

Gender impact assessments

Table 1 - Gender impact assessments progress

Required Title	Required Subject	Required Description	Required Status	Required Confirm if actions taken	Required Describe actions taken	Recommended Confirm intersectionality considered	Recommended Explain intersectional lens applied
What is the title of the policy, program or service that was the subject of the GIA?  Please use one row for each GIA completed. When reporting on multiple actions taken, include this information in the relevant single cell.	Was the subject of the GIA a policy, program or service?  For definitions of policies, programs and services, please refer to the guidance materials at Appendix A: Glossary of terms.  Use the drop-down menu in the cell to select your answer.	Provide a description of the policy, program or service subject to the GIA.	Was the policy, program or service new, or up for review?  Use the drop-down menu in the cell to select your answer.	Were actions taken to develop or vary the policy, program or service to meet the needs of people of different genders, address gender inequality and promote gender equality as a result of the GIA?  Use the drop-down menu in the cell to indicate whether or not actions were taken as a result of the GIA.	Describe the actions taken to develop or vary the policy, program or service to meet the needs of people of different genders, address gender inequality and promote gender equality.  When reporting on multiple actions taken, include this information in one cell. You can press alt+enter to include new lines.	Was it considered that gender inequality may be compounded by disadvantage or discrimination that people may experience on the basis of intersectionality?  Use the drop-down menu in the cell to select your answer.	Explain how an intersectional lens was applied while completing the GIA.  If this was not done, explain why this was not practicable.
Community Health Service Level Plan	Service	To assist elderly residents remain supported and living independently for as long as possible.	For Review	Yes	Service now provides both female and male home carers which provides clients a choice of gender to assist them in their home care.	Yes	6 monthly client feedback via survey. Identified both male and female home care services were required. Some male clients preferred male home carers.
Meals on Wheels Services	Service	Service is required to support CHSP clients living independantly in their own homes.	For Review	Yes	Service provides vulnerable clients with nutritious meals from local suppliers, while meeting the diverse needs of the intended groups. Individuals request meals based on health needs.	Yes	Consumer surveys undertaken by Council. Internal data captured and stakeholder consultation took place.
Animal Control	Service	To educate the community on animal control matters for the betterment of public safety and animal welfare.	For Review	Yes	Over the last 2 years staff have attended training to further their skills in dealing with culture diversity.  Staff will continue to scan their working environments for applicable barriers or challenges associated with particular cohorts among the community. Where possible, staff will alter their actions to suit the individual.  Management will also continue to seek training opportunities for development/assistance in this area.  Staff have been trained to be aware of this and adapt	Yes	Staff scanned their working environments for applicable barriers or challenges associated with particular cohorts among the community. Identified staff need further training in dealing with Domestic violence situations and local laws issues.  Officers documented their dealings with the public and members of the community. Some cultures felt they could not raise issues and some cultures found postions of authority threatening.
Assessments for 65 years and over for My Aged Care Service	Service	Undertake assessment services for eligibility to participate in My Aged Car program, funded by the Commonwealth Government. Service is currently accessed by people over the age of 65 and from all different backgrounds, cultures and genders.	For Review	Yes	Assessment services now consider different cultural backgrounds, particularly when dealing with males and/or females of particular cultures and exercising powers of entry.  Significant effort is made by staff to change the language and delivery depending on the person.  Staff continue to scan their working environments for applicable barriers or challenges associated with particular cohorts among the community.  Management continue to seek training opportunities for development/assistance in this area, i.e. Audism or	Yes	Council conducted Community Satisfaction Surveys and gained feedback from client surveys undertaken at each assessment. It was identified that clients with different cultural backgrounds needed different levels of language support.  Other sources used: Victorian Women's Health Atlas (victorianwomenshealthatlas.net.au) Gender Indicators, Australia, 2020   Australian Bureau of Statistics (abs.gov.au) Supporting the health of Aboriginal
Environmental Health	Service	To maintain and protect public health. The service targets all human health risks, both in public and private spaces. Service is available and accessed by all.	For Review	Yes	With training undertaken, staff have put learnings into practice - awareness around possible cultural and religious barriers that may result in some people being unable to access or feel comfortable when being consulted with by staff. All efforts will be made to address their concerns and maintain their comfort.  Staff continue to scan their working environments for applicable barriers or challenges associated with particularly cohorts among the community. Where possible, staff alter their actions to suit the individual.	Yes	Victorian Population Health Data and Council Plan (health and wellbeing information) was evaluated to understand the community needs, particularly using a gender lens and considering intersectionality.  Other sources used: Victorian Women's Health Atlas (victorianwomenshealthatlas.net.au) Gender Indicators, Australia, 2020   Australian Bureau of Statistics (abs.gov.au) Supporting the health of Aboriginal
Fire Prevention	Service	The purpose of the service is to protect townships and residents from the threat of fire during summer. The service targets all township properties or properties close enough to township boundaries, where fire could have an impact.	For Review	No action taken	Fire prevention services should have no bearing on sexual orientation and do not impact or alter any process within the service.  Fire prevention services will be undertaken with awareness around possible cultural and religious barriers that may exist and result in some people being unable to access or feel comfortable when being consulted with by staff during this program. All efforts will be made to address their concerns and maintain their comfort, however, the ultimate objective is to see a fire hazard removed and protect surrounding residents.	Yes	Fire prevention services has a focus on public safety and should have no bearing on sexual orientation and do not impact or alter any process within the service. Staff are trained in fire prevention and environmental impact.
Local Laws	Service	To educate the community on Local Law Standards and expectations for the betterment of public safety and community amenity. The service targets all areas regulated by the Local Law. Service is available and accessed by all. Customer enquiries range across all age and background demographics.	For Review	No action taken	Staff have undertaken training to best consult with these impacted groups.  Staff continue to scan their working environments for applicable barriers or challenges associated with particular cohorts among the community.  Staff alter their actions to suit the individual.	Yes	Data provided from LGPRF and Community Satisfaction Surveys were reviewed for feedback. It has been identified training in awareness for staff in domestic violence situations and Local Laws should be updated regularly.
Recreation Reserves	Service	Provide maintained sporting facilities at recreation grounds in Yarriambiack Shire Council for all users and demographics of the community.	For Review	Yes	Council recently consulted with all groups of the community to ensure we understand the current context around recreation. The service impacts a very wide variety of people.  Through the design of the consultation process of our sport and recreation strategy, all groups were provided an opportunity to contribute to decision making.	Yes	There is no evidence to suggest any groups experience barriers to accessing our services, however, we will continue to operate our facilities in a way that provides access to people of all abilities and cultures through the community consultation process. Council also will use feedback from the Access and Inclusion Plan review to look at any barriers for
Senior Citizens	Service	Provide maintained Seniors Buildings and support programs offering benefit to the elderly community. This service targets users of the seniors building and other community groups hiring the space. Service is mostly utilised by	For Review	Yes	All upgrades and improvements have been in accordance with the Access and Inclusion Policy.  Upgrades and improvements made have been done in compliance with the Codes that enhance accessibility for seniors.	Yes	Council ensured that consultation was a key process of any decision making process.
Sport and Recreation	Service	Provide maintained sporting facilities and programs, with consideration for future demand, in Yarriambiack Shire Council. Service targets users for those undertaking physical activity, includes all demographics.	For Review	Yes	All upgrades and improvements have been in accordance with the Access and Inclusion Policy.  Upgrades and improvements made have been carried out within compliance of codes to enhance accessibility.	Yes	Modifications have been made to ensure accessibility to all.  Council recently consulted with all groups of the community to ensure Council understood the current context around recreation.  Through the design of the consultation process of our Sport and Recreation Strategy, all groups have been provided an opportunity to contribute to decision
Swimming Pools	Service	Provide maintained sporting facilities and programs, with consideration for future demand, in Yarriambiack Shire Council.	For Review	Yes	All upgrades and improvements have been in accordance with the Access and Inclusion Policy.  Upgrades and improvements made have been carried out within compliance of codes to enhance accessibility to swimming pool facilities.	Yes	Council recently consulted with all groups of the community to ensure Council understood the current context around recreation and Access and Inclusion.  Through the design of the consultation process of our Sport and Recreation Strategy, all groups have been provided an opportunity to contribute to decision making surrounding swimming pools in the
Warracknabeal Regional Livestock Exchange	Service	To provide the public with a facility to buy and sell livestock.	For Review	No action taken	Staff will continue to scan their working environments for applicable barriers or challenges associated with particular cohorts among the community. Where possible, staff will alter their actions to suit the individual.	Yes	Data on buyers within saleyard data base.
The Domestic Animal Management Plan	Policy	The Domestic Animal Management Plan addresses responsible pet ownership and animal welfare by focusing on registration, identification, dog attacks, nuisance behaviour, dangerous/menacing/restricted breed	For Review	Yes	As required information will be made available in other languages, in large print or audio version.  Keep language non-gender specific.	Yes	Desktop Research and Stakeholder consultation. Use state Domestic Animal Management plan as a guide to best practice.
Dunmunkle Childcare	Service	The service is needed to ensure equitable access to early education in the southern ward of the shire.	New	Yes	Consultation undertaken with the Dunmunkle area including two surveys on a number of Facebook live events.  Council actively committed and sought funding to build a fit for purpose childcare centre in Murtoa to service the Dunmunkle communities.	Yes	There have been multiple stakeholder engagements including two surveys, Council Plan community sessions and Facebook live events. These have all presented a dire situation in relation to access to childcare for families across Dunmunkle of all genders, cultures etc.
GatewayBEEET Lease	Service	Community support for Hopetoun Community.	For Review	No action taken	More work to be done on signage and staff education on Gender issues.	No	Stakeholder consultation. Recent change of staff has delayed training.

Early Years Coordinator	Service	The purpose of Early Years Coordination is to deliver accessible and high-quality early years services across the Yarriambiack Shire. Early Years services target children (and their families) aged from 0 to 8 years. The Early Years Coordinator role works at a management/governance level to ensure delivery of services.	For Review	Yes	Policies, procedures and guidelines are developed with diversity principles in place. Recruitment of new staff is unbiased and based on skills/qualification and relevant experience. Current staffing in early years is 100% of staff identifying as female. It would be beneficial to look at strategies of changing the gender balance in this department in future recruitment.	Yes	Exploration of options/ideas to increase both the gender and cultural diversity of the early years workforce.  Ensuring that advertising is reaching all aspects of the market and encourages application from a diverse range of individuals.  Ongoing liaison with HR department around strategies to maximise recruitment of a gender diverse workforce, including visits to schools and attending Careers
Kindergartens	Service	The purpose of the service is to provide for the wellbeing of the community by providing high-quality sessional kindergarten services across the shire. This includes ensuring access to kindergarten for all 3 and 4 year old children within the shire. Yarriambiack Shire Council offers 15 hours per week of both 3 year old and 4 year old kindergarten services at all locations.	For Review	Yes	Children and families that identify as Aboriginal or Torres Strait Islander are acknowledged and encouraged to provide ideas/information to ensure a culturally relevant and safe kindergarten program.  Kindergartens work with the Child Safe Standards. Standard 1 specifies that – organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.  Adaptations are made to both the environment and the program for children with different abilities.  Staff undertake ongoing training and upskilling in delivering a program to children of all abilities, to ensure that it is fully inclusive.  <i>Review of enrolment template and processes to include</i>	Yes	Accessibility to kindergarten services for children/families from different cultural identities could be improved.  Enrolment data indicates an increase in the number of children/family members that were born outside of Australia.  Data used to assess: -Gender Indicators, Australia, 2020   Australian Bureau of Statistics (abs.gov.au) -Supporting the health of Aboriginal Victorians (vichealth.vic.gov.au)
Maternal Child Health	Service	The MCH Service provides a comprehensive and focused approach for the promotion, prevention and early identification of the physical, emotional and social factors affecting young children and their families. The MCH Service supports child and family health, wellbeing and safety, focusing on maternal health and father-inclusive practice as a key enabler to optimise child learning and development.	For Review	Yes	Cultural awareness training for staff (Brotherhood of St Laurence).  Accessibility review.	Yes	2021 Yarriambiack, Census All persons QuickStats   Australian Bureau of Statistics (abs.gov.au).  ABS data provide a good general overview of population data relating to people identifying as Aboriginal or Torres Strait Islander and a number of cultural diversity indicators.
Supported Play Group	Service	This program targets families with children from birth to school age within the Yarriambiack Shire. A number of families are currently accessing this service across the Shire. Supported Playgroups are currently being facilitated in Warracknabeal, Rupanyup and Tempy/Patchewollock.  Supported Playgroups are not currently running in a number of towns. Families in these towns may not have the capacity to travel to current groups or feel comfortable attending a group that is not in their 'home' town.	For Review	No action taken	Staff have been trained in awareness of supporting individual families, gender specific training is not currently part of supported playgroup facilitator training.		Limited demographic data is collected about families attending Supported Playgroup (as this is considered to be intrusive and unnecessary).  Parents/carers are surveyed to provide feedback on their level of confidence/skills relating directly to the parenting of their child.  Sourcing of ABS/demographic data to review if this service is reaching all families within the shire and provide insight to groups/areas that might currently be under serviced.
Youth	Service	Youth services are targeted at youth living in the Yarriambiack Shire Council aged between 8 and 25.  Current youth activities are attended by a range of young people across the shire depending on the type of activity being offered.  Location of activities may present a	For Review	No action taken	Development of a reference template (e.g. GIA) for use when planning activities.  All proposed activities within youth services should be planned with reference to cultural safety, accessibility and gender inclusivity.	Yes	Council is reviewing youth role and part of this will include training needed to support gender equality across shire in this cohort.
Asbestos Program	Program	Council is aiming to introduce appropriate and cost effective access for the community to dispose of small quantities of household scale asbestos at all three transfer stations across the shire - Hopetoun, Warracknabeal and Murtoa. This program has been introduced as a direct response to illegal dumping and is part of the Councils response to maintaining human and environmental health as part of the General Environment Duty.	New	No action taken	No gender impact.	No	Council is reviewing access and inclusion at all Council services, any feedback on issues at waste transfer stations will be looked at to modify services to support all residents.
Kerbside Recycling	Service	Introducing a third kerbside recycling service for glass.	New	No action taken	No gender impact.	No	
Murtoa Recreation Reserve Master Plan	Policy	The Murtoa Recreation Reserve has many facilities on the site that are reaching the end of their lifespan, are non-compliant to current facility standards, and/or are no longer meeting the needs of user groups. Subsequently, this strategic masterplan identifies several priorities that the Murtoa Community believe are of critical importance in ensuring sustainability and the continuation of quality sport and active recreation opportunities, as well as general community events. The Murtoa community will use this strategic masterplan to guide their decision-making in relation to infrastructure	New	Yes	Development of the Murtoa Recreation Reserve Masterplans - significant Community and Stakeholder Consultation was undertaken which had a key focus of ensuring underrepresented groups were involved and consulted.  The Murtoa Recreation Reserve Masterplan aims to address the accessibility to the reserve, buildings playing surfaces and surrounds so that people with varying abilities can participate in sport and active recreation as a player, volunteer or spectator, as well as attend general community events held at the facility. This will include the proposal for DDA compliant toilets, ramps into buildings, levelled pathways and disabled carparking. Currently, the Recreation Reserve poses accessibility issues.	Yes	The Masterplan Report was developed in line with the feedback, data and results collected through 153 Community Survey Responses, 2 Site Workarounds, 5 workshops with user groups, 18 one-on-one phone calls with key stakeholders and 2 emails between the consultant and key stakeholders. All information, data and statistics can be read within the Masterplan Report.  ABS Census data can also be reviewed.
Strategic Asset Management Plan	Policy	This policy aims to: put in place an open and transparent complaint handling system, specify the key performance indicators to which we will hold ourselves accountable, establish our timeframes for resolving complaints, clarify the roles and responsibilities of Council staff, ensure staff handle complaints fairly and objectively, how staff record and analyse complaint data to identify	For Review	No action taken	No gender impact.	No	Review undertaken but no gender impact was identified and therefore no changes or recommendations required.
Warracknabeal ANZAC Park Master Plan	Policy	ANZAC Park Warracknabeal has many facilities on the site that are reaching the end of their lifespan, are non-compliant to current facility standards, and/or are no longer meeting the needs of user groups. Subsequently, this strategic masterplan identifies several priorities that the Warracknabeal Community believe are of critical importance in ensuring sustainability and the continuation of quality sport and active recreation opportunities, as well as general community events. The Warracknabeal Community will use this strategic masterplan to guide their decision-making in relation to infrastructure	New	Yes	Development of the ANZAC Park Masterplans - significant Community and Stakeholder Consultation was undertaken which had a key focus of ensuring underrepresented groups were involved and consulted.	Yes	The Masterplan Report was developed in line with the feedback, data and results collected through 131 Community Survey Responses, 2 Site Workarounds, 8 workshops with user groups, 14 one-on-one phone calls with key stakeholders and 6 emails between the consultant and key stakeholders. All information, data and statistics can be read within the Masterplan Report.  ABS Census data also reviewed.
Rupanyup Streetscape Master Plan	Policy	development over the next 10 years. Cromie Street, Rupanyup is a unique streetscape with its central median strip, trees, historical shopfronts and silo art. The need to plan for future projects, address a number of issues, and to properly plan projects and unlock the potential of Cromie Street led to the coordinated development of the Rupanyup Streetscape Master Plan.	New	Yes	The development of the Rupanyup Streetscape Masterplan has been developed to consider the gendered or intersectional impacts of the current space.	Yes	Council conducted consultation with the Rupanyup Progress Association and two community consultation sessions were held with the consultants. A number of different approaches were taken including holding a 'drop in centre' for more 'one-on-one' discussion as well as small and large group sessions. Attendance via video conference was also made available.  Community consultation sessions were advertised through the Rupanyup Progress Association, Council's website and social media, newspaper ads and a letter drop.  Following the final draft, the master plan was made available on Council's website for public comment. Survey results were analysed and further amendments were made to reflect the differing views on some elements of the master plan.

Assets and Operations	Service	To provide an overview of the level of service Council provides for Assets and Operations directorate.	For Review	No action taken	No action taken / No gender impact.	No	
Building Control Service Plan	Service	The Building Department provides building control services to Council in addition to the provision of building maintenance for Council controlled buildings.	For Review	No action taken	No action taken / No direct gender impact.	No	As this services is a regulatory function of Council those impacted have not been directly included in the design of this service as the terms have been set through the Building Regulations set by the State. Review undertaken but no gender impact was identified and therefore no changes or recommendations required.
Emergency Response	Service	To provide an overview of the level of service Council provides for Emergency Response.	For Review	No action taken	Consultation would be an effective way of ensuring different groups and agencies have input into the systems and processes used in the service delivery. Staff receive training in impact of major incidents on gender and related studies.	Yes	Data available: Gender Indicators (Australian Bureau of Statistics), Vulnerable Persons Register.ICC, VicPol, DHH and other agencies.
Street Cleaning	Service	Street cleaning is done to help and protect the community by maintaining a clean and tidy street, reducing risks of tripping/slipping, drainage blockages and removing of general waste and rubbish from the community centres.	For Review	No action taken	No action taken / No gender impact.	No	Review undertaken but no gender impact was identified and therefore no changes or recommendations required.
Asset Management Service Plan	Service	The level of service plan provides a focus on delivering asset management and inform where financial investment is made to ensure Council will deliver on the community's priorities.	For Review	No action taken	No action taken / No gender impact.	No	Review undertaken but no gender impact was identified and therefore no changes or recommendations required.
Outdoor Engineering Service Plan	Service	To provide an overview of the level of service Council provides for outdoor engineering.	For Review	No action taken	No action taken / No gender impact.	Yes	Data viewed: Gender Indicators, Australian 2020 (ABS).
Outdoor Works Depots	Service	To provide an assessment for the operation of the outdoor works depot.	For Review	No action taken	No action taken.	Yes	Data viewed: Gender Indicators, Australian 2020 (ABS).
Plant Operations Service Level Plan	Service	To provide an assessment for the activities associated with carrying out plant operation activities.	For Review	No action taken	No action taken / No gender impact.	No	Data viewed: Gender Indicators, Australian 2020 (ABS).
Roads, Kerb and Bridge Service Level Plan	Service	To provide an overview of the level of service Council provides for its roads, kerbing and bridge networks.	For Review	Yes	Various community consultations; feedback through CRM process of needs and requirements.	Yes	Data viewed: Gender Indicators, Australian 2020 (ABS).
Town Maintenance Service Level Plan	Service	To provide an overview of the level of service Council provides as part of Town Maintenance sector.	For Review	Yes	Various community consultations; feedback through CRM process of needs and requirements.	Yes	Data viewed: Gender Indicators, Australian 2020 (ABS).
Planning	Service	The Planning Department provides building control services to Council.	For Review	No action taken	No action taken /No gender impact.  No changes are identified as each property owner is treated the same. Where necessary the relevant officer will discuss matters with the owner in which ever manner is required to pass of the relevant information.	No	Review undertaken but no gender impact was identified and therefore no changes or recommendations required.
Project Coordination	Service	The Project Coordination Service Plan outlines the service provision for the coordination of community or Council projects within the Shire.	For Review	No action taken	No action taken /No gender impact.  This service is aimed at the coordination of projects that have previously been identified by Council as being required. Individual assessments would be undertaken when the project is scoped or grant funding is sought.	No	Review undertaken but no gender impact was identified and therefore no changes or recommendations required.
Budget Service Level Plan	Service	The budget has various services that relate to different individuals or community needs.	For Review	No action taken	Community members who are visually impaired or do not have english as a first language can hear the budget being translated or can hear the budget in their own language. Council to investigate cost of implementing a document translator to Council's website.  No action taken as yet due to time restraints.	No	Council conducted community consultation in person and online - slide presentation was delivered as part of the consultation process. Council gathered management feedback and submissions by the community. Review undertaken but no gender impact was identified and therefore no changes or recommendations required.
Complaints Policy	Policy	This Policy outlines the procedures and guidance in reporting complaints from both staff and members of the community.	For Review	Yes	Gender icons / questions to our systems to capture gender data on complaints form. This is a starting point towards gender equality. GIA completed in 2021. Complaints form to include privacy and collection notice to ensure privacy requirements are met, especially with gender data being captured.	Yes	Council reviewed complaints form and included gender icons on form to assist identifying data to what groups complaints are coming from. Previously minimal data captured.
Councillors Service Level Plan	Service	This service level plan is to identify the role of every Councillor in the process of decision making in Council.  It is to represent the interests of the municipal community in decision making.  To identify and contribute to the strategic direction of the Council through the development and review of actions within the Council Plan.	For Review	Yes	Welcome to Country is offered at the beginning of each Council Meeting.  Council Reports include GIA's. Care is taken in Council reports so they can be understood.  Graphics are used to assist with explanation of topics.  Privacy principals and Gender awareness is applied at all times.  Council meetings are now streamed live through YouTube providing transparency to the decision making process and for community members that have disabilities. If required by request a translation to other language service for Council Agendas and Minutes can be provided.	Yes	Feedback through Advisory Committees, this has allowed community members to participate and offer their advice and experiences.
Customer Service Level Plan	Service	The Customer Service Department at YSC is required to meet the needs of the community providing a central point for: payments, customer enquiries, VicRoads Services, Tourism Info, Customer Service Info, Community feedback and consultation point and assisting with animal rego's.	For Review	Yes	YSC doesn't have a high cultural diverse community. However, Council will monitor growth. Due to disability and age, Council has implemented the following actions:  On-line payment option.  Newsletters sent out by post and email.  Revised open and closing hours.  Changes to what Council provides with services in regards to VicRoads.	Yes	Stakeholder consultation. Revealed the need to be able to register boats as well as trailers, provided difficulties in travel in remote areas, so on-line payment options implemented. This identified the need for mail out of info and changes to hours.  Data viewed: Gender Indicators, Australian 2020 (ABS).  2021 Census stats identify medium age is 52. Identified YSC as an ageing
Finance Service Level Plan	Service	Undertake financial services to the internal and external customers of Yarriambiack Shire Council as per the Local Government Act 2020 and various legislations.	For Review	Yes	No action taken / No gender impact. However, staff will continue to scan their working environments for applicable barriers or challenges.	Yes	Review consistent in review of Victorian Women's Health Atlas (victorianwomenshealthatlas.net.au) *Gender Indicators, Australia, 2020   Australian Bureau of Statistics (abs.gov.au) *Supporting the health of Aboriginal Victorians (vichealth.vic.gov.au)  Data provided from LGPRF, community feedback and community satisfaction survey.
OH&S Service Level Plan	Service	The purpose to the PPS is to provide a safe and healthy workspace for all Yarriambiack Council Staff and to ensure that any engagement that involves members of the community is undertaken in a safe manner and considers all the different groups in our community.	For Review	Yes	Acting on the feedback from community members when OH&S issues are identified, to improve ongoing performance.  Ongoing training, with training plan and auditing implemented within Council.  OH&S Services audit for access and gender	Yes	Gender Indicators (Australian Bureau of Statistics) and 2021 Census stats identified YSC as an ageing demographic.  Statistics has demonstrated Council does not have a high percentage of diversity.
Rates Service Level Plan	Service	Undertake property and rating services to the customers of Yarriambiack Shire Council as per the Local Government Act 2020 and various legislations.	For Review	Yes	Staff have undertaken training to best consult with impacted groups such as people with disabilities, those from different cultural backgrounds and those from lower socio-economic backgrounds that may experience difficulty in paying rates.  Repayment plans are available.	Yes	Data was used from: LGPRF, Community Satisfaction Surveys, feedback via community consultation and sites such as: Victorian Women's Health Atlas (victorianwomenshealthatlas.net.au) *Gender Indicators, Australia, 2020   Australian Bureau of Statistics (abs.gov.au) *Supporting the health of Aboriginal Victorians (vichealth.vic.gov.au)

IMPORTANT: When inserting new row(s) to this table, please ensure they are inserted above these two black rows.

#### Example(s)

Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken	Confirm intersectionality considered	Explain intersectional lens applied
Example: Sports ground use and permits policy	Policy	This policy guides the hire and use of all Council's sportsgrounds and facilities by sports clubs and the public. The policy outlines eligibility criteria for hire and use, selection and booking process, fees, payment options, cancellation options and expectations of use.	For review	Yes	Amended the policy to include a commitment to allocate 30% of the total sportsground hiring capacity to new and recently established sports teams comprising of women and gender diverse people.  Amended the policy to include a commitment to support local clubs to conduct respect and responsibility training to promote gender equality.  Amended the policy to include a commitment to provide dedicated womens and all-gender secured changerooms and facilities for all womens and gender-diverse teams	Yes	Council conducted research and participated in consultation to ensure the GIA considered intersectionality. It was identified that language and shared changeroom facilities are perceived as major access barriers for culturally and linguistically diverse (CALD) women. Council has addressed these concerns in amending the policy, committing to implementing private changeroom areas and increased signage in a variety of languages.

Strategies and measures

Table 2.1 - Strategies and measures progress

Required Strategies and measures	Required Status	Required Status description	Recommended Evaluation of success	Recommended Timeline	Recommended Responsible	Recommended Relevant indicator(s)								
						1	2	3	4	5	6	7		
<p>List your organisation's strategies and measures. Include one strategy or measure per row.</p> <p>These are the planned actions that you have outlined in your GEAP to promote gender equality in your workplace.</p>	<p>Assign each strategy or measure a status from the following list:</p> <ul style="list-style-type: none"> <li><b>'Complete'</b> indicates that all planned activities related to this strategy or measure have been finalised.</li> <li><b>'In progress'</b> indicates that the activities under this strategy or measure are progressing but not yet complete.</li> <li><b>'Ongoing'</b> indicates that the activities under this strategy or measure do not have an end-date and will be addressed on a continual basis.</li> <li><b>'Not started'</b> indicates that the planned activities related to this strategy or measure have not yet commenced, including those that are intended to commence in future years. This should include strategies or measures that have been delayed.</li> <li><b>'Void'</b> indicates that this strategy or measure appeared in your defined entity's GEAP, but has since been cancelled.</li> </ul>	<p>Describe your progress in implementing each strategy or measure in your GEAP.</p> <p>In particular, you need to explain:</p> <ul style="list-style-type: none"> <li>Why you have selected that status from the drop-down menu; and</li> <li>Whether the status indicates any delay or change from what was planned in your GEAP and if so, the reason for this change.</li> </ul>	<p>Evaluating the success of each of your strategies or measures may include:</p> <ul style="list-style-type: none"> <li>tracking against pre-identified success markers. These markers may have been specified in your GEAP;</li> <li>other evaluation markers that may not have been specified in your GEAP, such as participation levels, outcomes, or changes resulting from the strategy or measure;</li> <li>other ways the strategy or measure has contributed to promoting gender equality in your defined entity.</li> </ul>	<p>If your GEAP included a timeline for action or implementation for your strategies and measures, include this timeline below.</p> <p>If you did not include a timeline in your GEAP, we highly recommend you do so in this progress report by including a timeline below.</p>	<p>Include the role or team responsible for implementing each strategy or measure.</p>	<p>Identify one or more indicators for each strategy or measure that the action was designed to address.</p> <p>See the <b>Indicators key</b> to the right of this table for a description of each workplace gender equality indicator.</p>								
Proactively continue to support Working from Home where it meets service delivery requirements.	Ongoing	Council has retained and gained quality staff through the support of Working from Home arrangements. Council has several staff working from home across a number of departments. On approval, CHSS - Home Office Assessments and reviews of arrangements are conducted annually to ensure service delivery requirements are met.	There has been an increase in staff satisfaction with Councils workplace leave and flexibility arrangements. In the 2023 People Matters Survey this was at 89% a 5% increase from the 2021 survey (84%). This increase is shown as an overall positive culture of the organisation supporting flexible working arrangements. Increase was reflective to an increase of makes feeling supported if they needed Family Violence Leave. All other figures were similar in comparison.	2021-2024	Directors & Managers	X							X	X
Proactively support flexible work arrangements so staff do not have to reduce their overall hours.	Complete	Flexible Working Arrangement Guideline has been incorporated into Council's HR Policy and Guidelines. Flexible working arrangements are negotiated between staff and their reporting manager re hours/days of work. Council has engaged permanent staff with the allowance of flexible working arrangements. Flexibility is included in Council's advertising of positions. Council has several staff on flexible arrangements that accommodate personal circumstances such as the looking after children. Flexible work includes: 1. Working from home 2. flexible hours/days of work 3. purchase leave arrangements 4. transitioning to retirement	<p>Council's flexible work arrangements have been promoted more to staff and there has been increased uptake.</p> <p>The 2023 PMS survey results showed 50% of staff use some form of flexible work arrangement as follows:</p> <ul style="list-style-type: none"> <li>18% work from home</li> <li>16% using leave to work flexible hours</li> <li>14% utilise flexible start and finish times</li> <li>12% part time</li> <li>10% working more hours over fewer days</li> <li>9% utilise purchased leave, study leave and transition to retirement.</li> </ul> <p>In the last 12 months 4 employees have taken up purchased leave - 4852. Since the introduction of Transition to Retirement Council had 3 employees move to a transition to retirement plan between 1-5 years.</p> <p>50% don't use any flexible work arrangements - this figure is attributed to the homecare staff, kinder staff and customer service positions that are limited in flexibility due to the roles.</p>	2021-2022	Directors & Managers	X							X	X
Actively promote the recruitment of females to the Operations Team, with an aim of recruiting two female staff members over the life of the Workforce Plan.	Complete	During 2021 - 2023 Council met this target with the employment of 2 females working for the outdoor works teams and 1 female in the position of Works Coordinator.	Council achieved target, employing 1 female to the Central Outdoor Work Crew and 1 to the Northern Outdoor Work Crew.	2021-2022 & 2022 - 2023	Manager People & Culture	X		X				X		X
Actively promote the recruitment of males to the Community Support Worker role, with the aim of recruiting at least two males over the life of the Workforce Plan.	Complete	During 2021 - 2023 Council met this target with the employment of 2 males working as Community Support Workers.	Council was successful during this time employing 2 males in the CHSP Service. CHSP Services ceased as of 30 June 2023 and services have transitioned to another agency.	N/A	Manager Community Health	X		X				X	X	X
Actively promote the recruitment of males to the Early Years field, with the aim of recruiting two males over the life of the Workforce Plan.	In progress	Council has promoted recently at the Careers Expo at Longerenong and has networked with neighbouring schools and employment agencies such as Skillinvest, Federation University and more recently with CVGT Employment. This is a long term strategy due to the pathways needed to work in this sector.	Council has not achieved target as yet. Council has added diversity into their advertising and attended Career Expo to expose the opportunities Council offers in the Early Years sector. More work to be done in this space. Visits will be made to schools to promote Early Years during the life of the plan.	2024-2025	Manager of People & Culture & Manager Family, Youth & Children	X	X	X				X		X
Include a Gender diversity statement in all recruitment advertisements.	Complete	Recently drafted gender diversity statements to add to Council's advertisements in Happy HR and is now in use. Advertising on Council's website includes a gender diversity statement.	Gender diversity is included in Council's advertising of positions. The 2023 PMS results shows our diversity with Cultural Identity sitting at 14% and sexual orientation other than heterosexual sitting at 8% with 11% prefer not to say. This data was unable to be captured in 2021. Therefore, we unable to measure success.	2021-2022	Manager of People & Culture	X	X	X				X	X	X
Include a Gender and Age Diversity criteria in the Interview Panel Questionnaire score card.	Complete	Gender / Diversity criteria forms part of Interview Panel Questionnaire Score Card	Gender diversity is included in Council's advertising of positions. The 2023 PMS results shows an increase in our diversity with Cultural Identity sitting at 14% and sexual orientation other than heterosexual sitting at 8% with 11% prefer not to say.	2021-2022	Manger of People & Culture	X		X				X	X	X
Advocate to Happy HR to enhance data capture of Gender Equity reporting categories such as Aboriginality, Age, Disability, Ethnicity and Race, Religion, Gender.	In progress	Happy HR have enhanced data capture of Gender Equity reporting categories such as Aboriginality, Age, Disability, Ethnicity and Race, Religion and Gender. Need to encourage all Management to follow-up on completion of 'Gender' by all staff.	Happy HR are continuing to enhance the capturing and reporting in this space and hope to have this created by the time the next progress reporting is required in 2025. This year the progress report, info will be collected and inputted manually.	2021-2022	Manger of People & Culture	X							X	X
Develop a reporting mechanism that identifies if a staff member is part-time, full-time, casual, fixed term aligning with the following criteria: Aboriginality, Age, Disability, Ethnicity and Race, Religion, Gender.	In progress	Happy HR are continuing enhance the capturing and reporting in this space and hope to have this created by the time the next progress reporting is required in 2025.	Happy HR are continuing enhance the capturing and reporting in this space and hope to have this created by the time the next progress reporting is required in 2025. Intersectional/Diversity data is now being collected as staff are inducted.	2024-2025	Manger of People & Culture	X						X		X
Due to the disparity of superannuation balances between male and females in YSC, hold annual female only information sessions to assist the females in the workplace to plan.	In progress	Session was organised for 22 June 2023. Unfortunately, session was postponed. Waiting on new schedule date. Will be conducted by June 2024.	Superannuation Sessions were held in 2021 for all workforce. Separate womens session was cancelled and is to be rescheduled by June 2024.	Annually every year	Manger of People & Culture	X								X
Complete the Gender Lens Checklist Annually, to identify gaps and improvements for implementation.	Ongoing	A gender review was conducted for the 1st year Workforce and Gender Equality Plan.	First year review was conducted on the progress of the GEAP on 3 March 2023. This progress report identifies actions that have been completed, in progress, ongoing or yet to be actioned.	Annually ever year	Manger of People & Culture	X	X	X	X	X	X	X	X	X
Being supportive and encouraging of parents and carers to take parental leave and/or carers leave as required.	Complete	Leave has been provided and flexible return arrangements are supported. During the reporting period there has been the following uptake: Maternity Leave x 4 Paternity Leave x 2	<p>Carers leave is combined with personal leave, making it hard to identify the types of leave that have been taken.</p> <p>Going forward Council will need to look at collecting a break up of data to distinguish carers leave from personal leave entitlements.</p>	Annually ever year	Directors & Managers	X							X	X

Indicators key	
1.	Gender composition of all levels of the workforce.
2.	Gender composition of governing bodies.
3.	Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender.
4.	Sexual harassment in the workplace
5.	Recruitment and promotion practices in the workplace.
6.	Availability and utilisation of terms, conditions and practices relating to: - family violence leave - flexible working arrangements - working arrangements supporting employees with family or caring responsibilities
7.	Gendered segregation within the workplace

Survey women within the workforce to ascertain what the barriers are for them participating in professional development, training and further study.	Complete	The People Matters survey has identified that a percentage of staff feel they have experienced one or more barriers to success. Work is yet to start on this action but Council will need to look at ways to continue to promote growth and encouragement in participation in professional development and identify the barriers for women to pursue further study.	No change. The 2023 People Matters Survey results indicated 15% of those that participated felt they experienced one or more barriers to success. This was comparatively the same as the results in 2021.	2022-2023	Manager of People & Culture	X		X	X	X	X	X	X
Supervisors and Managers to participate in interview questions protocol training to assist with what you can and cannot ask during an interview process, including unconscious bias training.	Complete	Council engaged Maddock Lawyers to conduct Insitu Training on the 16 February 2023 which incorporated a session on interview protocols for Managers, Coordinators and Supervisors.	Conflicts of Interest are completed as part of the selection and approval of the panel process and interview questions are reviewed by all panel members prior to interviews being conducted. Development of interview protocols as implemented are more consistent approach to the interview processes. Council monitor the effect of this new process and make further improvements as identified.	2021-2023	Manager of People & Culture	X	X	X			X	X	X
Actively keep in contact with staff on parental leave, long periods of personal leave or return to work to ensure they feel supported and a sense of belonging to the organisation.	Ongoing	All staff have email access outside the workplace. This access remains available during periods of leave for staff to receive regular communications. Most staff are encouraged to attend personal development days, training and/or other meetings they wish to attend.	Staff on leave attended Xmas Parties and Professional Development Days during leave periods. Staff emails are used by management to ensure staff on leave are kept up-to-date with relevant information. To date we can only evaluate success through the invitations and attendance to events by employees.	Annually ever year	Managers, Coordinators & Supervisors							X	X
Actively promote the Exit interview process to capture if there are opportunities to improve gender diversity and remove barriers to participation in the workplace.	In progress	Council does promote the exit interview process. To help increase uptake of this, Council has created a paperbased Exit Form for those staff who prefer to use a manual exit form. Gender related questions have been included and Council has approached Happy HR to include gender related questions into the electronic system.	Council has provided 2 options for staff to complete Exit Surveys - Happy HR and via an Word/PDF form. The Happy HR System and Word/PDF forms have been updated with Cultural, Diversity and Inclusive questions. During this reporting period uptake was low as the changes were implemented late in the period. Since then, we have noticed an uptake in reporting. Quarterly reports are now recorded for future evaluation.	2021-2022	Managers & Manager People & Culture	X			X	X	X	X	X
Renew and maintain our membership with the CORE and remain an active participant in the Wimmera South West area integrated family violence partnership.	Complete	Active Members of both CORE and participants in the Wimmera South West area integrated family violence partnership.	Council remains as members of both CORE and the Wimmera Southern West Area Integrated Family Violence Partnership. Lack of resources has declined our participation in attending CORE meetings. WSWAFV has 2 part-time staff to attend, CORE is limited to one Manager. Additional resources need to be looked at to ensure participation and assist in the CORE Action Plan.	Annually ever year	Manager People & Culture	X	X	X	X	X	X	X	
Support International Women's Day events each year.	Complete	Both CEO and Manager People & Culture support and attend the International Women's Day Events each year.	CEO and HR Manager attended event.	Annually every year	CEO & Manager People & Culture	X	X	X	X	X	X	X	
Remain as an active member of Act@Work and attend ongoing workshops and participate in events.	Complete	Active Members of Act@Work - forms part of CORE.	A Member of CORE provides Council with resource to enact our Gender Equality Actions and enhance awareness and knowledge.	2021-2022	Manager People & Culture	X			X			X	
Review YSC facilities and take into account the different needs of men, women and non-binary i.e. sporting facilities and female change rooms, access, safety, gender stereotypes in promotional material and signage. Include considerations for family friendly and unisex options.	Ongoing	Going forward Council has completed master plans for Murtoa Recreation Reserve and Anzac Park in W/Beal. Council is now commencing Masterplans the rest of the Recreation Reserves which should identify what facilities are lacking, need replacement or improvement. Council has just completed new netball/tennis changerooms in Rupanyup and Beulah. These will predominately be used by women.	Council has been applying a Gender Impact Assessment to masterplans, ensuring improved facilities for people of all genders.	2023-2024	Managers, Assets and Project Officers		X						X
Via LinkedIn, actively promote the achievements of staff, particularly female staff within the workforce.	Ongoing	Implemented and ongoing. 1. Technology Awards presented to Council were promoted on LinkedIn. 2. Waste & Environmental Coordinator - guest speaker at the AWARE Conference (Assessing waste and recycling effort).	In the past the Waste and Environmental Coordinator has been predominantly been male. Currently we have a female in this role who also went on to organise and speak at the AWARE conference ran locally. Profiling the Technology Awards internally and externally by LinkedIn and other social media has assisted promoting gender equality in Yarrambiack Shire Council by highlighting female leaders overseeing the IT department, which is usually heavily dominated by males.	2022-2023	CEO in consultation with Media Officer			X			X		X
Add a section to the new Yarrambiack Shire Council Website in the Employment section regarding Council's position on the promotion of Gender Equality within the workplace.	In progress	Gender Equality Statements are used in advertising positions and a general statement is located on Council's website under jobs.	This action has been completed and signals Council's commitment to gender equality.	2021-2022	Manager People & Culture in consultation with Media Officer	X			X			X	
Update workplace staff photos to include positive images of men and women including non-stereo typical images.	Not started	Still needs to be addressed.	N/A	2022-2023	Media Officer			X			X		X
Library staff to develop children and library book lists that challenge and highlight gender stereo types and develop respectful relationships.	Not started	Customer Service and Library Services have recently experienced major staff changes. This will be looked at in the next 12 months.	N/A	2023-2024	Manager Community Strengthening & Engagement			X		X	X	X	X
Support women from diverse backgrounds to participate on the OHS and Consultative Committee. (Consultative Committee 5 Male / 5 Female - OHS Committee 13 Male / 5 Female)	Ongoing	Consultative Committee - 5 female (diverse ages), 5 males (diverse ages). OHS Committee - 5 female (diverse ages), 13 Males (diverse ages). A review of reps needs to be conducted after restructure changes e.g. Looking at the designated work groups. This action will be ongoing to ensure we obtain a balance of gender in both areas. It has been achieved with the Consultative Committee, but ongoing work needs to be done to achieve a gender balance in regard to the OHS Committee.	Unable to evaluate success at this time.	2022-2023 & 2023-2024	Directors, Managers & OHS Officer	X							X
Support women from across the organisation to nominate as OHS Committee representatives.	Ongoing	OHS Committee - 5 female (diverse ages), 13 Males (diverse ages). A review of reps needs to be conducted after restructure changes e.g. Looking at the designated work groups. This should occur prior to Dec 2023. Council will need to implement a stated criteria to seek a mix of representatives - e.g. gender - to be actioned.	Unable to evaluate success at this time.	2022-2023 & 2023-2024	OHS Officer	X			X	X	X	X	X
During the next round of Enterprise Agreement negotiation support the continuation of super at full pay whilst staff take unpaid parental leave for 12 months.	Not started	This action has not commenced. EBA negotiations to commence in October 2023, hence no action during this reporting period. Plan and Timetable implemented and ready to commence in early October.	N/A	2023-2024	CEO, Director & Manager People & Culture	X	X	X	X	X	X	X	X

IMPORTANT: When inserting new row(s) to this table, please ensure they are inserted above these two black rows.

**Example(s)**

Strategies and measures	Status	Status description	Evaluation of success	Timeline	Responsible	Relevant Indicator(s)						
						1	2	3	4	5	6	7
Example: Address gaps identified in collecting intersectional data as part of employee and payroll systems	Complete	This strategy was implemented in March 2023. A payroll systems firm was engaged to upgrade our systems to support the collection of intersectional data in relation to sexual orientation, race, Aboriginality, religion, ethnicity, disability and gender identity. We have now begun collecting intersectional data and addressing the gaps identified in our 2021 audit.	Although originally anticipated for implementation in 2022, delays meant this strategy was implemented in March 2023. Intersectional data is being collected as part of new recruitments and promotions, and voluntary updates by existing staff. New intersectional data as part of our 2023 progress audit and future GEAPs will enable us to better understand intersectional gender equality in our organisation and areas for improvement.	2022	People and Culture Corporate Support	X	X	X		X	X	X

## Resourcing your GEAP

**Table 2.2 - Allocation of resources to implement the strategies and measures in your GEAP**

### Recommended

You might consider some or all of the following, in addition to any other aspects you consider relevant.

- Who implements the strategies and measures in your GEAP? What role do they perform at what level in your defined entity?
- How many staff members/FTE are allocated to implementing the strategies and measures?
- Was enough resourcing allocated to successfully implement your strategies and measures? If not, how will this be addressed?

### Your Comments

Implementation of GIA's, Gender Equality Action Plan and Workforce Plan Reporting and Audit Obligations has been undertaken by existing staff levels. There has been no increase in FTE or budget to meet the GEAP Obligations. The monitoring sits within the Department of People & Culture, with the Human Resources Manager acting on all parts of the reporting requirements.