commitment of male staff to be allies in preventing men's violence against women and advancing gender equity

Process measures (annual)¹		Outcome measures (four years)	Data collection methods	
Gender composition of management reflects organisation		Increase in staff and senior leaders undertaking flexible work arrangements	Annual staff culture survey	
Gender composition of governing body		Positive culture of staff using flexible work arrangements	Gender audit	
Improved pay equity between men and women		Leaders have increased knowledge and skills to advance gender equity		
Decrease in staff experiencing sexual Harassment		Increase number of women higher banded team leader and coordinator roles		
Increase in women being promoted to permanent roles		Increase in number of staff retained		
Increase in men taking parental leave				
Increase in men using formal flexible work arrangements				
Increase in men and women in non-traditional roles				
E&R Action No	E&R Strategy	Action	Staff responsible for completing action	Timeline

¹ These process measures are the workplace gender equality indicators

29	2.1.1	Identify and action 10 communications opportunities to promote non-stereotypical gender roles through promotional material.	Communications Officer	30/06/2023
30	2.1.1	Ensure that Council's major events showcase a gender mix of entertainers and speakers.	Events Officer	30/06/2023
31	2.1.1	Complete an assessment of requirements of the Local Government Act 2020 and Gender Equality Act 2020 and identify any gaps in Melton City Council practices to promote gender equality	Coordinator People and Culture	30/06/2023
32	2.1.1	Capture and monitor trends in the uptake of flexible work arrangements across Council by gender.	Coordinator People and Culture	30/06/2023
33	2.1.1	Investigate the requirements for Council to report to the Workplace Gender Equality Agency and develop capacity to report on gender equality.	Coordinator People and Culture	30/06/2023
34	2.1.1	Promote non-stereotypical gender roles in promotional material, media and communications opportunities for Community Care including social support programs, Men's Sheds and Ageing Well activities.	Coordinator Communications, Strategy and Compliance Officer	30/06/2023
35	2.1.1	Review gender and emergency management (GEM) guidelines and identify relevant opportunities for the City of Melton.	Gender Equality Officer, Coordinator Emergency Management Operations	30/06/2023
36	2.1.1	Develop, implement and review two gender sensitive strategies to increase male engagement with Council's EAP program.	Coordinator People and Culture	30/06/2023
37	2.1.1	Audit resources at Council-delivered early childhood education programs i.e. occasional care, vacation care, playgroup.	Coordinator Early Childhood	30/06/2023

38	2.1.1	Include questions in Council's annual household survey to measure community attitudes to family violence and gender equity.	Social Planning Officer	30/06/2023
39	2.1.1	Conduct a gender audit of Council-managed facilities and use findings to support inclusive design.	Community Infrastructure Planner	30/06/2023
40	2.1.1	Include questions relating to attitudes to gender equity in the biennial culture survey.	Coordinator People & Culture	30/06/2023
41	2.1.2	Deliver unconscious bias training for all staff.	Coordinator People & Culture	30/06/2023
42	2.1.2	Include professional development for women as a theme in the corporate training program and offerings.	Coordinator People & Culture, Gender Equality Officer	30/06/2023
43	2.1.2	Deliver training for staff to promote gender equity, understand the prevention of violence against women and build active bystander capabilities.	Coordinator People & Culture, Gender Equality Officer	30/06/2023
44	2.1.2	Develop and implement an induction module which includes gender equity.	Coordinator People & Culture, Gender Equality Officer	30/06/2023
45	2.1.2	Deliver organisational training for reviewing policy and procedures with an equity lens (including gender).	Gender Equality Officer, Coordinator Governance	30/06/2023
46	2.1.2	Provide a training session to Early Childhood Educators that explores gender roles and gender stereotypes in early years programs.	Early Childhood Development and Engagement Officer, Health Promotion Officer	30/06/2023
47	2.1.2	Provide a training session to build capacity of early years workforce in the City of Melton to promote transformative, healthy and diverse masculinities and femininities.	Early Childhood Development and Engagement Officer, Health Promotion Officer	30/06/2023

48	2.1.2	Build the capacity of Maternal and Child Health (MCH) staff to support gender equitable parenting and caring practices to respond to a diverse and changing community.	Team Leader Maternal and Child Health, Health Promotion Officer	30/06/2023
49	2.1.2	Gather representative samples (including sex/gender) when consulting with community and where possible analyse with an intersectional lens.	Community Engagement Officer	30/06/2023
50	2.1.2	Provide training to staff who work directly with the community to build their capacity to effectively deal with community disclosures of family violence.	Gender Equality Officer, Health Promotion Officer	30/06/2023
51	2.1.2	Deliver capacity building for Community Activation & Learning staff to inform gender responsive programming.	Gender Equality Officer, Health Promotion Officer	30/06/2023
52	2.1.3	Refresh awareness of how to access Council's Family Violence Policy and support leaders to support staff.	Coordinator People & Culture, Coordinator Social Planning and Wellbeing	30/06/2023
53	2.1.3	Deliver training to Community Care staff on applying a gender lens to their work.	Coordinator Family Services	30/06/2023
54	2.1.4	Deliver two internal events for Allies for Gender Equity capacity building regarding active support and bystander action as an aspect of organisational leadership.	Allies for Gender Equity Group	30/06/2023
55	2.1.4	Deliver six 'Lunch n Learn' sessions to build male staff understanding of gender equity and prevention of violence against women issues.	Allies for Gender Equity Group	30/06/2023
56	2.1.4	Deliver one internal event to recognise the 16 Days of Activism against Gender-Based Violence.	Allies for Gender Equity Group	30/06/2023

57	2.1.1	Identify and promote formal flexible work options in job advertisements to attract new employees	Coordinator People & Culture	30/06/2023
58	2.1.1	Work with Managers to create case studies of staff using formal flexible work arrangements (FWA)	Coordinator People & Culture	30/06/2023
59	2.1.1 2.1.3	Review data on FWA for departments that have lower rates and explore with Managers	Coordinator People & Culture	30/06/2023
60	2.1.3	Be proactive in addressing job share challenges at a leadership level	Coordinator People & Culture	30/06/2023
61	2.1.3	Support leaders to deliver/live our flexible work arrangements e.g. tech on site	IT Coordinator	30/06/2023
62	2.1.3	Continue communication of FWA processes	Coordinator People & Culture	30/06/2023
63	2.1.1	Take a proactive approach to offering job share and flexible work options for leaders across the organisation	Coordinator People & Culture	30/06/2023
64	2.1.2	Explore education and training of Councillors on gendered language	Gender Equality Officer	30/06/2023
65	2.1.2	Implementation of women's leadership development stream	Coordinator People & Culture	30/06/2023
66	2.1.2	Education and development for first time leaders	Coordinator People & Culture	30/06/2023
67	2.1.2	Run refresher education sessions on bullying, harassment and discrimination (as part of the positive and professional workplace behaviours)	Coordinator People & Culture	30/06/2023
68	2.1.2 2.1.3	More training for leaders on gender equality and what they can do	Coordinator People & Culture, Gender Equality Officer	30/06/2023
69	2.1.2	Expand on the unconscious bias training and tailored sessions on recruitment	Coordinator People & Culture	30/06/2023

70	2.1.3	Work with Managers to create case studies for inter-department learning on innovative approaches to recruitment	Coordinator People & Culture	30/06/2023
71	2.1.3	Look into developing a community of practice for people who regularly recruit staff to share ideas and knowledge	Coordinator People & Culture	30/06/2023
72	2.1.2	Work together to deliver an inclusive recruitment workshop through Economic Development's Venture Melton Business Network stream	Coordinator People & Culture	30/06/2023
73	2.1.3	Review interview questions to encompass more soft skills, values	Coordinator People & Culture	30/06/2023
74	2.1.3	Explore the opportunity for a trial of 'blind recruitment' by removing gender and identifying demographic factors on job applications	Coordinator People & Culture	30/06/2023
75	2.1.1	Work with staff to enable acting opportunities to translate into permanent opportunities	Coordinator People & Culture	30/06/2023
76	2.1.1	Consider the possibility of Equal Opportunity Contact Officers	Coordinator People & Culture	30/06/2023
77	2.1.1	Investigate gender equitable entitlements for EBA	Coordinator People & Culture	30/06/2023
78	2.1.1	Review processes on banding and re-banding staff	Coordinator People & Culture	30/06/2023
79	2.1.1	Collect demographic data from staff that goes beyond the binary for new staff members	Coordinator People & Culture	30/06/2023
80	2.1.1	Look into ways to update human resource systems to include diversity demographics of staff	Coordinator People & Culture	30/06/2023
81	2.1.1	Develop and implement consistent way of asking for gender and further demographics for staff and community members	Gender Equality Officer, Community Engagement Officer	30/06/2023
82	2.1.3	Analyse exit data results to better retain employees and report themes by gender	Coordinator People & Culture	30/06/2023

83	2.1.3	Deliver focus groups with staff returning from parental leave and with their respective Managers to inform parental leave system	Coordinator People & Culture	30/06/2023
84	2.1.1	Hold an internal International Women's Day event annually	Coordinator People & Culture	30/06/2023
85	2.1.1	Increase understanding of barriers to career progression for women in team leader and coordinator roles	Coordinator Economic Development, Gender Equality Officer	30/06/2023
86	2.1.1	Complete a Gender Impact Assessment on The Corporate Writing Style Guide	Communications Officer, Gender Equality Officer	30/06/2023
87	2.1.3	Promotion of gender equality work that is happening at Council and actions that staff can take	Gender Equality Officer, Coordinator People and Culture	30/06/2023
88	2.1.1	Set up section on intranet for gender equality information	Communications and Community Planning	30/06/2023
89	2.1.1	Explore the creation a staff campaign encouraging people to address gendered and sexist language and behaviours in the workplace	Coordinator People and Culture, Gender Equality Officer	30/06/2023
90	2.1.1	Establish a working group to bring together areas of Council responses for promoting employment opportunities in the municipality	Coordinator Economic Development, Coordinator Young Communities, Coordinator, Coordinator Social Planning and Wellbeing, Coordinator People and Culture	30/06/2023

91	2.1.1	Continue to complete ongoing gender impact assessments	Gender Equality Officer	30/06/2023
----	-------	--	-------------------------	------------

Objective 2.2: Build and strengthen partnerships for the prevention of violence against women and promotion of gender equity

Strategies (Current - October 2025)

- 2.2.1** Contribute to state and national action to prevent violence against women and promote gender equity
- 2.2.2** Develop partnerships and alliances with specialist services – such as women’s health, Aboriginal and Torres Strait Islander, refugee and migrant, disability and LGBTIQ organisations to advance intersectional prevention practice
- 2.2.3** Work together with family violence intervention and response services to promote a safe, just and equitable community

Process measures (annual)		Outcome measures (four years)	Data collection methods	
Number of partnerships		The extent to which people agree or disagree to questions relating to family violence	City of Melton Annual Household Survey	
The number of advocacy pieces raised to state and federal governments			Document review	
E&R Action No	E&R Strategy	Action	Staff responsible for completing action	Timeline
92	2.2.1	Participate in the state-wide Prevention of Violence Against Women Network which is led by the Municipal Association of Victoria.	Team Leader Health Promotion and Planning, Gender Equality Officer	30/06/2023
93	2.2.1	Scope and report on current gaps in the primary and secondary prevention, and response of violence against women in the City of Melton, to inform future advocacy priorities.	Coordinator Advocacy, Coordinator Social Planning & Wellbeing	30/06/2023
94	2.2.1	Review Federal and State policy and programs regarding provision of family violence services to inform future advocacy.	Preventing Family Violence Advisory Committee,	30/06/2023

			Coordinator Advocacy, Coordinator Social Planning & Wellbeing	
95	2.2.1	Advocate to state and federal government to improve the family violence response system, prevent violence against women and promote gender equity (through the Preventing Family Violence Advisory Committee).	Preventing Family Violence Advisory Committee, Coordinator Advocacy, Coordinator Social Planning & Wellbeing	30/06/2023
96	2.2.1	Advocate to the state government for an Orange Door (Support and Safety Hub) to be located in the City of Melton.	Preventing Family Violence Advisory Committee, Coordinator Advocacy, Coordinator Social Planning & Wellbeing	30/06/2023
97	2.2.2	Participate in the western region Preventing Violence Together partnership and contribute to regional, state and federal action to prevent violence against women and promote gender equity.	Health Promotion Officer	30/06/2023
98	2.2.2	Develop partnerships and alliances with specialist services for disability, LGBTIQ and refugee and migrant health for the prevention of family violence.	Health Promotion Officer, Intercultural Project Officer, Community Development Officer	30/06/2023

99	2.2.2 2.2.3	Build and strengthen partnerships to promote a safe and equitable community.	Coordinator Recreation	30/06/2023
100	2.2.3	Convene the City of Melton Preventing Family Violence Advisory Committee.	Health Promotion Officer	30/06/2023
101	2.2.3	Convene the City of Melton Family Violence Network.	Community Care	30/06/2023
102	2.2.3	Participate in the western region Action for Equity partnership to promote sexual and reproductive health in the City of Melton.	Community Planning	30/06/2023
103	2.2.3	Participate in the Western Integrated Family Violence Committee.	Coordinator Family Services	30/06/2023
104	2.2.3	Co-lead the DHHS family violence THM housing project.	Coordinator Family Services	30/06/2023
105	2.2.3	Participate in the evaluation of the DHHS family violence THM housing project.	Coordinator Family Services	30/06/2023

Where to next

1. **Continued leadership and cross-organisational commitment to implement Council's GEAP will be a key factor for success:** The Executive and senior leaders across Council are passionate about advancing Council's gender equality efforts and welcome the new opportunities that the Gender Equality Act 2020 provides.
2. **Progress GEAP strategies and measures which have been scoped for advancement and implementation in 2022 and beyond:** Council will continue to learn from our work to date and continue to adhere to best practice gender equity principles in all of our work moving forward.
3. **Ensure that workforce gender equality efforts align with the workforce gender equality indicators:** Council is committed to regularly reviewing and identifying new ways of addressing workplace gender equality strategies.
4. **Ensure we are fulfilling our obligations under the Gender Equality Act 2020:** Council is committed to resourcing this important work through resourcing and strategies and measures outlined in the GEAP. Council will continue to align all its work with current agreements as outlined in relevant Commonwealth and State Government legislation.
5. **Provide regular updates on Council's progress relating to the strategies and measures set out in the GEAP:** Council will keep our staff, stakeholders and community updated as we progress through the life cycle of the GEAP.

Conclusion

In Conclusion, Melton City Council has completed rigorous data collection and analysis to date. This has enabled the meaningful consultation and the implementation of evidence-based strategies and measures that have been shaped by staff expertise, knowledge, experience and skills. The existing Equality and Respect 2030 Strategy and related action plans have positioned Council in good stead to implement the obligations under the Gender Equality Act 2020. A number of the actions outlined in this plan align with state and regional level action and involve working with partner organisations who will be crucial in ensuring success.

Melton City Council is a rapidly growing organisation that has experienced significant staffing changes since the workforce audit took place. We predict that when the audit is conducted in two years' time, the demographics of the organisation may look quite different, and the next action plan will reflect this.

Council is willing to share tools, resources and findings with other Councils. Council looks forward to being open and transparent in sharing learnings with partner organisations and our community to support the dissemination of ideas and evidence.