Gender Equality Progress Report

2023

Published October 2024

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Acknowledgement of Country

Melbourne Polytechnic would like to acknowledge the Kulin Nation Peoples' culture and society, including their understanding of gender relations, which were lived out for thousands of years before colonisation on the land where Melbourne Polytechnic's campuses are now located. We pay respect to their Elders, past and present.

Melbourne Polytechnic recognises gender inequality may be compounded by other forms of disadvantage or discrimination, including on the basis of Aboriginality. It will continue to seek out the voices of underrepresented communities when developing its action plans, including from Aboriginal and Torres Strait Islander people.

Contents

Foreword

Our thanks go to Dr Niki Vincent and the team at the Commission for Gender Equality in the Public Sector for their pioneering work in supporting defined entities like Melbourne Polytechnic to address gender inequality and promote gender equality.

Last year, Melbourne Polytechnic launched our Strategic Plan 2024 – 2028, which includes our bold new vision: *an inclusive, sustainable and thriving community inspired by learning.*

To support our new Strategic Plan 2024 – 2028 and vision, we've embarked on culture change to embed four new organisational values: Welcoming, Curious, Collaborative and Accountable.

Gender equality is fundamental for creating an inclusive, welcoming and thriving community.

Reporting on our progress towards gender equality is driven by our commitment to accountability.

In the two years described in these pages, July 2021 to June 2023, Melbourne Polytechnic was able to make progress but also faced challenges.

Progress included:

▶ Nine Gender Impact Assessments conducted on policies, procedures and plans, using a customised process and template

▶ Meaningful work to address harmful behaviour, including discrimination, harassment, bullying and sexual harassment and assault

▶ Decrease in one measure related to the gender pay gap

▶ Sustained gender equality on our Board.

Challenges included:

▶ Current information systems are currently unable to collect and analyse the detailed workplace gender data required. Plans are in place to update these systems.

▶ Ongoing workforce challenges limited the capacity to fully progress initiatives related to transformational change.

Our Board, Executive Leadership Committee and staff remain committed to addressing the challenges and making progress towards gender equality, and I thank you for your interest in reading about our progress so far.

Warm regards,
Frances Coppolillo
Chief Executive

Introduction to the Gender Equality Progress Report 2023

Background

Under the Gender Equality Act (Vic) 2020 (the Act), defined entities such as Melbourne Polytechnic have a duty to:

▸ Promote gender equality and take positive action towards achieving it

▸ Conduct Gender Impact Assessments on policies, programs and services that have a direct and significant impact on the public

▸ Undertake a Workplace Gender Audit every 4 years, with a progress audit in between

▸ Create a Gender Equality Action Plan (GEAP) every 4 years

▸ Report on progress to gender equality every 2 years.

The last three duties require defined entities to submit this information to the Commission for Gender Equality in the Public Sector (the Commission), who publishes documents and data insights on their website: **https://www.genderequalitycommission.vic.gov.au/**

The Act identifies seven workplace gender equality indicators against which defined entities must make reasonable and material progress:

▸ gender pay equity

▸ gender composition at all levels of the workforce

▸ gender composition of governing bodies

▸ workplace sexual harassment

▸ recruitment and promotion

▸ gendered work segregation

▸ leave and flexibility.

Content

This report contains the information submitted to the Commission in February 2024 as mandated. It contains the following on Melbourne Polytechnic's progress to gender equality (with reporting periods specified where relevant):

1. Reflections and key learnings regarding Melbourne Polytechnic's progress to gender equality from 2021 to 2023, including programs and activities to progress gender equality undertaken after 30 June 2023

2. The Gender Impact Assessments conducted between 1 July 2021 and 30 June 2023 (Section 1)

3. The progress of the strategies and measures in the Gender Equality Action Plan 2022 – 2025 between 1 July 2021 and 30 June 2023 (Section 2.1)

4. Description of the allocation of resources to implement the strategies and measures in our GEAP (Section 2.2)

5. The progress on the workplace gender equality indicators between 2021 and 2023 (Section 3), using these sources:

   a. Workforce data comparing the year to 30 June 2021 with the year to 30 June 2023

   b. **People Matter Survey** results for 2021 and 2023.

This was the first time defined entities submitted progress reports with the associated progress audit data. Upon receipt of submissions, the Commission undertook quality reviews of all submissions and gave permission for publication on 30 September 2024. Data is now available **on the Commission's Insights Portal**.

Reflections and key learnings

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Reflections and key learnings regarding Melbourne Polytechnic's progress to gender equality from 2021 to 2023

Reflections and key learnings

Melbourne Polytechnic's journey to gender equality in the reporting period (1 July 2021 to 30 June 2023) was impacted both positively and negatively by several enablers and barriers.

In the positive, there were high levels of senior management commitment and buy-in, as well as oversight by the existing Inclusion Respect and Equality Taskforce chaired by the Chief Executive. This commitment enabled the development of a robust and comprehensive Gender Equality Action Plan (GEAP) and ongoing support for Gender Impact Assessments (GIAs). Additionally, 50 % of the role of the Implementation Lead, Gender Equality and Family Violence Primary Prevention was and is dedicated to leading the implementation of the Gender Equality Act.

In the negative, the barriers to progress are detailed in Table 2.2 - Allocation of resources to implement the strategies and measures in your GEAP. Barriers include staff vacancies, turnover and illness, as well as a significantly restrained financial environment and tight labour market impacting the recruitment of vacancies. These barriers meant that staff resources were below optimal levels, and investment in new systems and training was heavily constrained.

However, there were other enablers and barriers that impacted the progress of the GEAP and GIAs from 2021 to 2023.

Firstly, considering GIAs, the enablers included:

- Refinement of the GIA template to suit Melbourne Polytechnic's context
- Development of a time- and resource-efficient process for conduct of GIAs
- Alignment with an existing program of policy reviews
- Participation of a business champion who engaged key stakeholders in the GIA process.

The barriers included:

- Stakeholders not instigating GIAs as part of developing or reviewing policies, programs or services, even when some of them had received adequate training, follow up and support for implementation. This was due to the:
  - Time scarcity and/or lack of knowledge of key stakeholders
  - Relative complexity of the GIA process.

Secondly, considering the GEAP, the enablers included:

- Alignment of the GEAP program with existing work on culture change and organisational development.

And the barriers included:

- Lack of modern HRIS systems, resulting in an inability to collect and analyse the data on which many of the GEAP actions were predicated
- Increased interest rates, tight labour markets and other factors that impacted government grants and revenues, resulting in a greatly limited capacity to invest in new systems
- Very challenging staffing environment (vacancies, turnover and illness) which meant that key staff were predominantly focused on day-to-day operations and not able to fully progress initiatives related to transformational change.

The learnings from these enablers and barriers include:

- Identify more business champions to promote GIAs and engage key stakeholders
- Explore ways to demystify GIAs
- Continue to present to senior management about our progress to gender equality and our duty under the Gender Equality Act 2020 to make reasonable and material progress.

Other aspects of progress to gender equality

From 2021 to 2023, Melbourne Polytechnic was engaged in a range of programs and initiatives to generate an organisational climate that promotes gender equality and addresses gender inequality. The activities that arose from, or were directly related to, strategies and measures in our GEAP are described in our Progress Report.

Additionally, there were other programs and initiatives that were separate to, but aligned with, the GEAP, and some that have occurred since 30 June 2023. They provide additional evidence about our organisation's reasonable and material progress to gender equality. They include:

▶ The development of a new **Strategic Plan** with a vision statement placing inclusion and equality front and centre: 'An inclusive, sustainable and thriving community inspired by learning'. One of the six outcomes of the Plan by December 2028 is 'We achieve our target score on an Inclusion Index' (this index is currently in development). The fact that inclusion is a key outcome shows the commitment of the organisation to gender equality as well as other aspects of diversity, which aligns with the requirement to address gender inequality through an intersectional lens.

▶ The development of new organisational **Values** as part of the development of our new Strategic Plan. Both projects were informed by hundreds of structured conversations with staff, which were led by staff who volunteered for this role. These 'Conversation Starters' were 67% women, and they provided leadership for Melbourne Polytechnic employees as part of the development of the Strategic Plan and Values.

▶ One of the new Values is **'Welcoming – we all belong'**, which includes the statement, 'We create safe spaces for every person to come with their whole self and achieve their full potential'. Another Value is 'Accountable – we all act with integrity', which includes the statement, 'In every interaction we are honest, respectful and fair'. These value statements are directly related to the prevention of sexual harassment, bullying and discrimination, as well as the assurance of gender-equitable recruitment and promotion.

▶ The development of a **Culture Roadmap**, which translates the intention of the Values into action steps in the development of our organisational culture. Actions in the 'Welcoming' workstream include focuses on physical and psychosocial safety, and developing a 'zero tolerance' approach to harmful behaviour and guides on how to take action. Actions in the 'Accountable' workstream include clear expectations of behaviour in line with our vision and values.

▶ Development of a new **Sexual Harm Prevention and Response Policy** and **Sexual Harm Response Procedure**. These address issues including sexual harassment and assault. They are aligned with best practice and provide Melbourne Polytechnic with a significant improvement to its approach to sexual harassment and sexual assault, thereby providing increased safety for our students, staff and external parties.

▶ Conduct of a **Gender Impact Assessment** on security operations at Melbourne Polytechnic, post 30 June 2023. The scope of this GIA is the policies and processes of our security guards. It focuses on how women, gender-expansive people and those from culturally and racially marginalised communities experience interacting with our guards. It considers our students, staff, contractors, tenants and precinct partners, and aims to maintain good existing practices, address barriers to accessing services, and provide a more gender-sensitive service.

▶ A session was conducted on **'Building Respectful Learning Environments'** as part of the ongoing Thought Leadership staff professional development program. The online session included presentations from, and discussions with, an academic who researches how gender issues impact the success of young female construction trades apprentices, and a gender equality/gender-based violence advocate.

▶ 45 staff undertook **training** on how gender stereotypes impact men, especially young men, and influence harmful behaviours towards women, as well as risk-taking behaviours that impact men's health and safety. The training also provided strategies for student-facing staff to engage men and boys in discussion about these stereotypes and respectfully challenge those mindsets. A Community of Practice for interested staff following the training is in development.

▶ Women made up 93% of Melbourne Polytechnic's new **leadership development program** called 'aMPlify – accelerate'. Participants had the opportunity to not only build their skills and capabilities, but to engage with senior executives throughout the six month program.

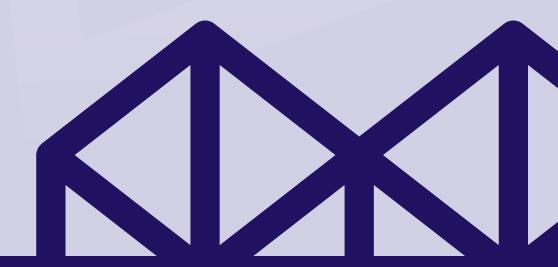▶ The development and implementation of the organisation's first **Flexible Working Arrangements Policy**.

Gender Equality
Progress Report

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Gender Impact Assessments

Conducted between 1 July 2021 and 30 June 2023

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Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken	Confirm intersectionality considered	Explain intersectional lens applied
Assessment Policy (VET and Foundation)	Policy	This policy applies to Vocational Education and Training (VET) and Foundation students and staff. It guides the process of assessing students' academic work, ensuring that it is done in line with legislation, that it is fair and equitable, and that assessments are valid.	For Review	Yes	Developed guidelines for students about Reasonable Adjustments, Extensions and Special Consideration, with flowcharts. These were added to the Policy as an Appendix, and also shared with students and staff. Added the requirement to have gender balance on course and assessment review teams into relevant procedures and/or templates."	Yes	One recommendation of the GIA (which is still in the process of being actioned), was to run a focus group in 6 to 12 months' time of students who have applied for special consideration. This will be delivered as a survey instead of a focus group. The purpose is to gather data on the impact of this policy on different groups, e.g. on the lived experience of needing or accessing special consideration, by gender, caring responsibilities, casual or shift work, disability, cultural background, or experience/s of homelessness or family violence.
Assessment Validation (VET & Foundation) Policy	Policy	Validation is a quality process that reviews a statistically valid sample of learner assessments to confirm Melbourne Polytechnic's assessment system consistently produces valid assessment judgements. The purpose of this policy is to guide the validation process and ensure Melbourne Polytechnic meets Federal standards regarding validation."	For Review	Yes	Added requirement to policy that the composition of validation teams will reflect appropriate gender balance and diversity in relation to cultural background and other relevant characteristics.	No	The Assessment Validation Policy is effectively a subset of the Assesment Policy, so the relevant recommendations from the GIA on the Assessment Policy were applied to the Assessment Validation Policy. No recommendations related to intersectional considerations.
Course Review (VET & Foundation) Policy	Policy	This policy establishes the principles, frameworks and processes to be followed when undertaking a Course Review of Melbourne Polytechnic's VET training products, including capability of participating teaching staff.	New	Yes	Added new Quality Performance Indicator to MP's Quality Standards for VET and Foundation Courses. This QPI ('Equality regarding Gender and Underrepresented Communities') is used to evaluate courses and educators, as part of the new Course Review process.	Yes	The GIA noted that MP currently collects student experience data via the Quality Indicators survey. This data can be reported on looking at categories such as age, gender, disability, Aboriginal or Torres Strait Islander heritage and language spoken at home. Intersectionality was also considered in specifying both the new QPI and the definition of best practice in the rubric for this QPI: 'Educators purposefully reflect and act to create better and fairer outcomes and ensure all people have equal access to opportunities and resources, on an ongoing basis, using a range of reflective practice methodologies'

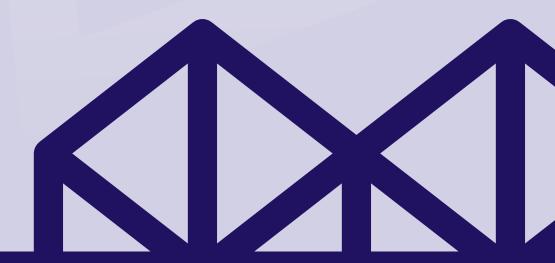| Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken	Confirm intersectionality considered	Explain intersectional lens applied
Assessment, Credit and Moderation (HE) Policy	Policy	The policy provides a framework to ensure that all Higher Education assessments at MP are conducted fairly, equitably and reasonably, given the diverse nature of our students.	For Review	Yes	Amended policy to state that assessments are designed in such a way that, where possible, a student's gender, cultural background or other aspects of their identity do not impact their ability to fully participate in assessment. Amended associated procedure to simplify the special consideration and extensions application process to support students with disability and from CALD backgrounds, and benefit women from those groups who may feel less assertive. Amended associated procedure to encourage earlier student identification of need to seek reasonable adjustments or other amended assessments, to support students from CALD backgrounds, and benefit women from that group who may feel less assertive. Amended associated procedure to allow more supplementary assessments so as not to disadvantage students enrolled in longer courses, as this may assist those with caring or other responsibilities. MP analyses student success data to identify any at-risk cohorts, and this includes analysis of gender, age and English-speaking status.	Yes	Deliberations around the Gender Impact Assessment included an intersectional perspective. See Describe Actions Taken.
Student Scholarships Policy	Policy	This policy guides how MP provides scholarships and awards to support and recognise the achievements of students.	For Review	Yes	Commenced collection of gender information on the scholarship application form to increase overall gender sensitivity by identifying the need for targeted support for underrepresented groups eg. Women in Construction Trades. Amended the Student Scholarship procedure to recommend a gender balance on the Scholarship Selection Panel, aimed to minimise the likelihood of gender bias in the selection process. (The procedure was awaiting executive approval at 30 June 2023).	No	Some commentary with an intersectional focus is included in the GIA, and there was an early intention to consult MP's Koorie Services Centre and EAL teachers, but this was not followed through due to resourcing and time constraints of the MP staff conducting the GIA.

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken	Confirm intersectionality considered	Explain intersectional lens applied
Student Academic Progress (HE) Policy	Policy	This policy guides how MP monitors and supports students to achieve academic success and deals with unsatisfactory academic progress.	For Review	Yes	Amended associated procedure to state that when arranging a meeting of the Academic Progress Appeal Panel, gender, disability, cultural background, social responsibilities, and other characteristics are taken into consideration whenever possible.	Yes	Deliberations around the Gender Impact Assessment included an intersectional perspective. See Describe Actions Taken.
Academic Integrity Policy	Policy	This policy guides how MP promotes academic integrity and deals with potential breaches of academic integrity (cheating).	New	No action taken	Identified the opportunity to adjust academic integrity training to assist: 1. Students identifying as men to seek help earlier, and 2. Women students to distinguish between general group work and academic integrity breaching assistance but this was not implemented prior to 30 June 2023.	Yes	Internal research identified that international students experience culturally located reasons that exacerbate the likelihood of breaching academic integrity. Consideration was given to the possibility and appropriateness of including this in the academic integrity training.
All Abilities Action Plan Implementation Plan	Policy	The All Abilities Action Plan is MP's strategic plan to support inclusion, respect and equality for our students and staff with disability. The Implementation Plan sets the standard for the tasks to be actioned, so they are rolled out effectively and seamlessly, including accountabilities and responsibilities.	New	Yes	Inclusion event (Belonging Fest) incorporated a majority of the actions identified in this GIA but due to the nature of the event, these actions would likely have been incorporated independently of the conduct of the GIA. These actions included: providing events on multiple campuses; providing culturally sensitive events including with respect to food, and for women from CALD backgrounds; providing events that are appropriate for neuro-diverse people, but ensuring that quiet spaces are also safe for women; providing easy/plain English and accessible communications and activities when promoting and running events and programs; enrolling teaching staff to support EAL students in their participation; and enrolling the Koorie Services Centre in promoting events and programs to students.	Yes	Consultation was undertaken with staff from the Koorie Services Centre and the English as an Additional Language program. Consideration was given to issues such as: culturally appropriate engagement activities including food; supporting EAL students to participate; increasing hours of access to events and programs to accommodate those juggling work and family commitments; and (co-)promotion of events with Koorie Services.

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken	Confirm intersectionality considered	Explain intersectional lens applied
Major Institute Events Procedure	Policy	This procedure ensures all MP events with a public audience eg graduation ceremonies and student recruitment events, are of a corporate and professional standing.	For Review	Yes	Collected additional information on graduation ceremony registration form to increase cultural sensitivity by identifying cultural/religious considerations eg. To ascertain whether a woman graduand prefers a woman to assist them with gowning. Amended process for student recruitment events (eg open days) to capture gender information and interested study areas on recruitment event registration forms to identify any additional support students seeking non-traditional courses may need, improving the student journey and experience.	Yes	Deliberations around the Gender Impact Assessment included an intersectional perspective. See Describe Actions Taken.

Strategies and Measures

The progress of the strategies and measures in the Gender Equality Action Plan 2022 – 2025 between 1 July 2021 and 30 June 2023

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1.1 Measure, analyse, monitor and ensure equity of pay by gender, role type, job level and diverse characteristics

1.1.1 Develop approach to collecting intersectional data for all employees

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
In Progress	A form to collect intersectional data for the HR data system was developed for new employees in Q1/Q2 of the 2023 calendar year, which was a delay from what was planned in our GEAP. However, it was not implemented as at 30 June 2023, so this action is deemed In Progress, as work had commenced but not been completed. Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q3 or Q4 of the 2022 calendar year	People & Culture	✘		✘				✘

1.1.2 Conduct annual analysis into representation by level and role type (initially gender only, future years including intersectional data)

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action was planned for commencement in Q1 or Q2 of the 2023 calendar year but has not been started (i.e. it has been delayed from what was planned in our GEAP). Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q1 or Q2 of the 2023 calendar year	People & Culture	✘		✘				✘

1.1.3 Conduct annual analysis and biannual reporting into equal pay for equal work (initially gender only, future years including intersectional data)

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	While reporting on average (mean) base salary pay gap for full-time employees and median total remuneration pay gap for full-time and part-time employees has commenced biannually, this has been on an organisation-wide basis and not by level and role type, which was the intention. Hence this action is deemed Not Started. This action was planned to commence Q3 or Q4 of the 2022 calendar year, so it has been delayed from what was planned in our GEAP. Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q3 or Q4 of the 2022 calendar year	People & Culture	✘		✘				✘

1.1.4 Develop, publicise and implement a policy, procedure and specific budget for: resolving any unequal pay for equal work identified through analysis; ensuring ongoing equal pay for equal work; and reporting biannually to the organisation

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action was planned for commencement in Q3 or Q4 of the 2022 calendar year, but has not been started, so it is delayed from what was planned in our GEAP. Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q3 or Q4 of the 2022 calendar year	People & Culture	✘		✘				✘

1.2 Apply a gender lens to governance

1.2.1 Review, and where appropriate amend, Terms of Reference of governance structures to include importance of gender balance and intersectional characteristics

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action is deemed Not Started because it is planned to commence in Q3 or Q4 of the 2023 calendar year. This is **not delayed or changed** from what was planned in our GEAP.	Commencing Q3 or Q4 of the 2023 calendar year	Organisational Capability/ Organisational Development		✖					

1.2.2 Where practicable, implement changes at time of refreshing of membership

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action is deemed Not Started because it is planned to commence in Q3 or Q4 of the 2023 calendar year. This is **not delayed or changed** from what was planned in our GEAP.	Commencing Q3 or Q4 of the 2023 calendar year	Organisational Capability/ Organisational Development		✖					

1.3 Apply a gender lens to employee life cycle – processes of attraction, recruitment, retention, promotion and development

1.3.1 Set targets for gender balanced recruitment (applicant and shortlist) that also take into account intersectional characteristics

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action was planned for commencement in Q3 or Q4 of the 2022 calendar year, but has not been started, so it is delayed from what was planned in our GEAP. Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q3 or Q4 of the 2022 calendar year	People & Culture	✖				✖		✖

1.3.2 Research and implement strategies to identify and address barriers, and achieve the targets for gender balanced recruitment (applicant and shortlist) that also take into account intersectional characteristics

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action was planned for commencement in Q1 or Q2 of the 2023 calendar year, but has not been started (i.e. it has been delayed from what was planned in our GEAP). Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q1 or Q2 of the 2023 calendar year	People & Culture	✖				✖		✖

1.3.3 Set targets for gender balanced career progression measures that also take into account intersectional characteristics

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action is deemed Not Started because it is planned to commence in Q3 or Q4 of the 2023 calendar year. This is **not delayed or changed** from what was planned in our GEAP.	Commencing Q1 or Q2 of the 2023 calendar year	Organisational Capability/ Organisational Development	✖				✖		✖

1.3.4 Research and implement strategies to identify and address barriers, and achieve the targets for gender balanced career progression measures that also take into account intersectional characteristics

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action is deemed Not Started because it is planned to commence in Q3 or Q4 of the 2023 calendar year. This is **not delayed or change**d from what was planned in our GEAP.	Commencing Q3 or Q4 of the 2023 calendar year	Organisational Capability/ Organisational Development	✖				✖		✖

1.3.5 Conduct data analysis on progress towards targets

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action was planned for commencement in Q1 or Q2 of the 2023 calendar year, but has not been started (i.e. it has been delayed from what was planned in our GEAP). Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q3 or Q4 of the 2022 calendar year	People & Culture	✖				✖		✖

1.3.6 Develop and implement clear performance review and development policy and processes to enable effective two-way dialogue, explicit development conversations, and development opportunities such as mentoring

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
In Progress	Professional learning programs, such as 'Leader as Coach' and 'Create My Development Plan' commenced rollout, with an emphasis on improving conversations around performance and development. Policy and process changes have been delayed. This action was planned for commencement in Q1 or Q2 of the 2023 calendar year, and so **has not been delayed** from what was planned in our GEAP. Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q1 or Q2 of the 2023 calendar year	Organisational Capability/ Organisational Development	✖				✖		✖

1.4 Implement a culture of flexible work for all staff at all levels

1.4.1 Develop position statement regarding flexible work and establish baseline measure

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
In Progress	A flexible work policy and application and approval process was established in November 2022, so **there has been no delay** from what was planned in our GEAP. However, a baseline measure was not established by 30 June 2023, so this action has been deemed In Progress. Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q3 or Q4 of the 2022 calendar year	People & Culture						✘	

1.4.2 Set a target for people working flexibly across all levels of the organisation, including senior leaders

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action was planned for commencement in Q3 or Q4 of the 2022 calendar year, but has not been started (i.e. it has been delayed from what was planned in our GEAP). Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q1 or Q2 of the 2023 calendar year	People & Culture						✘	

2.1 Raise awareness of what constitutes harmful behaviour, and an understanding of MP's position on dealing with it

2.1.1 Review policies and procedures against best practice, including support, consequences, roles, responsibilities and links to existing policies

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Complete	Research and benchmarking of policies and procedures were undertaken as part of the development of the new Sexual Harm Prevention and Response Policy and Sexual Harm Response Procedure. This work provides a model for other areas of harmful behaviour eg discrimination, harassment and bullying, hence this work is deemed to be Complete. This work was commenced Q4 of the 2022 calendar year, so **no delay or change** from what was planned in our GEAP.	Commencing Q3 or Q4 of the 2022 calendar year	People & Culture				✘			

2.1.2 Enhance policies and procedures to address any gaps

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
In Progress	The Prevention of Sexual Harassment Policy will be replaced by the new Sexual Harm Prevention and Response Policy, and as the latter was in development at 30 June 2023, this action has been deemed In Progress. As other policies and procedures e.g. Discrimination, Harassment and Bullying Policy, are yet to be enhanced, this action cannot be deemed Complete. As this action was to have commenced Q3 or Q4 of the 2022 calendar year, this has been delayed from what was planned in our GEAP. This action has been delayed due to resourcing constraints involved with competing work priorities.	Commencing Q3 or Q4 of the 2022 calendar year	People & Culture				✘			

2.1.3 Develop and implement change program or campaign as part of People Strategy (in development)

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
In Progress	The People Strategy has been in implementation since 2022, and this action was planned for commencement in Q3 or Q4 of the 2022 calendar year, so **there has not been a delay** from what was planned in our GEAP. Delivery of the program 'Safe and Respectful Teams' commenced during this time. The broader campaign regarding harmful behaviour was still in development at 30 June 2023, so this has been marked as In Progress.	Commencing Q3 or Q4 of the 2022 calendar year	Organisational Capability/ Organisational Development				✘			

2.2 Ensure staff are skilled to manage incidents of harmful behaviour, and give and receive feedback (self-reflection)

2.2.1 Conduct training needs analysis

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
In Progress	Quarterly conversations with senior leaders provide insight into areas of development needs regarding skills to manage harmful behaviour. Working in consultation with the People and Culture team, Organisational Development has a strong understanding of the areas of the organisation for prioritisation. High level training needs analysis as above, was underway at 30 June 2023, so this has been marked as In Progress. This action was planned for commencement in Q3 or Q4 of the 2022 calendar year and **has not been delayed** from what was in our GEAP.	Commencing Q3 or Q4 of the 2022 calendar year	Organisational Capability/ Organisational Development				✘			

2.2.2 Identify and develop/procure a training program

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Complete	The Safe and Respectful Teams program was developed and commenced delivery. Whilst not specifically targeted to strategy 2.2, it is building capability and shared ownership of addressing harmful and disrespectful behaviours, and so this action is deemed as Complete. This action was planned for commencement in Q3 or Q4 of the 2022 calendar year and **has not been delayed** from what was planned in our GEAP.	Commencing Q3 or Q4 of the 2022 calendar year	Organisational Capability/ Organisational Development				✘			

2.2.3 Develop and implement a communications and engagement plan

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
In Progress	The broader campaign regarding harmful behaviour was still in development at 30 June 2023, so this has been marked as In Progress. This action was planned for commencement in Q3 or Q4 of the 2022 calendar year and was delayed from what was planned in our GEAP. Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q3 or Q4 of the 2022 calendar year	Organisational Capability/ Organisational Development				✘			

2.2.4 Deliver training activities to deliver skills

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Ongoing	The Safe and Respectful Teams program was developed and commenced delivery. Whilst not specifically targeted to strategy 2.2, it is building capability and shared ownership of addressing harmful and disrespectful behaviours. As the program continues to be rolled out, this action has been deemed Ongoing. This action was planned for commencement in Q3 or Q4 of the 2022 calendar year and **has not been delayed** from what was planned in our GEAP.	Commencing Q3 or Q4 of the 2022 calendar year	Organisational Capability/ Organisational Development				✘			

2.2.5 Ensure skills are aligned with the MP capability framework, and included in induction and onboarding

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	The Safe and Respectful Teams program was developed in line with the Organisational Capability Framework. Whilst not specifically targeted to strategy 2.2, it is building capability and shared ownership of addressing harmful and disrespectful behaviours. This action was planned for commencement in Q3 or Q4 of the 2022 calendar year and **has not been delayed** from what was planned in our GEAP. As induction and onboarding processes are still under review by People & Culture, this action has been deemed Not Started.	Commencing Q3 or Q4 of the 2022 calendar year	Organisational Capability/ Organisational Development				✘			

2.2.6 Develop and implement tools for supervisors and ongoing delivery schedule

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	The focus has been primarily on building capability, not on tools, and so this action has been deemed Not Started. This has been delayed from what was planned in our GEAP. Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q1 or Q2 of the 2023 calendar year	Organisational Capability/ Organisational Development				✘			

2.3 Improve our transparency regarding incidents, responses and outcomes

2.3.1 Identify options for reporting incidents, responses and outcomes to broader audience

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action was planned for commencement in Q3 or Q4 of the 2022 calendar year, but has not been started (i.e. it has been delayed from what was planned in our GEAP). Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q3 or Q4 of the 2022 calendar year	People & Culture				✘			

2.3.2 Develop and implement processes to gather data for measures other than People Matter Survey

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action was planned for commencement in Q1 or Q2 of the 2023 calendar year, but has not been started (i.e. it has been delayed from what was planned in our GEAP). Significant resourcing issues (see worksheet 2.2) have impacted this action.	Commencing Q1 or Q2 of the 2023 calendar year	People & Culture				✘			

2.3.3 Develop and implement process for routine reporting

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action is deemed Not Started because it is planned to commence in Q3 or Q4 of the 2023 calendar year. This is **not delayed or changed** from what was planned in our GEAP.	Commencing Q3 or Q4 of the 2023 calendar year	People & Culture				✘			

2.4 Improve our processes for staff to report harmful behaviour, and build the confidence and capability to do so; publicise and promote processes

2.4.1 Review current processes against best practice

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Complete	Research and benchmarking of reporting processes were undertaken as part of the development of the new Sexual Harm Prevention and Response Policy and Sexual Harm Response Procedure. This work provides a model for other areas of harmful behaviour eg discrimination, harassment and bullying, hence this work is deemed to be Complete. This work was commenced Q4 of the 2022 calendar year, so **no delay or change** from what was planned in our GEAP.	Commencing Q3 or Q4 of the 2022 calendar year	Organisational Capability/ Organisational Development				✘			

2.4.2 Identify improvements supported by MP for implementation

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action was planned for commencement in Q1 or Q2 of the 2023 calendar year, but at 30 June 2023 had not been started, even though it was completed (for sexual harm) after 30 June 2023. It has been delayed from what was planned in our GEAP. Resourcing issues delayed the approval of the Sexual Harm Prevention and Response Policy and Sexual Harm Response Procedure. Policies and procedures related to other types of harmful behaviour were due for improvements after them.	Commencing Q1 or Q2 of the 2023 calendar year	People & Culture				✘			

2.4.3 Develop and implement improvement plan

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action is deemed Not Started because it is planned to commence in Q3 or Q4 of the 2023 calendar year. This is **not delayed or changed** from what was planned in our GEAP.	Commencing Q3 or Q4 of the 2023 calendar year	People & Culture				✘			

2.4.4 Develop and implement communications and engagement plan

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	This action was planned for commencement in Q1 or Q2 of the 2023 calendar year, but has not been started (i.e. it has been delayed from what was planned in our GEAP). Resourcing issues delayed the approval of the Sexual Harm Prevention and Response Policy and Sexual Harm Response Procedure, thereby delaying the development of the communications and engagement plan.	Commencing Q1 or Q2 of the 2023 calendar year	Organisational Capability/ Organisational Development				✘			

2.4.5 Develop and implement training plan where required

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
In Progress	This action is deemed Not Started because it is planned to commence in Q3 or Q4 of the 2023 calendar year. This is **not delayed or changed** from what was planned in our GEAP.	Commencing Q3 or Q4 of the 2023 calendar year	Organisational Capability/ Organisational Development				✘			

2.5 Develop and promote to staff and students clear statements of commitment, including support for those who report, without victimisation – Values/behaviours

2.5.1 Develop commitment statements

Status	Status Description	Evaluation of success	Timeline	Responsible	Relevant Indicators*						
					1	2	3	4	5	6	7
Complete	Statements of MP's commitment to prevent and respond to harmful behaviour and support inclusion, respect and equality for members of underrepresented communities have been developed and uploaded onto newly-built Inclusion, Respect and Equality Taskforce staff portal pages. Communications to staff about the portal pages were sent out via the regular Global email, so this action is deemed as Complete. It was scheduled to commence Q3 or Q4 of the 2022 calendar year, so **has not been delayed** from what was planned in our GEAP.	At 16 February 2024, 264 people have made 785 visits to the landing page for the Inclusion Respect and Equality Taskforce, and 39 people have made 65 visits to the Discrimination, Harassment and Bullying (Harmful Behaviour) sub-page.	Commencing Q3 or Q4 of the 2022 calendar year	Strategic Partnerships and Programs				✘			

2.5.2 Develop and implement communications and engagement plan

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	A communications and engagement plan is probably not required now for these statements of commitment, plus they were communicated by Global email to all staff as per 2.5.1. But a communications and engagement plan has been drafted for the Sexual Harm Prevention and Response Policy and Sexual Harm Response Procedure, but this was not commenced at 30 June 2023, so this action has been deemed Not Started. This action was planned for commencement in Q1 or Q2 of the 2023 calendar year, so has been delayed from what was planned in our GEAP. Resourcing issues delayed the approval of the Sexual Harm Prevention and Response Policy and Sexual Harm Response Procedure, and subsequently the communications and engagement plan was delayed also.	Commencing Q1 or Q2 of the 2023 calendar year	Organisational Capability/ Organisational Development				✘			

2.5.3 Identify opportunities to publicise through MP Values promotions, and implement

Status	Status Description	Timeline	Responsible	Relevant Indicators*						
				1	2	3	4	5	6	7
Not started	MP has been developing a new Strategic Plan, with associated Values, and this was not complete at 30 June 2023. No work was done to actively promote the previous MP Values while the new Values were in development, so there were no opportunities to publicise the statements of commitment. Therefore, this action is deemed Not Started. This action was due to commence in Q1 or Q2 of the 2023 calendar year, so has been delayed from what was planned in our GEAP.	Commencing Q1 or Q2 of the 2023 calendar year	People & Culture				✘			

2.6 Provide support for those who experience harmful behaviour – including specific strategies for specific roles

2.6.1 Identify support needs and gaps through research and/or staff consultation										
Status	**Status Description**	**Timeline**	**Responsible**	**Relevant Indicators***						
				1	2	3	4	5	6	7
In Progress	Staff have been provided with the opportunity to join conversations about MP's future direction, including a focus on our culture. A great deal of emphasis was placed on our staff's desire to create a more safe and inclusive environment. These discussions are continuing, and are informing our culture plans, so this action has been deemed In Progress. With similar timing, MP is also focusing on our approach to psychosocial safety, with an aligned set of strategies under development. The initial conversations occurred during 2022, so there was **no delay** from what was planned in our GEAP.	Commencing Q3 or Q4 of the 2022 calendar year	Organisational Capability/ Organisational Development				✘			

2.6.2 Ensure policies and procedures include provision of supports										
Status	**Status Description**	**Timeline**	**Responsible**	**Relevant Indicators***						
				1	2	3	4	5	6	7
Not started	In the reporting period, preparatory work was undertaken to develop our approach to psychosocial safety, which will include procedural responses to those who experience harmful behaviour. This approach to psychosocial safety is supported by ongoing delivery of Mental Health First Aid training. In addition, the Sexual Harm Prevention and Response Policy and Sexual Harm Response Procedure were drafted, with procedural responses also. However, as these pieces of work were not completed or published by 30 June 2023, this action has been deemed In Progress. This action was planned for commencement in Q3 or Q4 of the 2022 calendar year, so was delayed from what was planned in our GEAP.	Commencing Q3 or Q4 of the 2022 calendar year	People & Culture				✘			

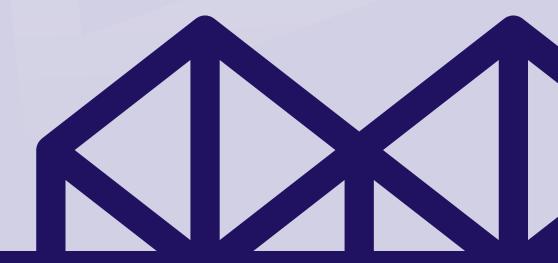| 2.6.3 Develop and implement plan to provide supports and address gaps										
Status	**Status Description**	**Timeline**	**Responsible**	**Relevant Indicators***						
				1	2	3	4	5	6	7
Not started	As our approach to psychosocial safety, and the Sexual Harm Policy and Procedure (see 2.6.2), were still in development at 30 June 2023 and the necessary supports for those who experience harmful behaviour were still being identified, this action has been deemed Not Started. This action was planned for commencement in Q1 or Q2 of the 2023 calendar year and so has been delayed from what was planned in our GEAP.	Commencing Q1 or Q2 of the 2023 calendar year	People & Culture				✘			

Resourcing your GEAP

MELBOURNE POLYTECHNIC

Allocation of resources to implement the strategies and measures in your GEAP

Melbourne Polytechnic is committed to the implementation of strategies and measures in our GEAP, dedicating 0.5 FTE to focus on the GEAP. The implementation of the GEAP is led by the Implementation Lead, Gender Equality and Family Violence Primary Prevention. 50% of this role (O.5 FTE) is dedicated to leading the implementation of the Gender Equality Act, and 50% to leading the implementation of Family Violence Prevention activities.

The role sat in the Strategic Projects team from July 2021 to Q4 of the calendar year 2022, and in the Organisational Development team from Q4 2022 to June 2023; both teams are part of the Strategy, Performance and Growth (SPG) area under the Chief Executive.

During the reporting period, the following SPG staff contributed to the implementation of GEAP strategies and measures in the following ways: DIrector Organisational Development (developing and directing culture change initiatives to support inclusion, respect and equality); the Director Strategic Partnerships and Programs (coordinating and facilitating the work of the Inclusion, Respect and Equality Taskforce) and the Manager Organisational Learning (developing and delivering culture change initiatives to support inclusion, respect and equality).

Organisational Development held one to two vacant positions (approximately 20% of overall team) during the reporting period, which impacted its ability to prioritise implementing the strategies and measures in our GEAP.

The other section of MP involved in implementation is People & Culture, which sits in the People, Culture and Corporate Services area under the Chief Executive. The P&C staff who were involved in implementing strategies and measures in our GEAP were: Director People & Culture (developing and directing initiatives to address pay gap and unequal gender representation) and the Manager People & Culture (developing and coordinating initiatives to address pay gap and unequal gender representation).
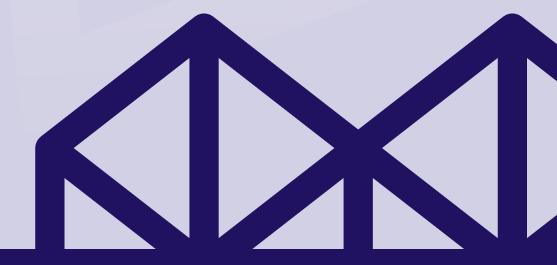
During the reporting period, this team experienced a number of vacancies, significant staff turnover and long-term illness of key staff. It was also impeded in implementing strategies and measures related to data collection due to the highly manual nature of data systems. Also, in the reporting period, MP was in a significantly constrained financial environment as well as a very tight labour market, which impacted on ability to recruit and retain staff and undertake required investment in new systems.

While the impacts of the labour market may continue through the life of the GEAP, recent recruitment in both key teams will help ensure more focused attention on the work of the plan. Delays have also been experienced in improving our HRIS, with the impending Office for TAFE Coordination and Delivery instigation of a 'shared platform' approach to HRIS - this project is now moving forward.

Workplace Gender Equality Indicators

MELBOURNE
POLYTECHNIC

Progress on the workplace gender equality indicators between 2021 and 2023.

Sources:
Workforce data for the year to 30 June 2021 compared to the year to 30 June 2023
[People Matter Survey](#) results for 2021 and 2023

Gender composition of all levels of the workforce

| Confirm if progress made | Progress Description | Factors* | | | | | | | Factors discussion |
		a	b	c	d	e	f	g	
No	The Commission uses a hierarchical nomenclature to levels of seniority in the organisation. '0' refers to the Chief Executive, '-1' refers to the next level down, being Executive Directors, '-2' to the next level, being their direct reports, usually Directors, and so on. In 2023, there was little movement since 2021 regarding gender composition at all levels of the workforce. This means that women were still overrepresented at each of the three lowest levels in the organisation, especially at level -6. It's a mixed picture at senior levels of the organisation, with a woman as Chief Executive, more men than women at level -1, more women than men at level -2 and roughly equal at level -3. In terms of percentage change in women at each level from Chief Executive in 2023 since 2021: ▸ no change at level 0 (our Chief Executive remains unchanged); ▸ no change at level -1; ▸ no significant change at level -2; ▸ down from 54% to 49% at level -3; ▸ no significant change at level -4; ▸ up from 50% to 55 % at level -5; and ▸ no significant change at level -6, the lowest level at our organisation. As these figures have remained relatively unchanged, it has been assessed that progress has not been made on the gender composition of all levels of the workforce.	No	No	No	Yes	Yes	Yes	No	Please refer to Section 2.2 – Resourcing your GEAP for a description of how staff vacancies, turnover and unplanned absences, combined with a significantly restrained financial environment and tight labour market, impacted the ability to implement our GEAP in as timely a manner as originally planned. For this indicator about gender composition across the workforce, the factors above meant that we were unable to invest in new systems to replace manual processes. This impacted our ability to gather and/or analyse data related to attraction, recruitment, retention, promotion and development. This in turn impacted our ability to understand the current state and identify strategies to address gender inequality.

Gender composition of governing bodies

| Confirm if progress made | Progress Description | Factors* | | | | | | | Factors discussion |
		a	b	c	d	e	f	g	
Yes	In 2023, the Chair of our Board was a woman, and the remaining 10 members were 6 women and 4 men. In 2021, the Chair of our Board was a woman (the same person), and the remaining 10 members were 5 women and 5 men. While in the long term it would be ideal to have a Board that represents the Victorian population and is therefore reflective of all genders and other intersectional attributes, in the short to medium term having slightly more women than men corrects long-standing biases towards men in public sector boards. Having slightly more women also serves to keep organisational gender equality more firmly in the minds and deliberations of directors. Thus, this change from 2021 is deemed as making progress for this indicator.	No	No	No	No	No	No	No	

Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender

Confirm if progress made	Yes

Progress Description

Our 2023 workforce data shows that our mean base salary pay gap (mean gap) was 7.8%, favouring men. By comparison, the 2021 mean gap was 7.9%, favouring men, showing little progress has been made in this measure.

(NB: Our GEAP published that the mean gap for 2021 was 9.8%, favouring men, based on analysis that only included full-time employees. As the Commission calculates this measure by also including part-time and casual employees, the Commission's portal shows a different figure. It shows the 2021 mean gap as 7.9%, favouring men.)

The median total remuneration pay gap (median gap) is also a useful measure, as it includes other forms of remuneration such as overtime.

Our 2023 workforce data shows that our median gap for 2023 was 5.7% compared with 18.6% in 2021, so significant progress is shown in this measure.

Analysis of the pay gap data by employment type shows a mixed picture.

Positive change is shown here:
▶ Full-time permanent/ongoing employees
  2023 mean gap favouring men 7.5%, down 2.3% from 2021
  2023 median gap favouring men 11.4% down 3.1% from 2021
▶ Full-time contract employees
  2023 median gap favouring women 12.2% up 11.2% (an increase in favour of women) from 2021
▶ Casual employees
  2023 mean gap favouring men 0.2%, down 7.0% from 2021
  2023 median gap favouring men 0.0%, down 0.4% from 2021

Negative change is shown here:
▶ Part-time permanent/ongoing employees
  2023 mean gap favouring men 8.7%, up 3.6% from 2021
  2023 median gap favouring men 11.2%, up 7.7% from 2021
▶ Part-time contract employees
  2023 mean gap favouring men 4.8%, up 6.1% from 2021
  2023 median gap favouring men 14.2%, up 11.4% from 2021
▶ Full-time contract employees
  2023 mean gap favouring men 14.5%, up 5.6% from 2021

Based on an overall improvement in the median gap, it has been assessed that progress has been made towards equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender.

However, more analysis is required to determine the factors underlying the 2023 pay gap, such as employment type, ANZSCO classification and length of service, as well as factors behind the positive and negative changes since 2021. Melbourne Polytechnic has recently engaged a dedicated resource to conduct this analysis and provide causal understanding about the changes which will inform and support identified strategies, and future strategies and initiatives, to achieve gender equality and decrease the gender pay gap.

Factors*

a	b	c	d	e	f	g
No	No	No	Yes	Yes	Yes	Yes

Factors discussion

Refer to the factors discussion above at Indicator 1.

For this indicator about equal remuneration for work of equal or

comparable value, the factors discussed at Indicator 1 meant that staff resources were below optimal levels, and we were unable to invest in new systems to replace manual processes. This impacted our ability to gather and/or analyse data related to pay. This in turn impacted our ability to understand the current state and identify strategies to address gender inequality.

Regarding the progress that has been made (decrease in median total remuneration pay gap), the analysis being undertaken by the dedicated resource will identify what is behind this. It is important to recognise that efforts since 2021 on the part of People & Culture to standardise and minimise variations to remuneration offered by recruiting managers may have had a positive effect on this median gap.

Sexual harassment in the workplace

Confirm if progress made	No

Progress Description

In 2023, there were 3 formal sexual harassment complaints reported to People and Culture, up 3 from 0 in 2021.

The 2023 People Matter Survey results related to sexual harassment for women at Melbourne Polytechnic are shown below.

It is important to note that this report throughout emphasises the experience of women, because historically women have been disadvantaged by gender inequality, and gender equality work focuses on addressing this. It also focuses on addressing inequality for people who do not identify as man or woman i.e. who use a different term, but the 2023 workforce data does not include them for privacy reasons. Their numbers are so low that reporting on them risks identifying them.

We acknowledge that men can be negatively impacted by gender stereotypes and that not all men are equally privileged by gender inequality. Since 2021, Melbourne Polytechnic has initiated a program of work to improve workplace culture for all employees, and this includes the actions identified in our GEAP. These include:

▶ Professional learning programs, such as 'Leader as Coach' and 'Create My Development Plan'
  • With an emphasis on improving conversations around performance and development
▶ Quarterly conversations with senior academic leaders that provide insight into areas of development needs regarding skills to manage harmful behaviour
▶ Preparatory work undertaken to develop our approach to psychosocial safety, supported by ongoing delivery of Mental Health First Aid training
▶ Ongoing delivery of Safe and Respectful Teams program.

Separate to actions in the GEAP, but aligned to ensuring an equitable experience for all people in the workplace, the following work was undertaken from 2021 to 2023:

▶ Preparatory work was conducted for up to 50 staff to undertake training on addressing rigid gender stereotypes in male students
▶ Women made up 67% of Conversation Starters (volunteer discussion facilitators) who provided leadership for Melbourn Polytechnic staff in the development of the new Strategic Plan and Values
▶ Women made up 93% of Melbourne Polytechnic's new leadership development program 'aMPlify – accelerate'
▶ An event was hosted for staff on Building Respectful Learning Environments, with a panel including a researcher on women in trades, and a gender equality advocate.
▶ A program educating young male construction apprentices about gender equality and gender-based violence that included collaborating with male teachers in the delivery of content
▶ Regular internal social media campaigns promoting women's equality, safety, inclusion and respect, as well as breaking down rigid gender stereotypes. These included:
  • Campaigns around International Women's Day, including a video from our Chief Executive
  • Publicity for public events designed for men
  • Promotion around LGBTIQA+ inclusion, First Nations women's social justice and women's sexual and reproductive health
  • Publicity about Walk Against Family Violence and new work-related gendered violence laws
  • Advertising public courses about gender-based violence
  • Information about student-focused programs about equality, respect and technological abuse.

All these actions drive progress towards gender equality in our organisation.

Regarding the 2023 People Matter Survey results related to sexual harassment for women at Melbourne Polytechnic shown below, percentages indicate agreement with the statement, and 'harmful behaviour' refers to discrimination, harassment and bullying.

▶ In 2023, there was a slight improvement in experiences of sexual harassment:
  • 3% of women experienced sexual harassment, down 1% from 2021 and equal to our comparator group, which is the other 11 'standalone' TAFEs (TAFEs that are not 'dual sector' i.e. also part of a university)
▶ But between 2021 and 2023, there was little change in women's responses to organisational climate related to harmful behaviour, and there was a negative gap with our comparator
  • 'My organisation encourages respectful workplace behaviours'
  • 73%, which was down 5% from 2021, and 11% less than our comparator
  • 'My organisation takes steps to eliminate bullying, harassment and discrimination'
  • 64%, up 2% from 2021 and 8 % less than our comparator
  • 'I feel safe to challenge inappropriate behaviour at work'
  • 63%, up 3% from 2021 and 10% less than our comparator

It should be noted that more detailed People Matter Survey results of women who had experienced sexual harassment at Melbourne Polytechnic in 2023 were not available. Questions were asked about, for instance, the kinds of behaviour experienced, how often it happened and how satisfied respondents were with complaint handling. However, due to the low numbers of respondents, publishing the data for these questions would risk identifying the respondents.

Sexual harassment in the workplace

Progress Description continued	Factors*						
	a	**b**	**c**	**d**	**e**	**f**	**g**
	No	No	No	Yes	Yes	Yes	Yes

The 2023 People Matter Survey results of all respondents at Melbourne Polytechnic show the following:

▶ In 2023, there was little change from 2021 in occurrence of harmful behaviour in our organisation.

- Experiences of sexual harassment were stable at 4%
- Experiences of sexually suggestive comments were 2%, up 1% from 2021
- Experiences of intrusive questions or comments about appearance were 1%, down 1% from 2021
- Experiences of bullying were stable at 17%, although it did drop to 13% in 2022
- Experiences of violence or aggression were 12%, up 9% from 2021
- Experiences of discrimination were 7%, up 2% from 2021

▶ Between 2022 and 2023, there was however positive change in respondents reporting harmful behaviour to a manager or People & Culture or making a formal complaint. Help-seeking for sexual harassment increased significantly. Figures below are percentages of those who experienced that behaviour.

- Reporting sexual harassment to a manager was up 24% and to People & Culture was up 13%, and making a formal complaint was up 13%
- Reporting bullying to a manager was up 5% and to People & Culture was up 1%, and making a formal complaint was down 4%
- Reporting discrimination to a manager was up 2% and to People & Culture was up 3%, and making a formal complaint was up 11%

▶ And while a higher percentage of respondents made a formal complaint of sexual harassment, between 2021 and 2023 there was a negative change in those who did not submit a formal complaint, evidenced by the questions below. Figures are percentages of those who did not complain.

- 'I believed there would be negative consequences for my reputation'
- 43%, up 11% from 2021, but 2% less than our comparator
- 'I didn't think it would make a difference'
- 43%, up 23% from 2021, but 5% less than our comparator
- 'I thought the complaint process would be embarrassing or difficult'
- 14%, up 6% from 2021, and 6% higher than our comparator

▶ Experiences of sexual harassment, which was reported on average by 4% of respondents, varied across Melbourne Polytechnic campuses.

- Fairfield: 9%
- Heidelberg: 4%
- Preston: 3%
- Epping, Prahran and Greensborough: 0%

The variability and small size of most changes, and the relatively stable prevalence of harmful behaviour, do not provide strong evidence that progress has been made in addressing sexual harassment at Melbourne Polytechnic. Additionally, the negative gap with our comparator organisations suggests that our organisation still has work to do to address sexual harassment. Therefore, the changes in our data do not represent progress against this indicator.

On a more positive note, the increase in formal complaints and help-seeking behaviour may be attributed to an increased confidence on the part of those who did submit a complaint that their allegations would be taken seriously. This may be due to Melbourne Polytechnic's focus in the last two years on gender equality and the prevention of gender-based violence, and the resultant increase in awareness of the organisational commitment to address these issues. Increased understanding of what constitutes harmful behaviour, including sexual harassment, may continue to see this increased reporting of the behaviour.

Factors discussion

Refer to the factors discussion above at Indicator 1.

For this indicator about sexual harassment in the workplace, the factors discussed at Indicator 1 meant that staff resources were below optimal levels. This impacted our ability to raise awareness (to the extent we would like) of sexual harassment and relevant reporting processes, ensure staff were skilled to manage incidents, and provide support to those affected.

Recruitment and promotion practises in the workplace

Confirm if progress made	No

	Factors*						
	a	b	c	d	e	f	g
	No	No	No	Yes	Yes	Yes	No

Progress Description

Recruitment and promotion practices in our organisation have shown mixed movement in terms of gender equality.

While women comprised more of the workforce in 2023 – 60%, up from 56% in 2021 – women's participation in career development training fell, with 64% of 2023 participants being women compared to 69% in 2021. By comparison, women's participation in higher duties opportunities rose, with 68% being women in 2023 compared to 57% in 2021, and their being awarded permanent promotion also rose, with 67% of promotions being women in 2023 from 60% in 2021.

Regarding opportunities for secondment, the Commission's rules for progress reporting dictate that secondments must be at the same classification level. Under these rules, only 1 woman and 2 men had a secondment. Most secondments in our organisation were at higher salaries.

The gender balance of recruitment and exits were both reasonably stable for 2023 compared to 2021. In 2023, 61% of recruited employees were women and in 2021, it was 59%; in 2023, 54% of exited employees were women and in 2021, it was 56%.

Several 2023 People Matter Survey questions that were related to attitudes about recruitment and promotion were not asked in 2021, so progress over time cannot be analysed. However, comparison with the comparator group is possible. The results for women at Melbourne Polytechnic are shown below and again there is a significant negative gap with the comparator. (Percentages indicate agreement with the statement).

▶ 'I believe the recruitment processes in my organisation are fair'
  52%, 10% less than the comparator

▶ 'I am satisfied with the way my learning and development needs have been addressed in the last 12 months'
  55%, 6% up from 2021, but 6% less than the comparator

▶ 'I have an equal chance at promotion in my organisation'
  40%, 11% less than the comparator

▶ 'I am satisfied with the opportunities to progress in my organisation'
  36%, 14% less than the comparator

▶ 'I believe the promotion processes in my organisation are fair'
  32%, 13% less than the comparator

▶ Experienced one or more barriers to success at work
  28%, 7% worse than our comparator.

▶ Witnessed one or more barriers to success of others at work
  33%, 14% worse than our comparator

As noted, 28% of women responded in 2023 that they experienced barriers to success at work. The most prevalent barriers are shown below. Numbers shown are percentages of those who experienced a barrier to success, and respondents could select all that apply.

▶ 'My flexible working': 29%
▶ 'My mental health': 28%
▶ 'My age': 22%
▶ 'My caring responsibilities': 18%
▶ 'My physical health': 15%
▶ 'My cultural background': 14%
▶ 'My sex': 8%
▶ 'My disability': 8%

Again, as noted, 33% of women responded in 2023 that they witnessed barriers to the success of other employees. The most prevalent barriers are shown below. Numbers shown are percentages of those who witnessed a barrier to success, and respondents could select all that apply.

▶ 'Flexible working': 47%
▶ 'Mental health': 30%
▶ 'Disability/gender identity/industrial activity/political belief/race/religious belief/sex/sexual orientation': 29%
▶ 'Age': 21%
▶ 'Caring responsibilities': 18%
▶ 'Physical health': 16%
▶ 'Cultural background': 14%

Much of the People Matter Survey data has no 2021 comparator figures, so it is difficult to assess from that dataset whether progress has been made regarding recruitment and promotion practices in the workplace. The workforce data does not show any significant progress, so on that basis, it has been assessed that no progress has been made overall.

Factors discussion

Refer to the factors discussion above at Indicator 1.

For this indicator about recruitment and promotion practices, the factors discussed at Indicator 1 meant that staff resources were below optimal levels, and we were unable to invest in new systems to replace manual processes. This impacted our ability to gather and/or analyse data related to attraction, recruitment, retention, promotion and development. This in turn impacted our ability to understand the current state and identify strategies to address gender inequality.

Availablity and utilisation of terms, conditions and practises relating to: - family violence leave; and - flexible working arrangements; and -working arrangements supportingemployees with family or caring responsibilities

Confirm if progress made	No

Progress Description

Our workforce data shows a significant change in the way many employees managed their needs for flexible work in 2023 compared to 2021. In 2023, 148 women and 75 men had formalised flexible work arrangements, and in 2021, it was 219 women and 95 men, i.e. a 32% decrease for women and a 21% decrease for men over the two years. In 2023, 209 women and 108 men used carer's leave, compared with 122 women and 59 men in 2021, i.e. a 71% increase for women and an 83% increase for men over the two years.

It appears that in 2023 employees used carer's leave to balance work and care responsibilities, where in 2021, employees may have used other forms of flexible work arrangements. This may be due to the higher importance, prevalence and need for flexible work arrangements during the time of Covid-19, compared to 2023 where fewer employees needed formal arrangements and managed their need for flexibility by taking carer's leave. It is also worth noting that all staff were strongly encouraged to return to campus during 2022 and 2023. This shows no real progress re utilisation of conditions, but there is some small improvement in that men had less of a decrease in flexible work arrangements and more of increase in using carer's leave than women.

In 2023, 17 women and 2 men took parental leave, and in 2021, it was 23 women and 3 men and. This could be related to the increased birth rate observed during Covid-19.

In 2023 compared to 2021, there was no change to the number of parental leave exits or number of women using family violence leave.

Due to resourcing limitations and the manual nature of our HR systems, data was not collected in 2023 on the types of flexible work arrangements used by staff. A process to re-start this collection in 2024 has been implemented.

2023 People Matter Survey results show mixed progress since 2021 on attitudes towards organisational climate regarding leave and flexibility, and again a negative gap with the comparator group. Results for women at Melbourne Polytechnic are shown below. Percentages indicate agreement with the statement, and some questions were not asked in 2021.

- ▶ 'My organisation would support me if I needed to take family violence leave'
  78%, 6% up from 2021, but 6% less than the comparator

- ▶ 'I am confident that if I requested a flexible work arrangement, it would be given due consideration'
  66%, 4% down from 2021 and 10% less than the comparator

- ▶ 'My manager supports working flexibly'
  76%, 8% less than the comparator

As both workforce data and People Matter Survey data show mixed results with no observable trend overall, it has been assessed that no progress has been made over the two years regarding leave and flexibility.

However, regarding other workplace supports for flexible working arrangements initiated since 2021, a new Flexible Working Arrangements Policy was approved 24 November 2022 and subsequently promoted to staff.

Factors*

a	b	c	d	e	f	g
No	No	No	Yes	Yes	Yes	No

Factors discussion

Refer to the factors discussion above at Indicator 1.

For this indicator about leave and flexibility, the factors discussed at Indicator 1 meant that staff resources were below optimal levels, and we were unable to invest in new systems to replace manual processes. This impacted our ability to gather and/or analyse data related to flexible work. This in turn impacted our ability to understand the current state and identify strategies to address gender inequality.

Gendered segregation within the workplace

Confirm if progress made	No

Progress Description		Factors*						
		a	b	c	d	e	f	g

Our 2023 workforce data shows that, since 2021, there has been no real shift towards equality in terms of gender segregation, considering the 10 most populous groupings of ANZSCO occupations in our workplace.

Education professionals make up the bulk of our employees. In 2023, the percentage of women in this traditionally female occupation (being VET teachers and university lecturers) was 53%, up 3% from 2021. In another traditionally female occupation – office managers and program administrators – the percentage of women in 2023 was 78%, up 6% from 2021.

And while the traditionally male occupations of 'other technicians and trades workers', and ICT professionals, are not highly numerous – they are the 8th and 9th largest cohorts – in 2023, women were 9% and 15% respectively, down 7% and 14% respectively from 2021.

All other occupation groupings remain largely unchanged, meaning women still represent the majority of clerical, managers and professional workers, and men are underrepresented in every occupation apart from education, trades/technicians and ICT.

2023 People Matter Survey results for women at Melbourne Polytechnic regarding climate and attitudes about gendered segregation within the workplace are below. They demonstrate little or no change since 2021 and a negative gap with the comparator group. Percentages indicate agreement with the statement. Some questions were not asked in 2021.

▸ 'My organisation uses inclusive and respectful images and language'
82%, down 5% from 2021 and 7% less than the comparator
▸ 'I feel culturally safe at work'
82%, up 1% from 2021, but 8% less than the comparator
▸ 'People in my workgroup treat each other with respect'
79%, down 2% from 2021 and 7% less than the comparator
▸ 'My manager treats employees with dignity and respect'
84%, no change from 2021 and 5% less than the comparator
▸ 'In my workgroup, work is allocated fairly, regardless of gender'
80%, down 2% from 2021 4% less than the comparator
▸ 'I can be myself at work'
85%, 3% less than the comparator
▸ 'I feel as if I belong at this organisation'
69%, 7% less than the comparator

2023 People Matter Survey results for women at Melbourne Polytechnic regarding bullying and discrimination are below. They show little or no change to experiences of bullying and discrimination.

▸ 16% experienced bullying, down 2% from 2021
▸ 5% experienced discrimination, no change from 2021

Again, regarding the 2023 results for women, there was a positive change since 2021 in respondents seeking help when they experienced discrimination, but there was a mixed picture – some improvement and some worsening – for respondents seeking help when they experienced bullying. Figures are not available for sexual harassment as the number of respondents is small enough to identify individuals. Figures below are percentages of those who experienced that behaviour.

▸ Reporting bullying to a manager was up 11% and to People & Culture was down 2%, and making a formal complaint was down 10%
▸ Reporting discrimination to a manager was up 20% and to People & Culture was up 3%, and making a formal complaint was up 12%

Genuine efforts were made to address the underlying causes of bullying, discrimination and attitudes about gendered segregation within the workplace, and these are listed above in the section on sexual harassment in the workplace. They include Melbourne Polytechnic's culture change programs, including the delivery of professional development sessions to staff on creating and maintaining safe and respectful teams and workplaces.

As the 2023 workforce data shows little progress, and the People Matter Survey data shows little or no change since 2021, it has been assessed that no progress has been made regarding gendered segregation within the workplace. One encouraging note, however, is there has been some positive shift/s regarding help-seeking behaviour. As noted above, increased understanding of what constitutes harmful behaviour, including bullying and discrimination, may continue to see increased reporting of this behaviour.

a	b	c	d	e	f	g
No	No	No	Yes	Yes	Yes	No

Factors discussion

Refer to the factors discussion above at Indicator 1.

For this indicator about recruitment and promotion practices, the factors discussed at Indicator 1 meant that staff resources were below optimal levels, and we were unable to invest in new systems to replace manual processes. This impacted our ability to gather and/or analyse data related to attraction, recruitment, retention, promotion and development. This in turn impacted our ability to understand the current state and identify strategies to address gender inequality.