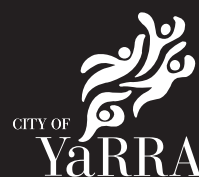


Gender Equality Progress Report

Inspired people building
a better Yarra



Yarra City Council acknowledges the Wurundjeri Woi Wurrung people as the Traditional Owners and true sovereigns of the land now known as Yarra. We also acknowledge the significant contributions made by other Aboriginal and Torres Strait Islander people to life in Yarra. We pay our respects to Elders from all nations and to their Elders past, present and future.

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Executive Summary

Yarra has a strong commitment to diversity, equity and inclusion, for both the community and staff. I am proud to showcase our significant achievements in advancing gender equality within the workplace as we work towards achieving compliance with the Victorian Gender Equality Act 2020.

This progress report reaffirms our commitment to gender equality, and to the creation of a workplace where everyone feels respected and has equal access to opportunities and resources.

The report draws from data collected in our Progress Gender Audit to measure the work we have done, at this the half way point of implementing our Gender Equality Action Plan 2021-2025. It also reviews the work being done on Gender Impact Assessments, as we begin the process of assessing our external policies, programs and services to ensure they are inclusive of all genders.

Key achievements include:

- **Capacity building:** We have invested in staff training and development to promote a gender-inclusive workplace and cultivate a culture of equality.
- **Process improvement:** We have reviewed and developed new systems and processes to better support gender equality initiatives.
- **Gender impact assessment:** We have created tools and processes to conduct gender impact assessments across all divisions.

This report serves as an important valuable resource for evaluating our progress and shaping future initiatives to further advance gender equality within our organisation.

Lucy Roffey
General Manager Corporate Services

About the Progress Report

Workplace gender equality is achieved when people are able to access the same resources and opportunities, regardless of gender. Yarra City Council is committed to leading innovative change and providing effective and sustainable workplace practices to ensure gender equality is achievable for all staff.

Under the *Victorian Gender Equality Act 2020 (the Act)*, defined entities are required to:

- develop and implement a Gender Equality Action Plan, which includes:
 - results of a workplace gender audit
 - strategies for achieving workplace gender equality
- promote gender equality in policies, programs and services that impact the public
- complete gender impact assessments
- publicly report on progress in relation to workplace gender equality through the submission of a progress report to the Commissioner for Gender Equality in the Public Sector every second year after submitting a GEAP. The first progress report was due on 20 February 2024.

This progress report assesses the work that has been done to achieve compliance with the Act over the past two years. It demonstrates our commitment to gender equality and shows how we are working towards achieving it by tracking our progress towards our gender equality goals. This report identifies areas of improvement and success and has guided us in refining our strategies to ensure they are on the right path for the remainder of this reporting period.

Our progress is presented in three sections:

1. Workplace Gender Equality

Indicators: demonstrate progress in relation to the workplace gender equality indicators.

2. Gender Equality Action Plan 2021-2025 (GEAP Strategies and Measures):

demonstrates progress in relation to the measures and strategies set out in our GEAP.

3. Gender Impact Assessments (GIA):

demonstrates the policies, programs and services that were subject to a GIA, including the actions taken as a result of each gender impact assessment.

The relevant period for the 2023 progress report is 1 July 2021 to 30 June.

Workplace Gender Equality Indicators

Conducting a progress audit allows us to demonstrate and report on our progress in relation to the workplace gender equality indicators.

We report on 7 workplace gender indicators as defined under section 3 of the Act, workplace gender equality indicators are:

- Gender composition of all levels of the workforce
- Gender composition of governing bodies
- Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender
- Sexual harassment in the workplace
- Recruitment and promotion practices in the workplace
- 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
- Gendered segregation within the workplace



Methodology – data collection and analysis

The progress audit involved collecting workforce and employee experience data in 2023 and comparing this information to the workplace gender audit data collected in 2021. This approach provided a snapshot of Yarra's workforce at a specific point in time. To ensure a comprehensive analysis of the data, we engaged Gender Works Australia, an external consulting firm specialising in gender equality.

Key data sources included:

Internal data collection systems:

Data was extracted from existing HR systems and performance management tools after 30 June 2023.

Victorian Public Service (VPS) rolled out People Matters Survey (PMS): A survey was conducted using the VPS rolled out PMS in March 2024, resulting in a 25% response rate.

Data analysis techniques:

Comparative analysis: Data from 2021 and 2023 was compared to identify trends and changes over time.

Statistical analysis: Descriptive statistics were used to summarise and analyse the data.

Ethical considerations:

Informed consent: Participants were provided with information about the purpose of the audit and their right to participate or decline.

Confidentiality: All data was handled in accordance with privacy and confidentiality regulations.

By combining these data sources and analysis techniques, we were able to gain a comprehensive understanding of our organisation's progress in achieving gender equality.



Findings

The progress audit data demonstrated that we have made progress towards all of the workplace gender equality indicators. The infographic provides a high-level overview of Yarra City Council's progress towards achieving workplace gender equality. It showcases key data points comparing 2021/22 and 2022/23 workforce metrics.

Key findings include:

- A 3% increase in women's representation, bringing the workforce composition to 61% women and 39% men by 2023.
- Gender balance in senior leadership remained consistent at 50% for both men and women.
- Shifts in employment type trends showed that women increasingly moved towards part-time and casual roles, while men predominantly remained in full-time positions.
- A 0% median pay gap in total remuneration and base salary, and a slight increase in mean gender pay gap.
- The workforce still reflects broader societal trends in gender segregation within industries and occupations, with women over-represented in professional and community service roles, while men over-represented in managerial, technical, and trade roles.
- These insights highlight trends in gender representation across different age groups, employment types, and workforce segments, reflecting Yarra City Council's ongoing commitment to gender equality initiatives.

A high-level overview of the progress can be seen in Picture 1, Workplace Gender Audits Insights on page 10 of this report. Table 1 provides greater detail on our progress against each indicator.

It is important to note that the data presented in this report is limited by its binary gender categorisation. Due to constraints in our current data collection systems and low reporting rates, we are unable to provide figures or findings related to gender-diverse and non-binary staff members. To address this limitation, we have included a strategy in our GEAP to enhance data collection processes, including payroll and HR systems. This will enable us to gather more comprehensive data on staff identities and experiences, fostering a more inclusive and equitable workplace.

Workplace Gender Audit Insights

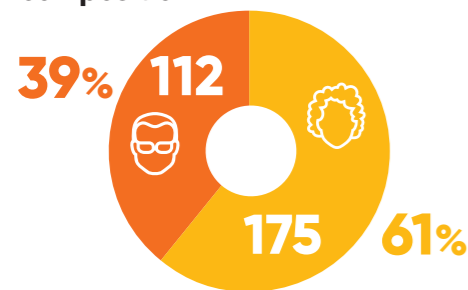
22/23 Financial Year

Recruitment and Promotion

Women were proportionally over-represented among new recruits



Gender composition of exits comparative to organisation composition



Higher Duties

Women were proportionally under-represented among higher duties



Gender Pay Gap

The average man's total remuneration is 1.3% higher than woman's

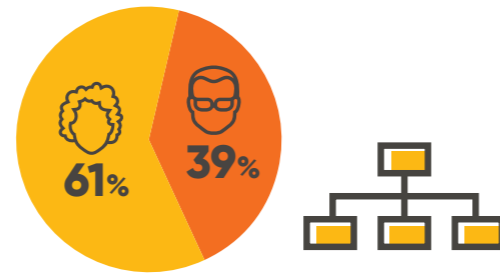


The median woman's salary is the same as the median man's salary

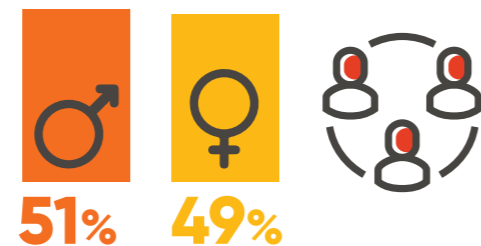


Gender Composition

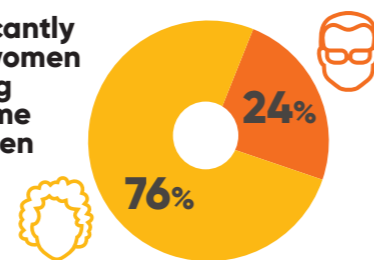
Organisation-wide



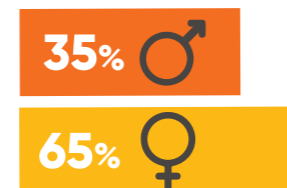
Full-time workforce



Significantly more women working part time than men



Nearly twice as many women working as casuals

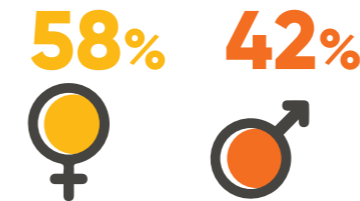


Gender composition of Senior Leaders (anyone above band 8D)

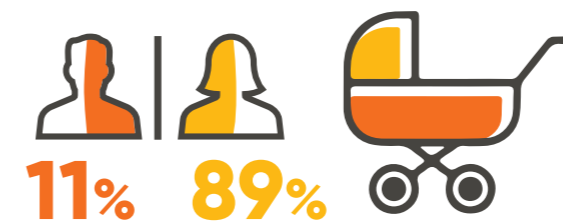


Leave and Flexibility

31 employees took paid parental leave



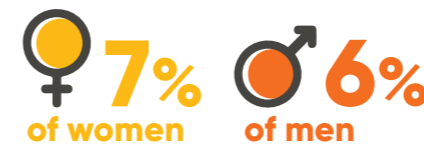
28 employees took unpaid parental leave



Family Violence Leave 100% of family violence leave was taken by women



Sexual Harassment



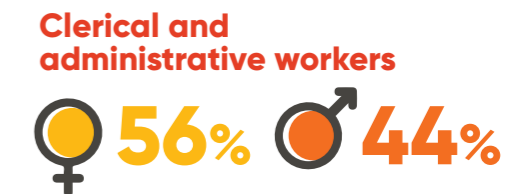
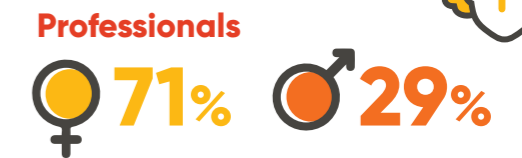
PMS respondents experienced sexual harassment in the workplace in the past 12 months



Occupational Segregation

Gender segregation in Council workforce reflects broader trends in industrial and occupational gender segregation


Occupational Group with higher proportion of women



Occupational Group with lower proportion of women



Table 1: Workplace Gender Equality Indicators

Indicator	Has progress been made?	Progress description
 <p>Gender composition of all levels of the workforce</p>	Yes	<p>Gender Composition and Leadership In FY23 the workforce composition of active City of Yarra employees was 61% women and 39% men. This was a slight shift (+3% women and -3% men) from the FY21 composition of 58% women and 42% men. Note that no employees identified as self-described or prefer not to say, all gendered analysis was woman or man.</p> <p>There was no change in the composition of senior leadership from FY21 to FY23, it remained 50% women and 50% men. In FY23 we saw a general trend toward increasing representation of women as we moved down levels.</p> <p>Gender Composition and Age Overall, gender composition within age cohorts was relatively consistent with the organisation-wide composition of 61% women and 59% men. Representation of women dropped off among 55-64years cohort and 65+years cohort. The largest change from FY21 to FY 23 was increased representation of women among 15-24 year olds (+7% women and -7% men), and 25-34 year olds (+7% women and -7% men).</p>




Indicator	Has progress been made?	Progress description
 <p>Gender composition of all levels of the workforce</p>	Yes	<p>Gender Composition and Employment Type City of Yarra workforce composition by employment type was 40% full time: 17% part time: 42% casual. The full time workforce was 49% women and 51% men, the part time workforce 76% women and 24% men and the casual workforce 65% women and 35% men. Men were approximately 1.5 times more likely to be working full time than women, women were approximately 2 times more likely to be working part time than men.</p> <p>From FY21 to FY23 for women, there was a shift toward part time and casual arrangements and a move away from full time (-5% women full time, +4% women part time, +9% women casual). For men, there were limited changes in employment type (-1% men full time, -2% men part time, +2% casual). At the end of FY23 for women in the workforce, approximately 1 in 3 were full time (33% work full-time, 22% work part-time, 45% work casually) and for men in the workforce, approximately 1 in 2 were full time (52% work full-time, 10% work part-time, 38% work casually).</p> <p>There is limited gender difference between employment type Band 4 and below. Band 6+ women are more likely to be working part-time or casually than men, with approximately 3 in 10 women working part-time at Bands, 5, 6, 7. Men working at Band 6+ are more likely to be working full time 95%+ with approximately 1 in 20 men working part-time at Band 6.</p>

Table 1: Workplace Gender Equality Indicators

Indicator	Has progress been made?	Progress description
 <p>Gender composition of governing bodies</p>	No	<p>No change since FY21 (no election) so there has been no opportunity for change. Currently 56% Women and 44% Men.</p>
 <p>Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender</p>	Yes	<p>In FY23 our median gender pay gap on base salary and total remuneration continues to be 0%.</p> <p>Organisation Gender Pay Gap</p> <p>In FY23 the mean gender pay gap on annualized FTE base salary for women was 1.3%. This base salary gap has increased slightly (+0.6%), up from 0.7% in FY21 to 1.3% in FY23.</p> <p>In FY23 the mean gender pay gap on total remuneration was 1.3%. This total remuneration gap has also increased slightly +0.4%, up from 0.9% in FY21 to 1.3% in FY23.</p> <p>In FY23 the median gender gap on base salary was 0%. This was a slight shift from -8.2% in FY21,</p> <p>In FY23 the median gender gap on total remuneration was 0%. This was a slight shift from -7.3% in FY21.</p> <p>Sub-Group Gender Pay Gap</p> <p>In this reporting period the full time gender pay gap has shifted further toward favouring men (mean and median) and the part time gender pay gap has shifted further toward favouring women (mean and median). In FY23 among full time employees there was a 0.9% gap favouring men. Among part time employees there was a -17.0% gender pay gap favouring women.</p>


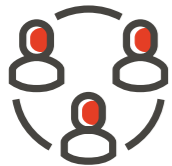
Indicator	Has progress been made?	Progress description
 <p>Sexual harassment in the workplace</p>	Yes	<p>There were no formal sexual harassment complaints reported in FY23. Genuine attempts have been made to drive progress through the GEAP to reduce sexual harassment in our workplace. We created a standalone Sexual Harassment Policy in 2022, previously sexual harassment was included in the Harassment, Bullying and Discrimination Prevention Policy and mandatory training for senior management will be rolled out in person in year 3 of the GEAP.</p> <p>Responses in the People Matter survey showed 7% of the 372 employees who responded experienced sexual harassment at work during the last 12 months (also 7% in FY21). This is broken down to 7% of women respondents (no change from 7% in FY21) and 6% of men respondents (+1% increase from 5% in FY21).</p> <p>Most common forms of sexual harassment was intrusive questions about private life or comments about physical appearance. Most common response (no gendered analysis possible) was to pretend it didn't bother me (50% of those experiencing sexual harassment), or avoid the person by staying away from them (42% of those experiencing sexual harassment) – in FY21 these were also the most common responses, limited change. 15% who experienced sexual harassment told the person the behaviour was not okay - very small numbers, but FY21 comparison 9%.</p>

Table 1: Workplace Gender Equality Indicators

Indicator	Has progress been made?	Progress description
 <p>Recruitment and promotion practices in the workplace</p>	Yes	<p>Recruitment In FY23 women were proportionally over-represented among new recruits, 66% of recruits compared to 61% of women in the organisation composition. This was up from 59% in FY21. The largest change is at Band 3, there is an over-representation of women in recruits compared to exits; 65% recruits and 47% exits. At Band 8 there is some change, though small cohort, increasing proportion of women hired, compared to women exiting. We are pleased to see that there has been recruitment of women across all bandings.</p> <p>Higher Duties In FY23 there has been an increased representation of women among higher duties, 55% higher duties compared to 45% in FY21. We are pleased to see that there have been more opportunities given to women in the reporting period, although proportionally women continue to be under-represented among higher duties (55% of higher duties, compared to 61% organisation composition). In FY23 women and men People Matter survey respondents were less likely to agree to the statement I have an equal chance at promotion compared to FY21 (women -7% and men -3%) and were less likely to agree to the statement that <i>I feel satisfied with learning and development needs being addressed in FY23 compared to FY21 (Women -11% and Men -7%)</i>. Due to a significant organisation restructure our learning and development focus has shifted to compliance and identified corporate competency-based trainings for this reporting period. A review of existing learning and development opportunities has been conducted and new leadership pipeline.</p> <p>Exits The gender composition of exits is roughly comparative to organisation composition, women were 61% of exits.</p>



Indicator	Has progress been made?	Progress description
 <p>Availability and utilisation of terms, conditions and practices relating to:</p> <ul style="list-style-type: none"> • family violence leave; and • flexible working arrangements; and • working arrangements supporting employees with family or caring responsibilities 	Yes	<p>Flexible Work Arrangements Yarra's Flexible Work Guidelines were developed and shared with staff in FY23. Limited comparison possible on workforce data FY21 to FY23 because workforce data was not collected on formal flexible working uptake and arrangement type. A recording process has been set up for FY25.</p> <p>Among People Matter survey respondents, 75% women and 73% men agreed their manager supports working flexibly (limited gendered differences). Men and women were less likely to respond favourably to the statement <i>I am confident that if I requested a flexible work arrangement it would be given due consideration in FY23 than in FY21</i>. For women in FY23, 68% (-13% since FY21) and for men in FY23, 73% (-10% since FY21).</p> <p>Carer's & Parental Leave Uptake No data supplied on carer's leave uptake due to terms and conditions set out in Yarra City Council's Enterprise Agreement.</p> <p>In FY23, 31 employees took paid parental leave, the gender split was 58% women and 42% men. In FY23, 28 employees took unpaid parental leave - gender split 89% women and 11% men. Men took just under half as much paid parental and unpaid parental leave as women. There is no direct comparison with FY21 data as paid/unpaid separation in data collection is different in FY23, however we believe we are making genuine progress in normalising men taking parental leave across the organisation. To promote men taking parental leave across the organisation a video focussing on men taking parental leave was created and shared with staff. The video shows interviews with men who work at Yarra's Recycling Depot discussing their experience taking parental leave, both to their family life and connections with their children.</p>

Table 1: Workplace Gender Equality Indicators

Indicator	Has progress been made?	Progress description
 <p>Availability and utilisation of terms, conditions and practices relating to:</p> <ul style="list-style-type: none"> • family violence leave; and • flexible working arrangements; and • working arrangements supporting employees with family or caring responsibilities 	Yes	<p>Family Violence Leave</p> <p>5 instances of Family Violence Leave uptake in FY23, all women, across 25-34yr and 55-64yr age cohorts.</p> <p>Among People Matter survey respondents in FY23, 87% of women and 85% of men agreed with the statement <i>My organisation would support me if I needed to take family violence leave</i>, this is down slightly from FY21 -4% for women and -3% for men. We will continue to offer the Family Violence Contact Officer program and will create a Family Violence Contact Officer Roadshow to present to each branch to raise awareness of the entitlements and support available to staff at Yarra.</p>





Indicator	Has progress been made?	Progress description
 <p>Gendered segregation within the workplace</p>	Yes	<p>Workforce Gender Segregation</p> <p>Gender segregation in our workforce reflects broader trends in industrial and occupational gender segregation. Several of the cohorts are too small for meaningful comparison over the reporting period, we have seen the most significant increase in women in community and personal service workers and labourers categories.</p> <p>Women are proportionally over-represented (compared to workforce composition) among Professionals (33% of workforce, 71% Women and 29% Men), Community & Personal Service Workers (24% of workforce, 66% Women and 34% Men).</p> <p>Men proportionally over-represented among Labourers (8% of workforce, 67% Men and 33% Women), Managers (4% of the workforce, 60% Men and 40% Women), Technicians and Trade workers (2% of workforce, 67% Men and 33% Women).</p> <p>There are limited gender differences in responses to People Matter survey statements associated with this indicator. The most notable difference in FY23 is women were less likely (-5%) than men to agree that work in their workgroup was allocated fairly, regardless of gender while men in FY23 more likely (+5%) to agree with this statement than in FY21.</p>

Table 1: Workplace Gender Equality Indicators

Indicator	Has progress been made?	Progress description
 <p data-bbox="157 531 332 667">Gendered segregation within the workplace</p>	Yes	<p data-bbox="694 354 1294 388">Experience of Bullying and Discrimination</p> <p data-bbox="694 396 1317 499">Our employee experience data indicates that there has been a slight reduction in bullying and discrimination over the reporting period.</p> <p data-bbox="694 516 1311 863">15% of People Matters survey respondents experienced bullying at work in FY23, this has dropped by -5%, compared to 20% in FY21 (15% of women respondents, no change from 15% in FY21) and 12% of male respondents (down from 18% in FY21). The most common forms of bullying were incivility (70%) and exclusion or isolation (49%). The majority (95%) told someone about the bullying.</p> <p data-bbox="694 879 1308 1331">6% of People Matters survey respondents experienced discrimination at work in FY23, this has dropped slightly by -1% (compared to 7% in FY21). 8% of women respondents (+2% from 6% in FY21) - +2% on FY23 LGA benchmark of 6% and 3% of male respondents (down from 6% in FY21). The most common forms specified were being denied opportunities for promotion (42%) and denied opportunities for training (33%). Note there was a large cohort who select a non-specified 'Other' (50%) in response to type of discrimination question.</p> <p data-bbox="694 1335 1243 1400">13% submitted a formal complaint, this is up from 5% in FY21.</p>

GEAP strategies and measures

Following a comprehensive organisational review in 2021, which included a workplace gender equality audit, staff surveys and consultations, we developed the GEAP. The GEAP is structured around three strategic areas and sequenced strategies designed to effect change across our organisation.

In year one, we focused on raising awareness of the GEAP and building capacity for action. Year two involved building upon our successes and establishing new structures, systems, and processes. Over the past two years, we have made significant progress in implementing the GEAP strategies.

Key achievements include mandatory Preventing Sexual Harassment in the Workplace training, the ongoing Family Violence Contact Officer program, a communications campaign to encourage men to take parental leave, participation in the 16 Days of Activism against Gender-Based Violence campaign, and reviewing and updating the Gender Transition and Affirmation Guidelines, Flexible Work Guidelines, and a stand-alone Sexual Harassment Policy. Additionally, we have taken steps to improve data collection to capture staff intersectionalities.



Table 2: GEAP Strategies and Measures

Strategy	Status	Progress measures
Implement the Recruitment Review recommendations to address gender-based barriers to accessing employment and career progression at Yarra.	Ongoing	<p>Year 1: We promoted a variety of Yarra HR policies and entitlements in the 'Lifespan at work' series. This included the flexible work and job share options, salary sacrifice, education assistance and Parental Leave Policy and entitlements. To further illustrate the benefits of these policies we shared case studies featuring staff who have used the policies, this included a video which featured men talking about why they chose to use parental leave and the benefits they felt it had to themselves and their families. This was circulated to the staff body via email and promoted at a senior management team meeting. Presenting at the meeting had the added benefit of giving team leaders the opportunity to ask about implementation which will support consistent application across the organisation.</p> <p>Year 2: Ongoing liaison with HR Services and Support Unit to implement outstanding consultant recommendations.</p>



Strategy	Status	Progress measures
Deliver capability uplift activities for people leaders in the areas of inclusive leadership and unconscious bias.	In progress	<p>Year 1: This activity was moved to Year 2 to allow for more time to plan and ensure we are meeting the needs of staff. In lieu of delivering this training for people leaders we offered all staff the opportunity to attend a Values Based Messaging workshop delivered by Common Cause Australia. Nineteen staff attended.</p> <p>Year 2: We conducted a review of existing learning and development opportunities along with diversity and inclusion priorities for the 23/24 year in line with current organisation need and General Manager feedback. Upon conclusion of the review this strategy was amended, and we will now be delivering Bystander Intervention training to all people leaders in Year 3 of the GEAP (Q4 of F2024). Trainers have been booked and a training calendar distributed to staff.</p>
Work with partners to build traineeships, internships and apprenticeships to address gender segregation of the workplace.	Not started	This strategy will be implemented in years 3 and 4 of the GEAP.

Table 2: GEAP Strategies and Measures

Strategy	Status	Progress measures
Review and continue to adapt Yarra City Council's Gender in Leadership program, which seeks to identify and remove barriers to equal workforce participation.	Complete	<p>Year 1: Reviewed the existing Gender in Leadership Pilot Program which was rolled out in 2021. The review included an anonymous survey of existing members and 1:1 interviews. The findings demonstrated that people who participated in the Project valued the experience, firstly, networking and getting to know other women and gender diverse people, particularly leaders in the organisation. The peer support and safe space that the group created was also included in this. Secondly, the opportunity for mentorship and coaching, both with internal and external people. The respondents also identified strengths of the Program, which included the bespoke approach tailored to the needs of everyone, the time spent on reflection and the unstructured conversations about work and leadership topics. The time commitment, lack of cultural diversity among the group and the name of the Program were highlighted as potential barriers to participation. The findings were discussed with participants to develop suggested improvements for the next iteration of the Program.</p> <p>Year 2: The Program was put on hold due to the organisation restructure and a rethinking of leadership pipeline development offerings in 2023. Proposed options for a reimagined version of the program were scoped/ developed.</p>

Strategy	Status	Progress measures
Barriers to women and gender-diverse people progressing through the Yarra City Council leadership pipeline are identified and addressed with demonstrated outcomes such as opportunities for advancement.	In progress	<p>Year 1: Existing members of the Gender in Leadership Program identified barriers to progressing through the Yarra leadership pipeline based on their experiences.</p> <p>Year 2: Dr Nilmini Fernando spoke to the staff body on International Women's Day on the intersect of women and race in the workplace. This was an interactive, lecture style presentation to over 90 staff on issues of gender, race and barriers to leadership and inclusion in the workplace.</p>
Gender composition of leadership reviewed and reported on annually, including commencements, higher duties and promotions.	Ongoing	<p>Year 1: The gender composition of leadership, including commencements, higher duties and promotions, was reviewed and reported on as part of the first workplace gender audit in 2021 which formed the development of the GEAP. The findings were communicated with the staff body and added to our corporate website.</p> <p>Year 2: This strategy has been amended to gender composition being reported on bi-annually. This is due to changes to the timing and frequency of the WGA reporting requirements to the CGEPS in Year 1. This also aligns with the rhythms of our internal reporting on achievements of the GEAP. We will continue to provide Gender Equality Quarterly Scorecards to our Executive Management Team and will provide quarterly Municipal Public Health and Wellbeing Plan reporting.</p>

Table 2: GEAP Strategies and Measures

Strategy	Status	Progress measures
Continue to review and interrogate the Yarra City Council gender pay gap.	Ongoing	<p>Year 1: The gender pay gap was reviewed and reported on as part of the first workplace gender audit in 2021 which formed the development of the GEAP.</p> <p>Year 2: This strategy has been amended to gender pay gap being reported on bi-annually. This is due to changes to the timing and frequency of the WGA reporting requirements to the CGEPS in Year 1. This also aligns with the rhythms of our internal reporting on achievements of the GEAP. We will continue to provide Gender Equality Quarterly Scorecards to our Executive Management Team and will provide quarterly Municipal Public Health and Wellbeing Plan reporting.</p>
Continue to champion flexible work arrangements across all Divisions and Branches with a 'flexible-first' mindset that promotes an inclusive workplace and diverse ways of working for all genders, needs and abilities.	Ongoing	<p>Year 1: Yarra's Flexible Work Guidelines were developed and shared with staff via the staff newsletter, Senior Management Team meetings and a promotional poster which includes and highlights several of the leave entitlement options for staff at Yarra to support flexible working.</p> <p>Year 2: Finalised the Gender Transition and Affirmation Policy Guidelines, these include guidance for people leaders on how to use the leave entitlements in addition to working flexibly and taking personal leave.</p>

Strategy	Status	Progress measures
Create a digital campaign to encourage greater participation in paid parental leave for men and gender-diverse people.	Complete	<p>Year 1: A video focussing on men taking parental leave was created. The video shows interviews with men who work at Yarra's Recycling Depot discussing their experience taking parental leave, both to their family life and connections with their children. This video was circulated to staff via the Wellness Action Group (WAG) Sharepoint and in the staff newsletter.</p>
Continue to deliver all staff Work Well webinars and capacity building opportunities to provide a platform to build workforce knowledge, skills and confidence to apply gender equality and intersectionality principles to their work.	Void/cancelled	<p>Year 1: Four Work Well webinars were delivered online and available to all staff to attend. They were facilitated by Bree Gorman Consulting. The topics included: 1. The value of diverse perspectives; 2. IDAHOBIT day panel 'You can't ask that'; 3. Men's Health and 4. How do we acknowledge human rights in the workplace? An average of 21 people attended each workshop.</p> <p>Year 2: Work Well webinars were removed from our capacity building offerings for staff, the learning and development focus has shifted to compliance and identified corporate competency-based trainings. In the final two years of the GEAP there will be ad hoc trainings offered to staff on a variety of gender equality and intersectionality topics as needs are identified, in addition to quarterly Responding to Family Violence in the Workplace, Responding to Sexual Harassment in the Workplace and Bystander Intervention training (as part of a centralised Learning and Development calendar). This will ensure new starters and those staff who have yet to complete the training, have the opportunity to do so.</p>

Table 2: GEAP Strategies and Measures

Strategy	Status	Progress measures
Continue to facilitate and promote visibility of employee groups and support officer programs across the whole organisation	Ongoing	<p>Year 1: The Diversity and Inclusion Team continue to lead 2 staff representative groups and 3 contact officer programs: 1. Yarra's Queer and Allies (QnA) Working Group, 2. Gender Equality Action Group, 3. Family Violence Contact Officer Program, 4. Mental Health First Aid Program, and 5. Child Safe Contact Officer Program.</p> <p>Year 2: All staff representative groups have been reviewed and either retired or put on hold to assess against organisational need in line with the new structure and a new corporate vision. They will resume in a new format in year 3 and 4 of the GEAP as part of the proposed governance structure for the new Workforce Diversity, Equity and Inclusion Plan. The 3 contact officer programs continue to run with a continuous improvement model, offering ongoing capacity-building opportunities for officers.</p>
Review and scope ways to include gender equity objectives in all staff Performance Development and Reviews.	Complete	Year 2: Mandatory gender equality tasks/ goals were built into our Performance Development Review templates. These were developed to be commensurate to the roles and responsibilities of different employee levels.

Strategy	Status	Progress measures
Ensure strong, visible leadership commitment to gender equality and inclusion.	Ongoing	<p>Year 1: Yarra has strong leadership commitment to gender equality and inclusion. Annually, we have Executive representation at International Women's Day events, the 16 Days of Activism against Gender Based Violence campaign, Midsumma events, incl. Pride March, IDAHOBIT day celebrations, Sorry Day, Reconciliation Week and other days of significance.</p> <p>There are 2 members of the Executive Management Team on the Gender Equality Project Control Group, which is an internal, strategic group which drives our work under the Act.</p> <p>Year 2: There has been significant Executive leadership to drive the GIA requirement across the organisation. An Executive GIA Delegate has been appointed to sign off on each GIA and work with the Officer to ensure the GIA is of sufficient quality and moving through the correct workflow. Each General Manager requested a GIA presentation at each Direct Management Team Meeting (x 5) and commitments were made by each Manager to complete GIAs in years 3 and 4 of the GEAP reporting period.</p> <p>The Executive Management Team made the decision that attendance at the Preventing Sexual Harassment in the Workplace trainings would be mandatory for the Senior Management Team, and opt in trainings for the remainder of the staff body. These have been booked and will roll out in year 3.</p> <p>Executive representation at International Women's Day events, the 16 Days of Activism against Gender Based Violence campaign, Midsumma events, inc. Pride March, IDAHOBIT day celebrations, Sorry Day, Reconciliation Week and other days of significance.</p> <p>There are 3 members of the Executive Management Team on the Gender Equality Project Control Group, which is an internal, strategic group which drives our work under the Act.</p>

Table 2: GEAP Strategies and Measures

Strategy	Status	Progress measures
Promote updated policy and procedures that support psychological safety in our workplaces including bullying, harassment and sexual harassment.	Complete	<p>Year 1: Yarra created a standalone Sexual Harassment Policy in 2022, previously sexual harassment was included in the Harassment, Bullying and Discrimination Prevention Policy.</p> <p>Year 2: The new Sexual Harassment Policy was socialised and promoted to staff via the staff newsletter, which included a message from the CEO, and Senior Management Team meetings. The upcoming Preventing Sexual Harassment in the Workplace workshops have been tailored to promote the Policy in line with the new workplace sexual harassment laws under the Fair Work Act.</p>
Review Yarra City Council training on bullying, discrimination and sexual harassment biennially. Ensure it includes safe strategies for bystander interventions and is tailored to Yarra City Council's policies, procedures and workplace risk factors.	Ongoing	<p>Year 2: A Preventing Sexual Harassment in the Workplace online module was reviewed, purchased and added to Yarra's e-learning portal for staff to self-nominate to complete. It will go live in year 3.</p> <p>An external provider, iHR, has been booked to deliver Preventing Sexual Harassment in the Workplace training to staff in year 3. There are 2 different workshops on offer - Workplace Sexual Harassment for Board, Executive and Senior Team which is mandatory for the Senior Management Team; and Workplace Sexual Harassment - Evolving Obligations for Team Members is opt in for all other staff.</p>

Strategy	Status	Progress measures
Develop a communication strategy to increase awareness about identifying, reporting and addressing sexual harassment and discrimination.	Complete	Year 2: A communication strategy raising awareness about identifying, reporting and addressing sexual harassment and discrimination has been developed, it will be rolled out in year 3 of the GEAP alongside the workshops.
Continue to offer the Family Violence Contact Officer program to raise awareness of the entitlements and support available to staff at Yarra.	Ongoing	<p>Year 1: Continue to offer the Family Violence Contact Officer Program, we have 5 active Contact Officers. Throughout the year quarterly professional development sessions were delivered to continue to build the knowledge and skills of the Contact Officers. Additionally, bi-monthly operational meetings were held, inc. case reviews and identifying opportunities for continuous improvement.</p> <p>Year 2: Continue to offer the Family Violence Contact Program, we have 4 active Contact Officers. Throughout the year quarterly professional development sessions were delivered to continue to build the knowledge and skills of the Contact Officers. Additionally, 6 bi-monthly operational meetings were held, incl. case reviews and identifying opportunities for continuous improvement.</p>
Deliver primary prevention of gender-based violence training, tailored to the diverse needs of each Department to contribute to the reduction of gender-based violence in the community.	In progress	Year 2: A training calendar has been developed in response to the GEAP and current organisation trends and in line with budget constraints. This strategy will be implemented in year 3 and 4 of the GEAP.

Table 2: GEAP Strategies and Measures

Strategy	Status	Progress measures
Gender markers updated with appropriate options in Chris21 and PageUp.	Complete	<p>Year 1: We have benchmarked our data collection against other councils in the Northern Metropolitan Region regarding how they have updated their gender markers in their payroll and HR systems to align with the Act.</p> <p>Year 2: Changes have been made and gender markers updated in CHRIS21 and PageUp. We have changed the gender markers that we use from Male / Female to Man/ Woman/Self-described.</p>
Implementation of a secure system, including policy and procedures, for tracking Aboriginality, disability, ethnicity and race, religion and sexual orientation in Chris21 and PageUp.	In progress	<p>Year 2: We have added fields for tracking Aboriginality, disability and cultural identity data in Chris21 and PageUp, these will go live with our HR and payroll system upgrade in FY24/25. Communications have been developed for new starters to explain why we are asking for this information. As we continue to update and build systems capacity across the organisation we will explore adding the remaining recommended fields.</p>
Add new codes into Chris21 and PageUp to capture requirements of the Victorian Gender Equality Act 2020.	Complete	<p>Year 2: We have scoped this strategy and we can not ask staff to differentiate between Carer's Leave and Personal Leave due to our current Enterprise Agreement.</p> <p>Note, wording on this strategy to be amended for clarity moving forward. Change to: new codes added into Chris21 and PageUp to capture requirements of the Victorian Gender Equality Act 2020 in relation to Carer's Leave.</p>

Strategy	Status	Progress measures
Review the role and membership of the Gender Equality Action Group (GEAG) to ensure its terms of reference clearly reflect its role to support and enable implementation of the GEAP and the Act.	Complete	<p>Year 1: The role and membership of the Group was reviewed. It was determined that the primary objective of the group, which was to support organisational readiness for the incoming Act, had been achieved and the group was retired.</p> <p>Year 2: A proposed governance structure for the new Workforce Diversity, Equity and Inclusion Plan has been developed. This will support Council to continue to meet obligations under the Act, in addition to broader diversity and inclusion priorities.</p>
Improve data collection and analysis to track progress against the GEAP deliverables.	Ongoing	<p>Year 1: Program management and monitoring templates have been created to track progress of the GEAP deliverables.</p> <p>Year 2: At the completion of the progress audit 2023 a review of our data capability, reporting functionality and data analysis processes will be conducted to continue to improve our data integrity and completeness.</p>
Report on the GEAP for the Commissioner for Gender Equality in the Public Sector every 2 years.	Ongoing	<p>Year 2: Progress report submitted to the Commissioner 20 February 2024.</p>
Review the GEAP Strategic Resourcing Plan annually.	Ongoing	<p>Year 1: The resourcing of the GEAP was reviewed by the Manager, General Manager, and CEO as part of annual budget preparations and mid-year reviews.</p> <p>Year 2: The resourcing of the GEAP was reviewed by the Manager, General Manager, and CEO as part of annual budget preparations and mid-year reviews.</p>

Table 2: GEAP Strategies and Measures

Strategy	Status	Progress measures
Train key staff in the application of Gender Impact Assessments and ensure these are undertaken for all new or under review services, programs and policies with a significant impact on community.	Ongoing	<p>Year 1: The Equality Institute delivered an Applied Gender Impact Assessment workshop to the senior management team, 30 staff attended.</p> <p>Year 2: Mind Tribes were commissioned to develop an online Applied GIA module for Yarra to add to our online learning catalogue for staff. It is a step by step tutorial using a case study on how to complete a GIA, staff can complete the training in their own time. It will go live in year 3.</p>
Provide high-level support to business areas responsible for conducting Gender Impact Assessments.	Ongoing	<p>Year 1: Yarra GIA Toolkit created and 6-month Pilot Project conducted to review the useability of the Toolkit and test organisation processes.</p> <p>There have been 12 internal presentations on the GIA requirement across all divisions of the organisation. This has included the Executive Management Team, Divisional Management Team meetings and branch-level leadership meetings. There have been 3 x 1:1 meetings with officers completing GIAs.</p> <p>Year 2: There have been 8 internal presentations on the GIA requirement across all divisions of the organisation. This has included the Executive Management Team, Division Management Team meetings and branch-level leadership meetings. There have been 6 x 1:1 meetings with officers completing GIAs.</p>

Strategy	Status	Progress measures
Report to the Commission for Gender Equality in the Public Sector on the Gender Impact Assessment that were undertaken as required under the Victorian Gender Equality Act 2020.	Ongoing	Year 2: Progress report submitted to the Commissioner 20 February 2024.
Map current externally focused gender equity activities and present options for ongoing resourcing and coordination to the Executive Management Team.	Not started	This strategy has been moved to year 3 of the GEAP.



Table 2: GEAP Strategies and Measures

Strategy	Status	Progress measures
<p>Participate in Victorian State Government campaigns to raise awareness about preventing gender-based violence and promoting equality and respect across the whole community. For example the 16 Days of Activism against Gender-based Violence.</p>	Ongoing	<p>Year 1: We participated in the 16 Days of Activism against Gender Based Violence Campaign 2022. This has included staff attending the Safe Steps Walk against Family Violence in the CBD and a calendar of events developed for staff and the community. A highlight this year was partnering with the 6 councils of the Northern Metropolitan Region of Melbourne to develop a regional video with youth answering the question ‘What does respect look like to you?’. For staff we held a panel on Human Rights Day to highlight our Social Justice Charter and discussed ‘How do we affirm the rights of others?’</p> <p>Year 2: We have planned our 16 Days of Activism against Gender Based Violence Campaign 2023. This will include staff attending the Safe Steps Walk against Family Violence in the CBD and circulating a calendar of events for staff and the community. A key community-facing event will be a Women Making Waves event at Collingwood Pool which will be a women’s only night at the pool including adult and children’s swimming lessons and gym classes. For staff, we will host Dr Niki Vincent and a panel of women from migrant backgrounds to discuss the CGEPS intersectionality report and the panel members lived experience.</p>

Strategy	Status	Progress measures
<p>Share Yarra City Council learnings to promote workplace gender equality practices across Victorian government, industry and private sectors.</p>	Ongoing	<p>Yarra 1: We gave a presentation on the application of GIAs in the Workplace to the Local Government Diversity and Inclusion Network.</p> <p>Year 2: We participated in the Changing the Landscape Resource Narrative Workshops with Paper Giant, Our Watch and Women with Disabilities Victoria to help translate and put Changing the Landscape into action. This co-design process supported the development of practice resources for primary prevention practitioners, disability service providers, and general audiences.</p>





Gender Impact Assessments

The Act requires public entities to conduct Gender Impact Assessments (GIAs) for new or reviewed policies, programs, or services that significantly impact the public. The purpose of a GIA is to identify potential gendered impacts of a policy, program, or service and to develop strategies to mitigate any negative impacts and maximise positive impacts.

To embed and apply (GIAs) over the two years, we have:

- Developed a Yarra GIA Toolkit
- Conducted a 6-month pilot project to test the Toolkit
- Delivered over 10 staff presentations
- Provided comprehensive applied GIA training across the organisation.

As a result of these efforts, Yarra submitted 6 GIAs during this reporting period.



Table 3: Gender Impact Assessments

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
Commonwealth Home Support Program (CHSP)	Program	<p>Yarra's Commonwealth Home Support Program (CHSP) provide a number of services to help older people who need extra support, or people who have a disability to live independently in their own homes and the community and/or their carers. We provide the following entry level home based services:</p> <ul style="list-style-type: none"> • Domestic services • Personal care • Flexible respite care • Home Maintenance • Delivered meals • Service facilitation <p>We also deliver the following community based services:</p> <ul style="list-style-type: none"> • Social support (group based) • Community transport • Community meals • Service facilitation 	For Review	Yes	<p>List identified issues for discussion with AAAC, including low representation of male service users and lack of information on gender diverse people's usage.</p> <p>Review promotion/advertising of services to men and gender diverse people.</p> <p>Input from lived experience and diverse representatives via local networks (e.g. survey local LGBTIQ groups) and reach out to U3A/ Neighbourhood Houses to get feedback on why men might not pick up services.</p>
Neighbourhood House Partnership Framework	Service	<p>The overall strategic direction of the Framework is to work in partnership with Yarra's neighbourhood houses to build and support communities at a local level, build community and capacity and add value through partnerships and collaboration.</p>	For Review	Yes	<p>Continue to work with NHs to ensure programs are scheduled to meet the needs of women in Yarra who may have caring responsibilities (e.g. accessible timetables so women can meet their caring responsibilities).</p> <p>Provide an opportunity for NHs to connect with the Yarra Rainbow Advisory Committee to discuss and explore codesigning programs for gender-diverse cohorts.</p> <p>Investigate the feasibility of developing a survey to gain a greater understanding of the community needs of the NH's catchment areas. Ensure some questions will increase Council's and NH's knowledge about developing programs to cater for gender diverse communities.</p>

Table 3: Gender Impact Assessments

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
Sportsgrounds and Facilities Allocation Policy	Policy	Ensure allocation of the use of Yarra City sportsgrounds and facilities in a way which supports a diverse range of participants and activities, aligns with Yarra values, and which actively contributes to health, well-being and inclusion for the whole community.	For Review	Yes	<p>Specific criteria in the allocation framework which requires hirers to outline how they promote gender equality and address gender inequality.</p> <p>Based on the demographic data provided by hirers, identify gaps in data collection in relation to gender diversity and other intersectional factors and support hirers to collect this data over a 12 month period.</p> <p>Compile existing evidence as to strategies which have been effective in other areas to increase the use of sportsgrounds and facilities by people of all genders.</p> <p>Engage in a series of focus groups with community users and community-based organisations to develop strategies to identify and address gender inequality in the use of sportsgrounds and facilities.</p> <p>Based on the evidence and outcomes of the consultation, develop guidance for hirers identifying underrepresented groups and outlining evidence-based strategies for increasing access and use of sporting grounds by gender diverse people and other marginalised groups in the community.</p>
Collingwood Estate Gym	Service	<p>Collingwood Estate Gym is a service that is provided by Yarra City Council – Yarra Leisure to give better access to Estate residents at nominal cost.</p> <p>Our goal is to increase usage of the gym and to reach all residents living on the estate.</p>	For Review	Yes	<p>The program continues with gender specific days to support the local community/residents.</p> <p>Translated gym promotional materials into top community languages of residents in Yarra.</p> <p>Building partnerships with community organisations.</p> <p>Preparing for future data collection which will involve questions about LGBTIQ+ people's usage of the gym.</p>

Table 3: Gender Impact Assessments

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken
Street Lighting Policy	Policy	<p>The Street Lighting Policy has been developed to provide best practice guidance for a coordinated approach to street lighting in the jurisdiction.</p> <p>The Policy seeks to be inclusive, ensuring that all pedestrians, cyclists and vehicles move comfortably and safely through Yarra City's publicly accessible streets, laneways and passageways during night-time hours.</p> <p>The policy also provides guidance for best practice in environmentally friendly design and implementation of street lighting and maintenance which complies with Australian standards.</p>	For Review	Yes	Policy owner to review community data on road transport usage disaggregated by gender and other identity indicators.
Leaps and Bounds Festival	Program	<p>The Leaps and Bounds Festival is Yarra's premier Winter music festival to support artists, live music venues and live music businesses. The festival is commissioned by the City of Yarra each year, it originated as an event to encourage people to come to Yarra and attend our venues in what is generally a quiet time for business.</p>	For Review	Yes	<p>Apply a Diversity, Equity and Inclusion lens on the Leaps & Bounds Music Festival application process, program development and evaluation including seeking audience data from participating venues.</p> <p>Explore strategies to integrate diversity and inclusion principles into events planning and processes within the branch.</p>

Conclusion and next steps

Yarra City Council is committed to achieving gender equality within its workplace and the broader community. This progress report highlights the significant achievements made over the past two years in implementing the GEAP and GIA requirement.

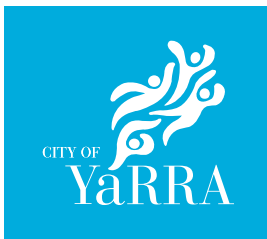
The data presented shows positive progress towards Workplace Gender Equality Indicators, including increased representation of women in leadership roles, a reduction in bullying and discrimination experiences, and a growing awareness of flexible work arrangements.

While there are areas for continued improvement, such as collecting more comprehensive data to gather

information on staff intersectionalities, the Council is actively working on implementing the remaining GEAP strategies and measures. This ongoing commitment ensures Yarra City Council remains a leader in fostering a diverse and inclusive work environment where all employees have the opportunity to thrive.

To achieve our goals over the final two years of this GEAP we will work to strengthen a whole of organisation approach, continue to monitor and evaluate our work, and remain responsive to organisational needs.





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