



**BUILDING
EQUALITY
POLICY**



WEBINAR
**Building Equality
Policy
Activation Session**
16 May 2022



**BUILDING
EQUALITY
POLICY**



Welcome
Rebecca Lee
Principal Social
Procurement
Adviser
ICN Victoria



**BUILDING
EQUALITY
POLICY**



Dianne Smith
**Chief Executive
Officer**
ICN Victoria



**BUILDING
EQUALITY
POLICY**



Marcelle West
**Principal Industrial
Relations Adviser**
**Industrial Relations
Victoria**





**BUILDING
EQUALITY
POLICY**



Samantha Edmonds
Manager, Social
Procurement
Assurance Manager
Department of
Treasury and Finance

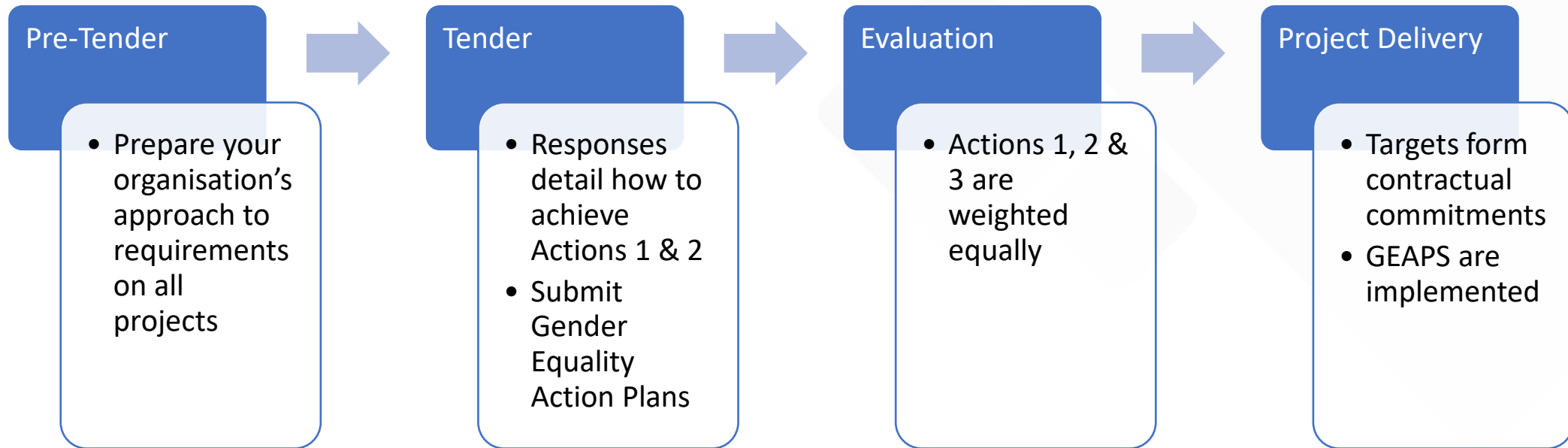


Building Equality Policy & Contractor Requirements

- ❖ Policy development and implementation approach is a collaborative effort between multiple Departments & Agencies
- ❖ The Building Equality Policy is applied under the Social Procurement Framework and takes the place of the “Women’s equality and safety” objective
- ❖ Transitional period until January 2024 – best endeavours & collaboration is required to meet Actions 1, 2 & 3
- ❖ Post January 2024, Agencies implement contractual consequences for noncompliance



Procurement Stages



Pre-Tender

- 1 Complete Workplace Gender Audit
- 2 Develop Organisation Wide Gender Equality Action Plan
- 3 Ensure your systems capture relevant data
- 4 Consider programs, partnerships and initiatives to support gender equality on site



Tender Stage

- 1 Respond to articulate how the targets in Actions 1 & 2 will be met
- 2 Submit Organisation Wide Gender Equality Action Plan
- 3 Submit Project Specific Gender Equality Action Plan
- 4 Articulate commitments in the Commitment Schedule



Evaluation

- 1 Weightings will vary between projects, however, expect to see around 5% weighting on projects
- 2 All three actions are weighted equally
- 3 Workforce target responses are qualitatively assessed
- 3 Gender Equality Action Plans are assessed as complete/incomplete



Project Delivery

- 1 Reporting against commitments at 6 months (or earlier if required by the project).
- 2 If commitments are not expected to be met, notify the contract manager as soon as possible
- 3 Anticipated all reporting to be through the VMC, aligned with Local Jobs First and Social Procurement Framework



Action 1: Workforce gender equality targets

- ❖ Trade covered labour positions: (3% women)
- ❖ Non-trade Construction Award covered labour positions (7% women)
- ❖ On site management/supervisory and specialist labour positions (35% women)
- ❖ Relates to each position that is engaged on-site

Occupations	Estimated labour hours	Target hours performed by women
Air-conditioning and refrigeration mechanics	10,000	300
Bricklayers/blocklayers		0
Carpenters	1000	30
Electricians		0



Action 2: Apprentice and trainee targets

4% of total estimated contract hours must be women apprentices or trainees.

Apprentices and trainees counted under the BEP target can also count towards the 10% MPSG target.

The BEP 4% target is calculated using the deemed hours formula for MPSG – for example:

Deemed hours for the project = 100,000 hours

10% MPSG commitment = 10,000 hours

4% BEP Commitment (4% of 100,000 hours) = 4,000 hours must be women apprentices or trainees

BEP requirements for trainees and apprentices does not include cadets.



Next steps

- ❖ Guidance and templates available now on Buying for Victoria
- ❖ Relevant tenders will include requirements
- ❖ Generic tender and contract clauses are undergoing final approvals for release
- ❖ Implementation feedback opportunities throughout the year



**BUILDING
EQUALITY
POLICY**



Victoria Dixon
Senior Program and
Policy Advisor
Commission for
Gender Equality in the
Public Service Sector



Action 3 – Gender Equality Action Plans (GEAP)



What Is Required?

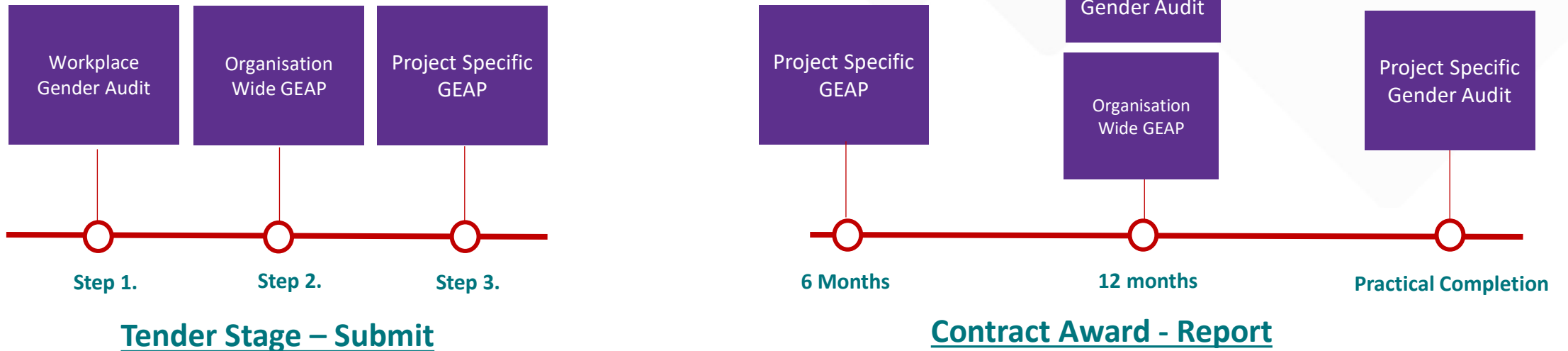
What?

Action 3 requires three things:

1. Workplace Gender Audit
2. Organisation Wide GEAP
3. Project Specific GEAP

Why?

Organisations need to understand the importance of gender equality, identify where the change is needed and implement actions which lead to progress.



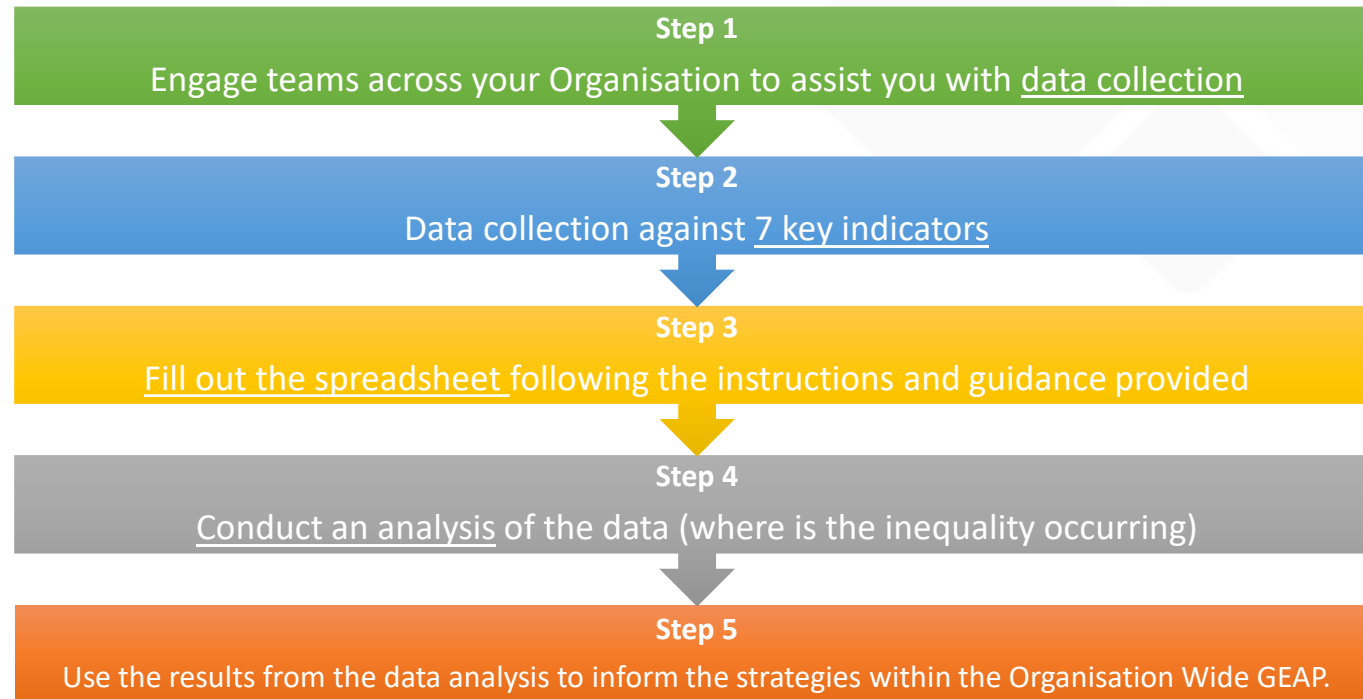
1. Workplace Gender Audit

What? The Workplace Gender Audit tool is an excel template which collects data.

Why? The Audits purpose it to provide a snap shot of the gender imbalance within an organisation.

How? By collecting data on the 7 indicators, the template allows organisations to see the gaps which are occurring and create strategies to close these.

Step 1.



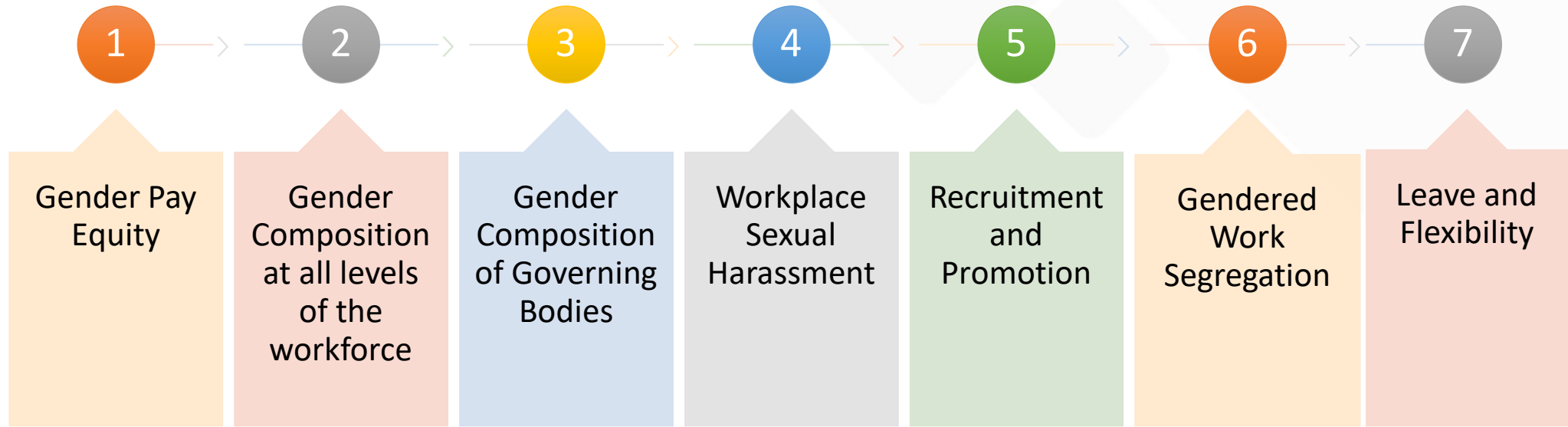


1.1 Seven Indicators

What? The *Gender Equality Act 2020* sets out seven workplace gender equality indicators.

Why? The indicators represent the key areas where gender inequality persists and where progress towards gender equality must be demonstrated.

How? The indicators allow organisations to see where the gaps exist and provide organisations with a specific areas to monitor and track progress over time.





1.2 Example

What? Indicator 3 – Gender Composition of Governing Bodies

Why? This indicator specifically focuses on the gender balance of the governing body (or executive team) within an organisation

How? Organisations are to gather data and present it broken down into the below genders. You may leave columns blank if no employees identify with any of the below genders.

A	B	C	D	E	F	G
Indicator 3 - Gender composition of governing bodies						
Your Comments						
Please use this section to insert any additional comments						

Table 3.1		Headcount				
Governing Body	Employment basis	Woman	Man	Self-described gender	Prefer not to say	Total
Board (or equivalent)	Full-time					0
	Part-time					0
	Casual					0
Executive Team	Full-time					0
	Part-time					0
	Casual					0



2. Organisation Wide GEAP

What? Is a written plan to be completed in the template provided.

Why? This plan sets out the organisations strategies to address the gaps shown in the Workplace Gender Audit.

How? Organisations must fill out the Organisation Wide GEAP template provided. The template is set out below



Focus Area	Mandatory Actions	Workplace Gender Audit	Organisation Strategy	Documents supporting the Organisation Strategy	Accountability of Organisation Strategy
Collect and report data about gender equality and gender pay gap	Collect, monitor, and analyse gender disaggregated payroll data to determine the gender pay gap	Indicator 3 – Mean salary and remuneration.	<p>Sign pledge to initiate action plans to reduce the gap in your workplace Equal Workplaces Advisory Council Victorian Government (www.vic.gov.au)</p> <p>Refer to Workplace Gender Equality Guide to Pay Equity for practical steps to improve gender pay equity guide-to-gender-pay-equity.pdf (wgea.gov.au)</p> <p>Communicate the benefits of addressing pay equity to your organisation on annual basis i.e., on National Equal Pay Day</p>	Written documents which support the organisation strategy. I.e., Pledge form, communications for National Equal Pay Day.	<p>Name:</p> <p>Job Title:</p> <p>Timeframe:</p>



2. Organisation Wide GEAP (Cont)

The below explains how to fill in the Organisation Wide GEAP template.

Focus Area	Mandatory Actions	Workplace Gender Audit (Organisations to insert audit results)	Organisation Strategy (Organisations to fill in)	Documents supporting the Organisation Strategy (Organisations to fill in)	Accountability of Organisation Strategy (Organisations to fill in)
Collect and report data about gender equality and gender pay gap	Collect, monitor, and analyse gender disaggregated payroll data to determine the gender pay gap	Indicator 3 – Mean salary and remuneration.	<p>Sign pledge to initiate action plans to reduce the gap in your workplace Equal Workplaces Advisory Council Victorian Government (www.vic.gov.au)</p> <p>Refer to Workplace Gender Equality Guide to Pay Equity for practical steps to improve gender pay equity guide-to-gender-pay-equity.pdf (wgea.gov.au)</p> <p>Communicate the benefits of addressing pay equity to your organisation on annual basis i.e., on National Equal Pay Day</p>	Written documents which support the organisation strategy. I.e., Pledge form, communications for National Equal Pay Day.	<p>Name:</p> <p>Job Title:</p> <p>Timeframe:</p>

No action required.

No action required.

Organisations to insert audit results under each indicator specified.

Organisations to provide at least one strategy to support the mandatory actions. Organisations can chose the suggested strategies listed or provide their own.

Organisations to provide documents which evidence the strategy

Organisations to provide a name, job title and timeframe of the Person or people responsible for delivery of the strategy



Indicators are references only. No audit details need to be inserted in the project specific GEAP

3. Project Specific GEAP

What? Is a written plan to be completed in the template provided.

Why? This plan sets out the onsite strategies to address gender inequality.

How? Projects must fill out the Project Specific GEAP template provided.

The template is set out below

Focus Area	Mandatory Actions	Project Strategy (Projects to fill in)	Documents supporting the Project Strategy (Projects to fill in)	Accountability of Project Strategy (Projects to fill in)	Related Indicators
Collect and report data about gender equality and gender pay gap	Collect and analyse onsite gender disaggregated data from subcontractors to determine if there is a gender pay gap.	<p>Sign pledge to initiate action plans to reduce the gap in your workplace at Equal Workplaces Advisory Council Victorian Government (www.vic.gov.au)</p> <p>Refer to Workplace Gender Equality Guide to Pay Equity for practical steps to improve gender pay equity guide-to-gender-pay-equity.pdf (wgea.gov.au)</p> <p>Communicate the benefits of addressing pay equity to your organisation on annual basis i.e., on National Equal Pay Day</p>	Written documents which support the project strategy. I.e., Pledge form, Comms for National Equal Pay Day.	Name: Job Title: Timeframe:	Indicator 1 – Mean and median base salary and remuneration.



Reporting

What? Successful contractors must regularly report on the Audit and GEAPs

Why? To measure progress

How?

- Organisation Wide Workplace Gender Audit – to be updated every 12 months
- Organisation Wide GEAP – progress report every 12 months
- Project Specific GEAP – progress report every 6 Months
- Project Specific Workplace Gender Audit – at practical completion

*If Practical Completion is before the above dates it must be submitted at this time, or as agreed in contract

Contract Award - Report



**BUILDING
EQUALITY
POLICY**



Rebecca Lee
Principal Social
Procurement Adviser
ICN Victoria





ICN's BEP Activation Program

1

Cross-collaboration across industry to form ICN's strategy

2

Supplier support on BEP applicable projects

3

Reporting on the ICN VMC Portal

4

BEP Industry Activation Program



Question Time

Marcelle West - Principal Industrial Relations Adviser, Industrial Relations Victoria

Sam Edmonds - Manager, Social Procurement Assurance Manager, Department of Treasury and Finance

Victoria Dixon - Senior Program and Policy Advisor, Commission for Gender Equality in the Public Service Sector

Rebecca Lee - Senior Social Procurement Adviser, ICN Victoria

Fiona Sergi - Manager Social Procurement Capability, Department of Jobs, Precincts and Regions



Resources – page 1

- ❖ Building Equality Policy: <https://www.vic.gov.au/building-equality-policy>
- ❖ Social Procurement Framework: <https://www.buyingfor.vic.gov.au/social-procurement-framework>

ICN Contact Details:

Rebecca Lee | Principal Social Procurement Adviser

0428 168 374 | vicspteam@icnvic.org.au



Resources – page 2

- ❖ Focus areas <https://www.vic.gov.au/building-equality-policy#action-3-require-gender-equality-action-plans>
- ❖ Seven indicators <https://www.genderequalitycommission.vic.gov.au/workplace-gender-equality-indicators>
- ❖ WGEA pay gap calculator <https://www.wgea.gov.au/tools/the-gender-pay-gap-calculator>
- ❖ Building Equality Policy – Suppliers <https://www.buyingfor.vic.gov.au/building-equality-policy-suppliers>
- ❖ Tenderers guidance <https://www.buyingfor.vic.gov.au/gender-equality-action-plan-guidance-tenderers-suppliers>
- ❖ Contract management and reporting guidance <https://www.buyingfor.vic.gov.au/gender-equality-action-plan-guidance-contract-management-and-reporting-suppliers>





Thank you

