

2021-2025

Gippsland Ports Gender Equality Action Plan



Gippsland Ports Committee of Management
2021-2025



Introduction

Gippsland Ports was established in 1996 to provide a regional service to the Gippsland community, visitors and other user groups. Gippsland Ports is the local Authority responsible for the application of the Marine Act and other related legislation for five local ports and four designated waterways throughout the Gippsland region.

An operationally diverse organisation with responsibilities derived from a range of defined statutory functions and community service obligations, Gippsland Ports is the designated waterway manager of over 1,431 sq km of some of the largest and most beautiful waterways in Australia, stretching from Anderson Inlet in South Gippsland through to Mallacoota in the far East Gippsland, comprising of over 720 kms of the south-eastern coastline of Victoria.

Waterway management responsibilities include navigation, port operations, regulation, security and compliance, boating safety, incident management, emergency response, maritime security, oil spill response and salvage and dredging and sand management. To achieve these responsibilities, Gippsland Ports employs highly trained staff located at Port Welshpool, Paynesville, Lakes Entrance and Bairnsdale and works closely with government departments, local authorities and organisations. Boatyards at Paynesville and Bullock Island provide an extensive and specialist range of services and repair facilities for vessel operators.

The area covered by Gippsland Ports spans across three Local Government Areas; East Gippsland Shire, Wellington Shire and South Gippsland Shire, however our employees and work sites are only based in East Gippsland and South Gippsland.

Regional demographics

According to the Australian Bureau of Statistics the 2016 census details that the communities Gippsland Ports serve is made up of;

- East Gippsland – 50.9% women and 49.1% men. 2.9% of women and 2.8% of men in the East Gippsland community identify as Indigenous, well above the Victorian state average of 1.1% for both genders.
- Wellington – 49.5% women and 50.5% men. 1.5% of women and 1.5% of men in the Wellington community identify as Indigenous.
- South Gippsland - 51% women and 49% men. 0.9% of women and 1.0% of men in the South Gippsland community identify as Indigenous.

Organisation

As a statutory authority, Gippsland Ports is led by a Committee of Management (the Board) who are appointed to provide strategic direction for the management and operations of the organisation.

Reporting to the Board, Gippsland Ports is currently led by Chief Executive Officer, Chris Waites. Chris has been leading the organisation since September 2018. The Executive Management team is made up of the CEO and three Executive Managers.

Gippsland Ports itself has around 65 staff members (62.73 FTE), providing a range of administrative and operational service areas including waterway management, navigation, port operations and regulation, security and compliance, boating safety, incident management, emergency response, maritime security, oil spill response, hydrographical surveying, dredging, infrastructure construction and maintenance, vessel lifting and repair services and corporate services.

Organisational demographics

Workforce profile from internal data sources as at 30 June 2021:

- The average employee is 49 years of age.
- The average woman employee is 54 years
- The average man employee is 48 years.

Baseline Audit Analysis - Results of Workplace Gender Audit

As a requirement of the Gender Equality Act 2020, Gippsland Ports undertook a Workplace Gender Audit as at 30 June 2021 which resulted in the following key findings:

Workforce Composition

GENDER COMPOSITION of GOVERNING BODY AND ALL LEVELS OF THE WORKFORCE 2021		
MANAGERS	WOMEN	MEN
BOARD (<i>Governing body</i>)	60% (3)	40% (2)
CEO	0%	100% (1)
Executive Managers	0%	100% (3)
Managers	0%	100% (8)
NON-MANAGERS		
Team Leaders/Supervisors	0%	100% (6)
Clerical and Administrative	77.8% (7)	22.2% (2)
Technical/Professionals	7.7% (1)	92.3% (12)
Port Workers/Labourers	0%	100% (25)

GENDER PAY 2021		
Pay Range by Gender	WOMEN	MEN
\$50,000 to \$60,000 per annum	2	0
\$60,001 to \$70,000 per annum	2	13
\$70,001 to \$80,000 per annum	0	15
\$80,001 to \$90,000 per annum	2	5
\$90,001 to \$100,000 per annum	1	3
\$100,001 to \$120,000 per annum	1	4
\$120,001 to 140,000 per annum	0	11
\$140,001 per annum plus	0	7

Gender pay gap

The gender pay gap measures the difference between the average earnings of women and men in the workforce. The gender pay gap is an internationally established measure of women's position in economy in comparison to men. The gender pay gap is the result of the social and economic factors that combine to reduce women's earning capacity over their lifetime¹.

⁽¹⁾ WGEA – Workplace Gender Equality Agency, 2021 *What does the 'gender pay gap' mean?*)

The average (mean) annualised salary gap between genders (for both annualised base salary and total remuneration) across all classifications and employment basis for the whole organisation for the last pay period before 30 June 2021 was 21.3% (the median total remuneration pay gap was 8%). The average gender pay gap of 21.3% across all roles, is higher than the national average across all industries of 13.8% as at March 2022.

Men's average weekly earnings at Gippsland Ports are \$1,900 compared to \$1,495 per week on average for Gippsland Ports women. Therefore, on average women earn \$405 per week less than men.

Gendered Workforce Segregation

Of the 66 staff members (62.73 FTE) employed by Gippsland Ports as at 30 June 2021, 12% were women (8), with an FTE of 6.58. The gender of those holding senior leadership roles was 100% men with an FTE of 12.

Women employees were represented in only two classifications, Technical/Professional and Clerical/Administration, with 87.5% of the total women employees heavily represented in Clerical/Administrative roles.

The Workforce Gender Audit revealed there are two role classifications that are occupied by both women and men:

- Technical/Business Professionals: 1 Woman and 9 Men
- Clerical and Administration: 7 Women and 6 Men

All other role classifications are occupied by only one gender (Men).

- Managers: 7 Men
- Technicians and Trade Workers: 31 Men
- Machinery Operators and Drivers: 5 Men

Leave and Flexibility

Gippsland Ports currently has the following available to all staff:

- 14 weeks of paid Primary Carer Parental Leave. This is in addition to the government paid parent leave scheme. The national Employment Standards (NES) provides for 12 months unpaid leave after 12 months of employment.
- One week of paid Secondary Carer Parental Leave is provided, in addition to any government Dad and Partner Pay.
- The organisation has provision in the Enterprise Agreement for flexible working. The clause includes provision for flexible hours of work, compressed working weeks, job sharing and purchased leave arrangements.
- Gippsland Ports has a family and domestic violence clause and associated leave provisions within its current enterprise agreement. Support is available to employees who are experiencing family or domestic violence which includes access to the Employee Assistance Program (EAP) and referral support services. Managers are authorized to enact flexible working arrangements and there is some capacity to change workplace location for most roles if it is required for safety reasons.

The workplace gender audit revealed that 5% of the eligible workforce is on a formal flexible work arrangement.

The 2021 People Matter Survey results indicated:

- 83% of respondents feel they have the flexibility they need.
- 75% of respondents indicated they have caring responsibilities.

Recruitment and Promotion

Gippsland Ports has implemented a recruitment policy that seeks to ensure non-biased, gender-neutral recruitment practices. All Gippsland Ports staff involved in the recruitment and selection process are required to practice the principles of equal opportunity and anti-discrimination which is consistent with merit-based selection through an assessment of an applicant's qualifications, experience, standard or work performance and personal qualities relevant to the requirements for the position

Succession planning/talent identification practices do not currently account for gender equity and equality.

Workplace Sexual Harassment

No formal complaints of Sexual Harassment were received in the audit period, and 94% of survey respondents indicated they have not experienced sexual harassment in the workplace.

The organisation does have a formal policy on the prevention of Bullying, Harassment and Discrimination (including Sexual Harassment) and a documented compliant/grievance process. Managers have previously been provided with compulsory training on discrimination and sexual harassment, although this training was not recent.

The complete workplace gender audit dataset is attached as an appendix (not for publication).

Consultation and Engagement

In terms of how employees and stakeholders are consulted, the organisation's main form of engaging with employees is through the Environmental Health and Safety committee. A formal feedback mechanism also comes out of the annual performance review process, however there is no specific employee consultation forum to target specific cohorts in the organisation.

Consultation with key stakeholders including the governing body, the Gippsland Ports Board, Gippsland Port's employees, employee representatives and relevant Unions (MUA, AMOU and AIMPE) was primarily conducted via email due to the COVID-19 pandemic. Results of the 2020-2021 Workplace Gender Audit and 2021 People Matter Survey were distributed via email (hard copies to those without email access) and posted on the organisations intranet. All parties were invited to identify opportunities for improvement and to provide input into the development of strategies for the 2021-2025 Gender Equality Action Plan.

Feedback received was analysed and considered for inclusion into the Gender Equality Action Plan, and opportunities for improvement, draft strategies and measures were distributed to all key stakeholders for further consultation.

Regular communication and engagement with the workforce and key stakeholders will continue as the Gender Equality Action Plan actions are implemented.

Case for Change

The Gippsland Ports Gender Equality Action Plan sets out a range of goals and strategies to achieve the organisation's vision for gender equality. Gippsland Ports acknowledges the significant benefits gender equality brings to not only the organisation, but to the greater community, by promoting an equal society where everyone is treated with dignity, respect and fairness.

Gippsland Ports has considered the gender equality principles (principles) contained in the Gender Equality Act 2020 in the development of this Gender Equality Action Plan (GEAP):

- All Victorians should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.
- Gender equality benefits all Victorians regardless of gender.
- Gender equality is a human right and precondition to social justice Gender equality brings significant economic, social and health benefits for Victoria.
- Gender equality is a precondition for the prevention of family violence and other forms of violence against women and girls. Advancing gender equality is a shared responsibility across the Victorian community.
- All human beings, regardless of gender, should be free to develop their personal abilities, pursue their professional careers and make choices about their lives without being limited by gender stereotypes, gender roles or prejudices.
- Gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience based on Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation, and other attributes.
- Women have historically experienced discrimination and disadvantage based on sex and gender.
- Special measures may be necessary to achieve gender equality.

Gippsland Ports is committed to upholding these principles, which have been used to inform the strategies and measures contained within this GEAP.

During development of our GEAP, we considered women's historical experiences of discrimination and disadvantage based on sex and gender, and prepared strategies to promote equal opportunity for women and gender diverse staff.

Gippsland Ports has also considered intersectional gender inequality in the development of its GEAP. We are committed to taking action to address how gender inequality can interact with other inequities by:

- analysing our workplace gender audit data to identify systemic barriers to access, inclusion and equity for people who experience intersectional gender inequality

- identifying areas for improved intersectional data collection
- consulting with and incorporating feedback from staff who experience intersectional gender inequality in the development of the GEAP developing strategies and measures to specifically address how gender inequality affects diverse staff who face more than one type of inequality.

Gippsland Ports will focus on building awareness amongst the workforce of the importance of gender equality, diversity and inclusion and the economic, social and health benefits this brings to the organisation. We will also work to build capacity when it comes to addressing intersectional gender inequalities experienced by our employees.

Actions that encourage all employees to pursue development opportunities regardless of their gender and without being limited by gender stereotypes, gendered roles or prejudices, we hope will improve employee engagement, productivity and performance, as well as positive social outcomes for all.

Introducing diverse recruitment practises and encouraging the uptake of flexible working arrangements for all will also benefit the organisation and assist with attracting and retaining talented employees. A conscious and deliberate effort in the priority areas is likely to yield achievable and sustainable positive results.

Based on the findings of our workplace gender audit results and our employee experience data, strategies and measures have been developed within the Gippsland Ports Gender Equality Action Plan in the following priority areas:

- Building awareness in order to develop a gender inclusive culture and embed gender equality across teams and business units.
- Promoting flexible work arrangements regardless of classification and gender.
- Developing and implementing more diverse recruitment practices.
- Ensuring all employees receive equal remuneration for work of equal or comparable value.
- Identifying and implementing career advancement opportunities regardless of gender.
- Eliminating all forms of sexism and sexual harassment in the workplace.
- Addressing gendered segregation within the workplace.

Strategies and Measures

Workplace Gender Equality Indicator	Goal	Strategies/Actions	Measures/Outcomes	Timeline	Accountability	
Gender composition of all levels of the workforce	To better understand GP's organisational diversity.	<ul style="list-style-type: none"> Undertake a Workforce Gender Audit annually and report gender composition findings back to the Board, employees, and employee representatives on an annual basis. Improve understanding of GP workforce diversity by improving applicant and internal employee personal information data collection. Support the creation of and access to an internal Staff Consultative Committee to provide opportunity for positive employee consultation and engagement. 	Increased understanding of organisational diversity.	Annually 2022-2025	Management Team Human Resources	
	To provide opportunities for leadership and career progression regardless of gender.	<ul style="list-style-type: none"> Identify and implement career advancement plans, such as formal mentoring programs, personal and professional development opportunities, and higher duties/secondment opportunities. 	Equal access for all employees to leadership and career progression opportunities that support the advancement into senior leadership roles.	2023	Human Resources	
					2023	Management Team
					2023	Management Team Human Resources

Workplace Gender Equality Indicator	Goal	Strategies/Actions	Measures/Outcomes	Timeline	Accountability
Gender composition of governing bodies	<p>Gender equality is considered in decision making.</p> <p>NB: Gender composition of our defined entity's governing body is set by the State Government and must have representation of at least 50% women. There is an initial tenure period of 3 years for each Board member. Board members may be reappointed for a further term.</p>	<ul style="list-style-type: none"> Commitment for training to be provided to appointed Board members in gender equality, diversity, and inclusion. 	Evidence that gender equality and diverse perspectives are considered in decision making and open and respectful discussions take place when considering barriers.	2024	Management Team
Workplace Gender Equality Indicator	Goal	Strategies/Actions	Measures/Outcomes	Timeline	Accountability
Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender	All employees receive equal remuneration for work of equal or comparable value.	<ul style="list-style-type: none"> Ensure the transparency of progression and remuneration increases are consistent with EA provisions regardless of gender. Increments through levels in the classifications are based on length of service and satisfactory work performance. 	All staff receive equal pay for equal or comparative work, and increment/progression through the classification levels is clearly understood and applied consistently.	2022	Management Team Human Resources

Workplace Gender Equality Indicator	Goal	Strategies/Actions	Measures/Outcomes	Timeline	Accountability
Sexual harassment in the workplace	To eliminate all forms of sexism and sexual harassment in the workplace.	<ul style="list-style-type: none"> Leaders model a zero-tolerance approach to sexism and sexual harassment. 	Leaders respectfully challenge behaviours and mindsets to eliminate sexism and sexual harassment in the workplace.	2022	Management Team Managers and Supervisors
		<ul style="list-style-type: none"> Active promotion of existing policies and internal complaint processes (relating to equal opportunity, discrimination, bullying and sexual harassment), including links to external organisations equipped to assist with complaints. 	Monitor progress, aiming towards zero instances of inappropriate behaviours experienced in the workplace and zero sexual harassment complaints received.	2022	Management Team Human Resources
		<ul style="list-style-type: none"> A commitment to reporting non-identifying sexual harassment complaints to the Board as a standing HR/OHS agenda item. 		2023	Management Team Human Resources
		<ul style="list-style-type: none"> Ensure organisation-wide mandatory training for all employees in sexual harassment awareness – incorporating management responsibilities. 		2023	Management Team Human Resources

Workplace Gender Equality Indicator	Goal	Strategies/Actions	Measures/Outcomes	Timeline	Accountability
Recruitment and promotion practices in the workplace	Address unconscious bias in recruitment practices and selection processes.	<ul style="list-style-type: none"> • Training to address unconscious bias in recruitment for all managers and supervisors participating in recruitment selection panels. 	Consistent recruitment and selection practices and processes, and equal access for all which contributes to objective decision-making and equitable outcomes for all applicants.	2023	Management Team Human Resources
		<ul style="list-style-type: none"> • Ensure a balanced gender composition on all recruitment selection panels, where practical. 		2022	Human Resources
		<ul style="list-style-type: none"> • Review recruitment practices and templates to attract a greater diversity in candidates (review wording in job adverts and language used in position descriptions) 		2023	Human Resources
		<ul style="list-style-type: none"> • Communicate a transparent process for higher duties and secondment opportunities. 		2023	Management Team Human Resources

Workplace Gender Equality Indicator	Goal	Strategies/Actions	Measures/Outcomes	Timeline	Accountability
<p>Availability and utilisation of terms, conditions and practices relating to family violence leave, flexible working arrangements and working arrangements supporting workers with family or caring responsibilities</p>	<p>GP management and employees support those workers who are impacted by or experiencing family violence.</p>	<ul style="list-style-type: none"> • Create an internal awareness campaign about family violence, communicating relevant support provisions in the EA relating to leave, flexible working arrangements and support services. Include links to external referral services and organisations equipped to assist victims. • Provide all managers, supervisors and HR with training on how to respond and support employees experiencing family violence. 	<p>Evidence of a culture that supports employees impacted by family violence to feel safe and supported at work. Results of future People Matter Survey's indicate an increase in agreement that <i>'My organisation would support me if I needed to take family violence leave'</i>.</p>	<p>2023</p> <p>2024</p>	<p>All Employees</p> <p>Management Team</p> <p>Human Resources</p>
	<p>GP supports those workers with family or caring responsibilities.</p>	<ul style="list-style-type: none"> • Create an internal awareness campaign about flexible working arrangements and communicating relevant provisions in the EA relating to leave and flexible working arrangements. 	<p>Evidence of a culture that supports employees with family or caring responsibilities. Results of future People Matter Survey's indicate increased agreement that <i>"I have the flexibility I need to manage my work and non-work activities and responsibilities"; 'I am confident that if I requested a flexible work arrangement, it would be given due consideration'; and 'My organisation supports employees with family or other caring responsibilities, regardless of gender'</i>.</p>	<p>2023</p>	<p>Management Team</p> <p>Human Resources</p>

Workplace Gender Equality Indicator	Goal	Strategies/Actions	Measures/Outcomes	Timeline	Accountability
Gendered segregation within the workplace	GP supports non-gendered segregation in the workplace and encourages workers to pursue opportunities in their career path of interest regardless of their gender.	<ul style="list-style-type: none"> Target specific cohorts to offer and support more diverse entry into non-traditional career pathways via work experience opportunities. 	An increase in work experience placements offered in non-traditional roles.	2024	Management Team Managers and Supervisors Human Resources
		<ul style="list-style-type: none"> Create a public promotion campaign on GP website careers page to encourage women and gender diverse people to consider careers working in the Maritime Industry. 	Monitor progress by the number of recruitment applications received from women and gender diverse people, and the results of future People Matter Survey's indicate an increase in agreement that 'gender identity is not a barrier to success' and 'My organisation uses inclusive and respectful images'.	2024	Management Team Human Resources
		<ul style="list-style-type: none"> Ensure all staff receive awareness training on gender equality, diversity and inclusion. 	Evidence of a workplace culture where the importance of gender equality is understood and accepted. Results of future People Matter Survey's indicate an increase in agreement that 'gender identity is not a barrier to success' and 'In my workgroup work is allocated fairly, regardless of gender'.	2023	Management Team Human Resources

Leadership and Resourcing

Implementation of the Gippsland Ports Gender Equality Action Plan 2021-2025 will require dedicated resourcing and will be primarily incorporated in the responsibilities of the Human Resources functions, overseen by the Executive Management Team. The strategies and measures included in this Gender Equality Action Plan will be funded from a specific allocation within the existing Corporate Services and training budgets.

The Gippsland Ports Gender Equality Action Plan has been prepared in acknowledgement that Gippsland Ports is a relatively small organisation, with very limited resources, in a traditionally male dominated industry, with a low turnover rate. However, an increased focus on staff engagement and education is intended to deliver benefits to the organisation, and potentially open opportunities for greater diversity and inclusion.

Measuring Progress

In line with the requirements under section 19(3)(b) of the Gender Equality Act, Gippsland Ports will report of the progress made through the strategies in our Gender Equality Action Plan every two years with the first reporting period falling in 2023.

In addition to the reporting requirements stipulated in the Act, Gippsland Ports also acknowledges that in order to achieve positive change through our Gender Equality Action Plan, regular monitoring and measuring is required, therefore Gippsland Ports will commit to reporting progress and outcomes of the Gender Equality Action Plan to the Board (governing body) via the People Safety and Culture Committee and to all staff on an annual basis.

