



Building Equality Policy Webinar Series

1ST JULY 2024 – Gender Equality Action Plan (GEAP) Templates

Compiled by Tayla Holland & Victoria Dixon
June 2024

Acknowledgement of Country



Summary of changes – take effect as of July 1, 2024

- 1 End of the transitional compliance period
- 2 Introduction of the staged approach to non-compliance
- 3 Responses to non-compliance
- 4 Updated gender equality indicators & introduction of minimum standards
- 5 GEAPs follow a data informed approach to change

Timeline of changes: Dec 2023 – July 2024

December 2023



- Industrial Relations Victoria (IRV) updates the Building Equality Policy

January 2024



- VMC: Role level reporting
- Policy changes:
 - Cadets incorporated into action 2
 - Offsite hours incorporated into Action 1

Jan - June 2024



- VMC: ANZSCO mapping
- Staged approach to compliance
 - Guidance
 - Updated to RFT
 - Updates to Conditions of Use contract

1 July 2024



- GEAP templates updated to incorporate minimum standards & updated gender equality indicators
- Staged approach to non-compliance guidance
- Responses to non-compliance effective

Addressing the key issues of the original GEAP templates



Challenges

Inability to measure progress from one year to the next

Difficulty monitoring the achievement of actions

Excessive & repetitive qualitative data

Excessive quantitative data

Unknown impact of strategies on gender inequality



Solutions

- ✓ One reporting template from RFT through to project delivery
- ✓ Data will show progress from one year to the next

- ✓ Demonstrate improvement by reducing the gap of each indicator over time.

- ✓ Combined the GEAP and audit template
- ✓ Reduced 23 mandatory actions to 7 strategies

- ✓ Combined the GEAP and audit template
- ✓ Reduced 400 points of data to 88 within the GEAP template.

- ✓ Numerical improvement will show whether the strategies are having a direct impact on gender equality

New GEAP templates – What has stayed the same?

1

The data from the previous GEAPs will still have a home in the new templates.

I.e. if you collected all your data for each of the seven indicators, It can be used in the new templates.

2

A minimum of one strategy is still required to ensure the organisation is working towards gender equality

The strategies should continue to be measurable. If you're strategies within your GEAP are still relevant and impactful they can be used.

Organisation Wide GEAP - Updated RFT Template as at 1 July 2024		Organisation Wide GEAP - Updated Contract Reporting Template	
Request for Tender - Template		Contract reporting - Template	
Organisation Wide GEAP - Tender Submission		Organisation Wide GEAP Report - Contract Reporting Year 1	
Date:		Date:	
Indicator 1 - Gender Pay Equity		Indicator 1 - Gender Pay Equity	
Tender Submission		Contract Reporting	
Data Measure - Collect data on the gender pay gap across the organisation	Man and woman	Man and woman	Man and Self-Described
Average base salary gap for all employees (%)			
Average remuneration for all employees (%)			
Analysis - What does this data gap mean to the organisation?	Explain what the gap means to the organisation? > Are there gaps in the data? > What is causing the gaps?		After inputting the data above > Has the gap improved since the last reporting period? > If not, what is preventing progress? If yes, what do you bring your success down to?
Using the minimum standards, provide a minimum of one strategy to address the gaps presented.	Note strategy(ies) to be implemented, including: > Strategy and how it will impact the data > Timeframe for implementation > Measurement of success		Provide an update on strategy implementation > Have the minimum standards been implemented > How are the strategies tracking against the timeframes and success measures? > If not commenced, what has prevented strategy implementation?

New GEAP templates – What has changed?

1 We want to know what the gap means to the organisation.

To address the gap organisations, need to understand what is causing the gap.

2 Minimum standards for each indicator have been developed to assist contractors.

Minimum standards and guidance has been developed to assist contractors in setting their strategies to create more inclusive workplaces

3 The focus is now on improving the data

Organisation Wide GEAP - Updated RFT Template as at 1 July 2024

Request for Tender - Template		
Organisation Wide GEAP - Tender Submission		
	Date:	
Indicator 1 - Gender Pay Equity	Indicator 1 - Gender Pay Equity	
	Tender Submission	
Data Measure - Collect data on the gender pay gap across the organisation	Man and woman	Man and Self-Described
Average base salary gap for all employees (%)		
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Using the minimum standards, provide a minimum of one strategy to address the gaps presented.	Note strategy(ies) to be implemented, including: > Strategy and how it will impact the data > Timeframe for implementation > Measurement of success	

Organisation Wide GEAP - Updated Contract Reporting Template

Contract reporting - Template		
Organisation Wide GEAP Report - Contract Reporting Year 1		
	Date:	
Indicator 1 - Gender Pay Equity	Indicator 1 - Gender Pay Equity	
	Contract Reporting	
Data Measure - Collect data on the gender pay gap across the organisation	Man and woman	Man and Self-Described
Average base salary gap for all employees (%)		
Average remuneration for all employees (%)		
Analysis - What does this data gap mean to the organisation?	After inputting the data above > Has the gap improved since the last reporting period? > If not, what is preventing progress? If yes, what do you bring your success down to?	
Using the minimum standards, provide a minimum of one strategy to address the gaps presented.	Provide an update on strategy implementation > Have the minimum standards been implemented > How are the strategies tracking against the timeframes and success measures? > If not commenced, what has prevented strategy implementation?	

Example Org Wide GEAP – Request for Tender (RFT)

At tender, the contractor is required to submit an Organisation Wide GEAP. This includes data, an analysis and a minimum of one strategy to improve the data.

Indicator 4 - Workplace Sexual Harassment	Indicator 4 - Workplace Sexual Harassment		
	Tender Submission		
Data Measure - Collect data and report on strategies to improve workplace sexual harassment complaints and outcomes (past 12 months)	Man	Woman	Self-Described
Sexual harassment complaints	1	6	1
Sexual harassment outcomes	0	4	0
Analysis - What does this data mean to the organisation?	<p style="text-align: center;">Explain what the gap means to the organisation? > Are there gaps in the data?</p> <p>Currently there are 8 complaints and only 4 outcomes. The organisation notes that some complaints have taken longer than expected to resolve or have had no outcome.</p> <p>There are also gaps in the number of sexual harassment reports. Currently we employ 600 people, statistically the overall number of sexual harassment complaints should be higher.</p> <p style="text-align: center;">> What is causing the gaps?</p> <p>Currently our reporting systems for sexual harassment are not centralised and therefore are inaccurate. We also note that there is a disconnect between the number of sexual harassment complaints from site and head office are vastly different.</p>		
Using the minimum standards, provide a minimum of one strategy to address the gaps presented.	<p style="text-align: center;">Note strategy(ies) to be implemented, including: > Strategy and how it will impact the data</p> <p>Include sexual harassment reporting related questions in the worker satisfaction surveys to gauge how well the reporting systems are working. This will determine whether our current reports are correct or inaccurate.</p> <p style="text-align: center;">> Timeframe for implementation June 2024 is the next satisfaction survey</p> <p style="text-align: center;">> Measurement of success To align the results of the survey with the reporting figures.</p>		

Example Org Wide GEAP – Contract Reporting

After contract award and during project delivery, the contractor is required to submit their next Organisation Wide GEAP. Data is still required to be collected. The analysis and strategies will focus on how the organisation is going in closing the data gap within each indicator.

Indicator 4 - Workplace Sexual Harassment	Indicator 4 - Workplace Sexual Harassment		
	Contract Reporting		
Data Measure - Collect data and report on strategies to improve workplace sexual harassment complaints and outcomes (past 12 months)	Man	Woman	Self-Described
Sexual harassment complaints	2	8	2
Sexual harassment outcomes	2	7	1
Analysis - What does this data mean to the organisation?	<p>After inputting the data above: > Has the gap improved since the last reporting period? Currently there are 12 complaints and 10 outcomes. The gap has closed since the last report. > If not, what is preventing progress? If yes, what do you bring your success down to? We have made it a priority to resolve complaints as soon as possible to ensure that our employees feel safe and supported.</p>		
Using the minimum standards, provide a minimum of one strategy to address the gaps presented.	<p>Provide an update on strategy implementation > Have the strategy/standards been implemented Yes. > How are the strategies tracking against the timeframes and success measures? We have implemented the sexual harassment reporting related questions into the worker satisfaction surveys. This will now be a permanent feature to actual complaints vs reported complaints. > If not commenced, what has prevented strategy implementation? N/A</p>		

If the contractor is not seeing a change within their data at each reporting period, an updated strategy should be implemented.

Contractual Obligations - Project Specific & Organisation Wide GEAP

Request for Tender

Subject	Organisation Wide Gender Equality Action Plan	Project Specific Gender Equality Action Plan	Further Detail
Data required for each indicator	Yes	No	For the organisation wide GEAP all data is required for the indicators. No data is required for the PS GEAP as the project has not yet commenced.
Strategy required	Yes	Yes	The Project Specific GEAP only requires a strategy.

Contract award

Subject	Organisation Wide Gender Equality Action Plan	Project Specific Gender Equality Action Plan	Further Detail
Reporting	12 monthly	6 monthly	In the first 6 months of the project, the Project Specific GEAP is required. This is when data will be required for each indicator to show how the project is performing regarding gender equality.
Reporting Platform	Victoria Management Centre	Victoria Management Centre	

For more information visit Buying for Victoria

Topic	Website
December 2023 Updates	https://www.buyingfor.vic.gov.au/building-equality-policy-updates
Buyers guide to applying BEP to procurement	https://www.buyingfor.vic.gov.au/building-equality-policy-buyers
Suppliers guide to applying BEP to tender submissions	https://www.buyingfor.vic.gov.au/building-equality-policy-suppliers
Suppliers guidance - Gender Equality Action Plan	https://www.buyingfor.vic.gov.au/gender-equality-action-plan-guidance-tenderers-suppliers
Guidance for contract management and reporting – Gender Equality Action Plan	https://www.buyingfor.vic.gov.au/gender-equality-action-plan-guidance-contract-management-and-reporting-suppliers



Thank you.

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