

**Gender impact assessments**

**Table 1. Gender impact assessments progress**

Required	Required	Required	Required	Required	Required	Recommended	Recommended
Title	Subject	Description	Status	Confirm if actions taken	Describe actions taken	Confirm intersectionality considered	Explain intersectional lens applied
<p>What is the title of the policy, program or service that was the subject of the GIA?</p> <p>Please use one row for each GIA completed. When reporting on multiple actions taken, include this information in the relevant single cell.</p>	<p>Was the subject of the GIA a policy, program or service?</p> <p>For definitions of policies, programs and services, please refer to the guidance materials at Appendix A: Glossary of terms.</p> <p>Use the drop-down menu in the cell to select your answer.</p>	<p>Provide a description of the policy, program or service subject to the GIA.</p>	<p>Was the policy, program or service new, or up for review?</p> <p>Use the drop-down menu in the cell to select your answer.</p>	<p>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?</p> <p>Use the drop-down menu in the cell to indicate whether or not actions were taken as a result of the GIA.</p>	<p>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.</p> <p>When reporting on multiple actions taken, include this information in one cell. You can press all-enter to include new lines.</p>	<p>Was it considered that gender inequality may be compounded by disadvantage or discrimination that people may experience on the basis of intersectionality?</p> <p>Use the drop-down menu in the cell to select your answer.</p>	<p>Explain how an intersectional lens was applied while completing the GIA.</p> <p>If this was not done, explain why this was not practicable.</p>
Emergency Management Plan - Cranbourne	Policy	The emergency management plan aims to provide site safety and security as well as response in the event of an emergency: Evacuation, Assembly, Communications, Access and Egress, Procedures for emergencies.	For Review	Yes	At the drafting phase two workshops were held to examine how the plan impacts stakeholders. These workshops found areas for improvement. The plan is tested regularly following this areas for improvement are identified and enacted through updating the plan and/or training ECO members. The debriefed problems was updated to include the prompt "Were any groups more greatly impacted than others?" Additional communication strategies such as the use of symbol cards have also been identified as potentially of benefit	Yes	Broad discussions in the workshops regarding user groups, including those with a disability and cultural groups that use the gardens.
Lightscape	Program	A large scale ticketed event for the general public to experience the Gardens after dark. The event includes a light and sound trail throughout the Gardens with food and beverage options along the way	New	Yes	The people who are targeted for the event are considered in a number of ways including: 1. their interest in such an event 2. their capacity to purchase tickets (peak and off peak ticket prices) 3. their need for a quieter environment due to sensory needs (relaxed sessions) 4. their distance from the event (different show times to allow people to travel accordingly) 5. how they like to find out information about an event 6. how they like to purchase tickets eg. online, in person, on their phone, on a computer 7. audiences are invited to complete a survey after attending, the answers to which are used to inform planning for the following year's event. 8. Physical assistance may be required eg. Wheelchair use on pathways which is possible and supported throughout the event with wheelchair hire included at no cost 9. Disability services eg. Disability tickets, adult changing places 10. Quieter sessions / less crowded – relaxed sessions 11. Understanding English on signs – symbols are also used 12. The need for strollers for small children – strollers are allowed on route	Yes	Discussion took place at length and at multiple times about the potential audiences and meeting their varying needs. Tickets are available for everyone to purchase. Sales data shows that more women purchase tickets (7%) than men which is in line with current purchasing trends for cultural event tickets.
Changing Places Facility	Service	The project was to install a Changing Places Facility (disabled access toilet and changing facility) in the Observatory	New	Yes	The project itself was addressing a major gap in the precinct (Botanic Gardens, Shrine, Domain, Government House) where someone with high accessibility needs previously could not go to the toilet.	Yes	Discussion took place with the Department of Families, Fairness and Housing about the need for a Changing Places Facility in the precinct and the needs that such a facility would address.
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 women and all-gender secured changerooms and facilities for all women and gender-diverse teams who hire Council sportsgrounds.	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 Service Description	Recommended Evaluation of progress	Recommended Timeliness	Recommended Responsibility	Recommended Relevant Indicator(s)
						1 2 3 4 5 6 7
Assign each strategy or measure a status from the following list: <ul style="list-style-type: none"> <li><b>Completed</b> indicates that all planned activities related to this strategy or measure have been finished.</li> <li><b>In progress</b> indicates that the activities under this strategy or measure are progressing but not yet completed.</li> <li><b>Challenged</b> indicates that the activities under this strategy or measure do not have an end-date and are 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 CEAP, but has since been cancelled.</li> </ul>		Describe your progress in implementing each strategy or measure in your CEAP. In particular, you need to explain: <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 from what was planned in your CEAP and if so, the reason for this change.</li> </ul>	Evaluating the success of each of your strategies or measures may include: <ul style="list-style-type: none"> <li>Tracking against pre-identified success metrics.</li> <li>Other relevant matters that may not have been specified in your CEAP.</li> <li>If your evaluation matters that may not have been specified in your CEAP, such as:  <ul style="list-style-type: none"> <li>Whether the status indicates any delay from what was planned in your CEAP and if so, the reason for this change.</li> <li>Other ways the strategy or measure has contributed to promoting gender equality in your defined entity.</li> </ul> </li> </ul>	If your CEAP included a timeline for action or implementation for your strategies and measures, include the timeline below: <ul style="list-style-type: none"> <li>If you did not include a timeline in your CEAP, we highly recommend you do so in this progress report by including a timeline below.</li> </ul>	Include the role or team responsible for implementing of each strategy or measure.	Identify one or more indicators for each strategy or measure that the action was designed to address. See the <b>Indicators key</b> to the right of this table for a description of each strategic gender equality indicator.
Conducting an audit of fixed term roles, in consultation with the CPSU, to ensure they are generally fixed term, and implemented outcomes of fixed term roles to parliament where appropriate and communicate outcomes of the audit to impacted staff.	In progress	A working group consisting of employees and the CPSU have focused on this project, with staff who has submitted a number of employees being converted to ongoing and a review still underway on the remaining staff. This data aligns to the new federal legislation limiting the use of fixed term contracts.	Audit has been completed by due date. Actions are being implemented through discussions with relevant employees and unions.	Dec-23	People & Culture	x
Implementing a mentoring program that encourages women, people with a disability, people who identify as Aboriginal or Torres Strait Islander, people from a culturally diverse background, or people who identify as LGBTIQ+ to participate and progress for professional opportunities and actively support their participation in such opportunities.	Not started	This was due to be completed by 30 June 2024 but a review of resourcing requirements and capacity means we will need to push out to late 2023 in order to do the project justice. This date has also been aligned to a similar deliverable in our Innovate Reconstruction Action Plan.	N/A	Original date: 30 June 2024, revised date: Sept 2023	People & Culture	x
Addressing data collection gaps for new and current employees to ensure RBGV has more comprehensive intersectionality data for future analysis and reporting.	Complete	With the support of an employee and union working group, we put together a survey and sent it out to all employees exploring why we were looking to refresh our data collection procedures. We had a great response and have significantly improved our data including for our working body. We have also updated our reporting documentation to ensure we capture intersectionality data as a matter of course with explanations as to why and how the data will be used.	RBGV has collected intersectional data from current employees and now routinely collects relevant information from new employees.	Dec-22	People & Culture	x x x x x x x
Supporting the Minister to maintain and increase diversity of RBGV's governing body.	Complete	A new Board was selected and commenced in October 2023.	Composition of the new Board represents a significant improvement in diversity which will be reflected in the next data audit due in 2025.	Jun-23	Director and Chief Executive	x
Updating the Higher Duties, Additional Duties and Secondment Policy to specify that part time fixed term employees must be given equal access to opportunities.	Complete	Policy was updated and managers and staff reminded of the requirement to consider all staff categories when determining higher duties.	In the first reporting period to 30 June 2021, a total of 4 employees who were part time or fixed term undertook higher duties and received the respective payments. In the second reporting period to 30 June 2023, this increased to 15.	Jun-22	People & Culture	x x x x
Reviewing the process for appointment of First Aid Officers and other roles that attract allowances and remove any process bias against part time or fixed term employees.	Complete	As part of our EA legislation, we expanded the eligibility for first aid officers to receive the payment and this included part time or fixed term employees.	In the first reporting period to 30 June 2021, a total of 7 employees who were part time or fixed term received additional allowances. In the second reporting period to 30 June 2023, this increased to 27. This will partly be due to RBGV expanding the eligibility for employees to access the first aid payment (accounts for additional 7).	Dec-22	People & Culture, OHS Committee	x x x
Changing eligibility for employees on or returning from parental leave to be able to access progression step increments at top of fixed bonuses.	Complete	During EA negotiations in late 2021, the relevant clause was updated to ensure these employees had their eligibility for progression steps included. Managers were advised of this update in training sessions (31 March and 4 April) and employees at all staff information sessions conducted in early 2022.	All employees on or returning from parental leave since the date was finalized have received the progression step increment at top of base bonus.	Jun-22	People & Culture	x
Conduct a pay review, in consultation with CPSU, of identified positions in RBGV and work to resolve any underpayments.	Not started	We have consulted with the staff working group and the CPSU and agreed that this needs to be reviewed alongside a commitment in our EA to review the work level descriptors. This work will commence in February 2024 so the timeframe for this will need to be extended out till later in the year.	N/A	Original date 30 June 2023, revised date Dec 2024	People & Culture	x
Establish an anonymous reporting process for issues of sexual harassment in the workplace and ensure this process has adequate resources and support mechanisms. This includes communicating to all staff to ensure employees are aware of the new system and their rights in relation to making a complaint.	In progress	We are in the final stages of implementing a contemporary, third party online and email based system that operates on multiple platforms and provides for 2 way communication between the anonymous staff member and a PMS member who can assess any urgent actions or concerns. We anticipate this going live by March 2024 following a rollout to all managers and staff.	N/A	Original date 30 June 2024	People & Culture	x
Introduce a case management support system for all parties involved in a sexual harassment complaint to ensure wellbeing is monitored and supported.	Not started	Due to resource constraints, this will be delayed for completion till later in 2024.	N/A	Original date 30 June 2023, revised date Dec 2024	People & Culture	x
Refresh and deliver appropriate Workplace Behaviour training to all staff every two years.	Complete	Susan Hilliday AM, former Australian Sex Discrimination Commissioner reviewed our training and provided updates and feedback and then a "fun" in training" session to People and Culture team who deliver this training. Training was rolled out to all staff across our Casbourne and Midbourne sites.	Materials have been updated and training provided to staff.	December 22 then December 24	People & Culture	x x x x
Reviewing and updating the Complaints policy and procedures to include support that is available and possible resolutions.	Complete	Policy was updated however will be reviewed again once further work is done on implementing anonymous reporting process and supports for those making sexual harassment complaints.	N/A	Jun-23	People & Culture	x x x x
Finalising a Positive Duty Plan, in consultation with CPSU, and rolling out to all employees including our contractors under the EEO Act and our commitment to preventing and eliminating sexual harassment in the workplace.	Complete	Plan was finalised in August 2023	Plan is in place and positive duty training for all line managers has taken place with training being due in early 2024. Results of negative behaviours in PMS are: reduction in bullying from 12% in 2021 to 9% in 2023, increase in discrimination from 4% in 2021 to 7% in 2023, reduction in violence or aggression from 6% in 2021 to 6% in 2023, reduction in sexual harassment from 6% in 2021 to 2% in 2023	Step 32 was the completion date for roll out in our CEAP however this was completed by August 2023	People & Culture	x x x x
Implementing a pre-field trip briefing that outlines expected behaviours and the due if employees feel uncomfortable when on a work trip away from home.	Complete	Managers who supervise field trips have been provided with a briefing and a sign to ensure they deliver this to employee groups each time prior to a field trip commencing.	N/A	Jun-23	People & Culture (Senior/Influential Leadership)	x
Reviewing processes in place to ensure contractors, consultants and outside workers are aware and comply with policies on procedures relating to behaviour on RBGV sites.	Not started	This is due for completion in June 2024	N/A	Jun-24	People & Culture (Senior Leadership)	
Encouraging external bodies who provide scholarships opportunities to change eligibility requirements to not exclude part time or fixed term employees.	Complete	Criteria for scholarships advertised at RBGV have been updated and now include (and encourage) part time or fixed term employees to apply.	Eligibility requirements have been amended to include all of employment types.	Dec-23	People & Culture (Senior Leadership)	x x x x
Promoting higher duties and secondment opportunities for those in part-time and fixed term roles.	Complete	This was reiterated to managers at training sessions in early 2022.	In the first reporting period to 30 June 2021, a total of 4 employees who were part time or fixed term undertook higher duties and received the respective payments. In the second reporting period to 30 June 2023, this increased to 15.	Dec-22	People & Culture (Senior Leadership)	x x x x x
Implement "blind" recruitment processes and provide training to all line managers on unconscious bias.	Void/Cancelled	In researching the piece of work, the administrative burden associated with implementing a "blind recruitment" process is proving prohibitive. RBGV will instead focus on strategy and measure 7, which raises awareness of unconscious bias and link it back to recruitment processes.	N/A	Jun-24	People & Culture	x
Reviewing the career development and promotional opportunities of our Aboriginal and Torres Strait Islander employees to ensure we are not restricting this group to roles that deliver no financial return.	Not started	This action has been aligned to a similar initiative outlined in our Innovate Discrimination Action Plan with a revised completion date of December 2024	N/A	Original date Dec 2023, revised date Dec 2024	People & Culture	x
Reviewing the process for engaging with employees on parental leave to ensure opportunities for promotion, secondments, career development are understood and accessible where practicable. Assessing how any changes made have impacted on the percentage of those employees taking up promotion, higher duties, secondment or other career development opportunities.	In progress	Work on this has commenced but due to workload and resource constraints, completion date will need to be extended to Dec 2024	N/A	Original date June 2023, revised date Dec 2024	People & Culture	0
Incorporating information on flexible working arrangements into the formal onboarding process.	Complete	This new forms part of the checklist when new starters meet with their HR Business Partner in week one of employment.	N/A	Jun-22	People & Culture	x
Communicate the parental leave changes employees through the EA, including updates to ensure the support for all genders in balancing work and care responsibilities is understood.	Complete	Advised to all line managers in training sessions (31 March and 4 April) and employees at all staff information sessions conducted in early 2022. Revised classes updated in EA during negotiation period.	76% of our staff feel confident that if they requested PWA, it would be given due consideration. This is up from 74% in 2021 but down from 76% in 2022.	Jun-22	People & Culture	x
Introduce a formal process for returning employees from periods of parental leave to discuss options for reduction of hours, flexible work requests and career development.	In progress	Work on this has commenced but due to workload and resource constraints, completion date will need to be extended to Dec 2024	N/A	Original date Dec 2023, revised date Dec 2024	People & Culture (Line Managers)	x
Monitor and enforce work expectations so that they match adjusted or reduced hours in flexible working arrangements.	Complete	This was spelled out clearly to managers and employees in the training and information sessions held in 2022.	76% of our staff feel confident that if they requested PWA, it would be given due consideration. This is up from 74% in 2021 but down from 76% in 2022.	Jun-22	People & Culture (Senior Leadership)	x
Expand the current EEO contact offer program to incorporate Family Violence support. Once established, roll out comprehensive training and support to improve awareness.	Complete	We refreshed our contact officer pool and provided comprehensive training to our EEO matters as well as Family and Domestic Violence. Communication was provided to all staff on the new Contact Officer network and services and how to access them. This was completed in 2022.	In 2021 PMS, 77% of our staff agreed or strongly agreed with "my organisation would support me if I needed to take family violence leave." This increased to 95% in the 2023 survey.	Dec-23	People & Culture	x
Review Family Violence Leave Policy and process and address any barriers to taking this leave.	Complete	RBGV developed, in consultation with staff and the CPSU, a Family and Domestic Violence Support policy and an associated FAQ document. All staff were invited to information sessions to roll this out and messages were trained in their responsibilities and obligations relating to this. This was completed in 2022.	In 2021 PMS, 77% of our staff agreed or strongly agreed with "my organisation would support me if I needed to take family violence leave." This increased to 95% in the 2023 survey.	Dec-23	People & Culture	x
Review communication about Family Violence Leave and ensure employees are aware of their rights in relation to accessing this leave.	Complete	As part of the roll out of our policy and FAQ above, this was incorporated into the information sessions for all staff.	In 2021 PMS, 77% of our staff agreed or strongly agreed with "my organisation would support me if I needed to take family violence leave." This increased to 95% in the 2023 survey.	Dec-23	People & Culture	x
Training and education provided to all staff particularly at leadership levels, on unconscious bias, micro-aggression and other factors that may impact on women and people from diverse backgrounds progressing in non-stereotypical roles or departments.	In progress	This is being planned and will be rolled out during early 2024	N/A	Jun-24	People & Culture	x x x x x

**Indicators key**

- Gender composition of governing bodies.
- Equal remuneration for work of equal or comparable value across 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 policies relating to:
  - family violence leave
  - flexible working arrangements
  - working arrangements supporting employees with family or caring responsibilities
- Contracted segregation within the workforce.



# Resourcing your GEAP

Table 2.2 - Allocation of resources to implement the strategies and measures in your GEAP
<p><b>Recommended</b></p>
<p>You might consider some or all of the following, in addition to any other aspects you consider relevant:</p> <ul style="list-style-type: none"> <li>• Who implements the strategies and measures in your GEAP? What role do they perform at what level in your defined entity?</li> <li>• How many staff members/FTE are allocated to implementing the strategies and measures?</li> <li>• Was enough resourcing allocated to successfully implement your strategies and measures? If not, how will this be addressed?</li> </ul>
<p><b>Your Comments</b></p>
<p>Most strategies and measures in our GEAP are developed and implemented by the People and Culture Business Partners and the Head of People and Culture. The work is supported by input and monitoring of a Gender Equality Working group which includes participation of people from all areas and levels of the business and also the CPSU.</p> <p>Managers at the Senior Leadership level have received training and access to resources in relation to Gender Impact Assessments, facilitated by both People and Culture and external agencies. People and Culture provided streamlined templates and documentation to support managers in meeting this requirement and also facilitated a pilot GIA to enhance awareness and understanding of the process. Subsequently, the completion of GIAs within RBGV is not the sole responsibility of People and Culture to prepare or monitor. P&amp;C do however regularly ensure that GIAs are on the agenda at senior leadership and other relevant meetings.</p> <p>Overall, approximately 0.5 of an FTE at grade 5.1 would be taken up in focussing on these strategies across these three roles in People and Culture, however this 0.5 FTE is absorbed into other responsibilities and not additional resources provided. This has impacted on our ability to deliver other critical services to the business such as training and development and performance processes. To address this and ensure we maintain Gender Equality as an integral part of the frameworks we deliver, we have had approval to add an administrative role in P&amp;C at grade 2.2 in 2024 to free up more specialist time at P&amp;C Advisor and Business Partner level to dedicate to the implementation and review of GEAP initiatives. We anticipate this position being on board from March 2024.</p>





