

## 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 alt+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>
Fire Education for Upper Primary (Grades 5/6)	Program	<p>The Fire Ed for Upper Primary program is aimed at Grade 6 and composite Grade 5/6 classes.</p> <p>The program is an integrated program delivered by both teachers and firefighters. The program has been designed to increase the capability of the community to safely identify and respond to fire emergencies that happen in and around the home. The Program includes a focus activity with a house fire case study, a group research project for students, and a firefighter visit.</p>	For Review	Yes	<p>After completion of the GIA, the Community Education team worked to include diverse representation of characters to display all genders, abilities, and cultural background in the collateral provided to participants.</p> <p>The team are also currently working on creating more accessible resources using symbol systems and text, and are also planning on undertaking the following actions (some of which are resource dependent) over the next few years as a result of the GIA:</p> <ul style="list-style-type: none"> <li>• Implement Program Evaluation methods that are appropriate and fitting</li> <li>• Undertake research in education delivery techniques, improve our demographic data or improve access to demographic data, compare program coverage with up-to-date demographic data</li> <li>• Establish a regular program review schedule – every 5 years</li> <li>• Update &amp; strengthen stakeholder feedback, collect more feedback data and improve the quality of the data</li> <li>• Maintain access to home school groups</li> <li>• Provide Auslan interpreters where possible</li> <li>• Provide English as an Additional Language (EAL) resources</li> </ul>	Yes	<p>The GIA assessed the following elements with an intersectional lens: access to the program, differences in the lived experiences and identities of participants, additional requirements for those with diverse backgrounds.</p> <p>Research was also completed to further understand the target cohort for the program, and whether or not the program would impact different people in different ways. The proposed changes also strongly align to the Victorian Child Safe Standards</p>
Fire Dog Program	Program	<p>The Fire Dog Program is a proposed pilot project that could add additional engagement or interest to an existing FRV program such as:</p> <ul style="list-style-type: none"> <li>• Fire education programs</li> <li>• Peer support</li> <li>• Promotional activities (recruitment attraction)</li> </ul>	New	No action taken	<p>The GIA highlighted that there are both gender and cultural overlays that should be considered when using dogs in public settings.</p> <p>Certain cultural and religious backgrounds may have had negative experiences with dogs in the past, for example people fleeing conflict or persecution, as well as differing historical beliefs about animals. Any use of dogs in public settings must carefully consider the range of potential experiences of the program's audiences. As this project is still in scoping stage, these considerations will be factored into the program design as it progresses through to implementation.</p>	Yes	<p>The GIA assessed the following elements with an intersectional lens: impact on a range of diverse groups, including those with different cultural, religious or gender identities.</p>

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	<p>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.</p>	For review	Yes	<p>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.</p> <p>Amended the policy to include a commitment to support local clubs to conduct respect and responsibility training to promote gender equality.</p> <p>Amended the policy to include a commitment to provide dedicated women's and all-gender secured changerooms and facilities for all women's and gender-diverse teams who hire Council sportsgrounds.</p>	Yes	<p>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.</p>

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 of 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>								
<p><b>1.1 - FRV ELT are held accountable for successful delivery against this GEAP</b></p> <p>This will be achieved by:</p> <ul style="list-style-type: none"> <li>• Establishment of, and regular meetings of the GEAP Implementation Group</li> <li>• Quarterly traffic light reporting to ELT and requests for additional support where required</li> <li>• Requirement to complete Gender Impact Assessments on any new or up for review service, program or policy that has a direct and significant impact on the public, is embedded in to business as usual processes</li> <li>• Compliance reporting to Gender Equality Commissioner</li> </ul>	Ongoing	<p>FRV has established a governance structure to ensure risks are mitigated and implementation progress is sustained. This includes quarterly reporting to FRV's Executive Leadership Team (ELT), and regular meetings with key stakeholders responsible for delivery of outputs. This commitment will continue over the course of the current GEAP and beyond.</p> <p>In addition to Gender Impact Assessments (GIAs), planning is underway to embed a gender lens into existing business as usual processes for new programs, policies and services.</p>	<p>The governance structure for the delivery of the GEAP has been effective and fit for purpose. The Gender Equality Action Plan is aligned to FRV's 10-year Strategic Plan and is a deliverable as part of the Fire Services Reform Implementation Plan. Actions from the GEAP have been embedded into FRV's business planning processes. FRV will continue to incorporate a gender lens into business as usual documentation and practices across multiple departments.</p>	N/A - Ongoing	Diversity & Inclusion	X	X	X	X	X	X	X	X	
<p><b>1.2 - Senior Leaders to help build confidence in the complaints system</b></p> <p>This could be achieved by:</p> <ul style="list-style-type: none"> <li>• FRV Commissioner and Senior Leaders regularly communicating FRV's zero-tolerance approach to bullying, sexual harassment, other forms of harassment, discrimination, and victimisation</li> <li>• Senior Leaders talking regularly to their employees about the importance of taking action against inappropriate behaviours</li> <li>• Sharing de-identified information about situations that demonstrate they take reports of inappropriate behaviour seriously and will take action to address inappropriate behaviours</li> <li>• Tracking completion of compliance Workplace Behaviour Training broken down by each Directorate</li> </ul>	Ongoing	<p>FRV commenced Senior Leader led values-based leadership sessions in January 2023. Sessions use scenarios and facilitated discussion to promote FRV's position on meeting its duty of care in regards to bullying, harassment, and discrimination, and encourage Senior Leaders to have values-based conversations with their employees. Where possible, de-identified cases where a constructive or positive outcome was achieved have been shared with stakeholders.</p> <p>The current round of Workplace Behaviour Training sessions commenced delivery in early 2022 and is scheduled for completion in 2024. Delivery of this training will be ongoing. FRV has commenced a program of work to meet its requirements under the Respect @Work legislation, which will include taking a person-centred approach to complaints management, enhancing leadership confidence and capability, creating transparency and consistency in reporting and implementing appropriate systems to support.</p>	<p>As at June 2023:</p> <ul style="list-style-type: none"> <li>- 59% of Senior Leaders have completed Values in Action conversations with their teams.</li> <li>- 120 Workplace Behaviour Training sessions held, engaging 1068 employees.</li> <li>- 73% of FRV leaders have completed Workplace Behaviour Training.</li> </ul>	N/A - Ongoing	Diversity & Inclusion Organisational Development & Culture				X					
<p><b>1.3 - Improvement in psychological safety</b></p> <ul style="list-style-type: none"> <li>• Use of FRV Employee Voice Survey data broken down by Directorate to track and improve psychological safety over time.</li> <li>• Tailored plans to improve psychological safety developed and implemented for each Directorate</li> </ul>	In progress	<p>FRV has consulted with employee representatives and has support for a survey. An implementation and communication plan has been developed. Survey is due for release in the third quarter of 2023/2024. This survey will inform a baseline data set in regards to psychological safety at FRV and help inform future initiatives.</p> <p>FRV provides and encourages extensive mental health and wellbeing literacy training that covers a broad range of topics around psychological safety, inclusivity and LGBTQIA+ matters related to mental health and organisational culture. Coaching for leaders, to support mentally healthy workplaces, is also available.</p>	<p>Insights and themes from the survey will be used to inform the development/continuation of organisational programs and plans focused on psychological safety.</p>	2025	Diversity & Inclusion Psychological Services	X	X	X	X	X	X	X	X	
<p><b>1.4 - 80% of people-leaders participate in bite-sized informal training on relevant topics and promotion of the importance of implementing an equitable approach at FRV.</b></p> <p>Indicative topics include:</p> <ul style="list-style-type: none"> <li>• Equality versus equity</li> <li>• Bias – conscious, unconscious and systemic</li> <li>• Psychological safety and inclusive behaviours</li> <li>• Options to take effective bystander action</li> <li>• Everyday sexism, homophobia, transphobia, ableism, casual racism, and microaggressions</li> <li>• Impact of privilege</li> <li>• Inclusive language and behaviours</li> </ul>	In progress	<p>FRV will offer the Special Broadcasting Service (SBS) Inclusion Program, a self-led anytime learning resource, to all FRV employees in late 2023. The SBS Inclusion Program has been created by SBS to provide bite-sized foundational learning for key diversity and inclusion concepts. Complementary short, informal training sessions on other topics will also be developed.</p>	<p>FRV will track overall employee completion rates, including people-leaders, as a measure of success for the uptake of bite sized informal training.</p>	2025	Diversity & Inclusion	X	X	X	X	X	X	X	X	
<p><b>1.5 - 30% of middle managers complete relevant in-depth training</b></p> <p>Indicative topics include:</p> <ul style="list-style-type: none"> <li>• Diversity, Equity and Inclusion Foundations</li> <li>• Inclusive Leadership</li> <li>• Aboriginal Cultural Safety</li> <li>• Cultural Intelligence</li> <li>• Disability Confidence</li> <li>• LGBTQIA+ awareness</li> </ul>	In progress	<p>FRV has commenced planning of fit for purpose, in-depth training packages, including a project plan and scoping of training needs analysis. Prioritisation will be on Diversity, Equity &amp; Inclusion Foundations Training, Child Safety Training and Aboriginal Cultural Safety Training based on identified organisational needs and alignment with other priority programs of work.</p>	<p>The initial measure of success will be the development of fit for purpose training programs, with ongoing delivery and uptake to be tracked.</p>	2025	Diversity & Inclusion	X	X	X	X	X	X	X	X	
<p><b>1.6 - Prioritise the development and implementation of a Human Resources Information System (HRIS) with the capability to accurately capture intersectional data for all employees and meets legislative reporting requirements under the Gender Equality Act 2020 (Vic)</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Gender identity, including man, woman, self-described, prefer not to say</li> <li>• Aboriginal and/or Torres Strait Islander</li> <li>• LGBTQIA+ people</li> <li>• People with disability</li> <li>• Culturally and linguistically diverse people</li> </ul>	In progress	<p>FRV has completed the requirements-gathering phase of the HRIS Project. The following data recording requirements have been included in the scope: Gender identity, Aboriginal and Torres Strait Islander identity, LGBTQIA+ people, people with disability, culturally and linguistically diverse people. The ability for employees to update their information as needed has been listed as an additional requirement.</p>	<p>The first phase of the HRIS Project, including Human Resources and Payroll functions, is expected to be in place in early 2025. Delivery of the HRIS Project will be monitored, and measurement of success against this objective will be based on the system's capacity to provide diversity data on employees in the future.</p>	2025	Human Resources Systems & Services Diversity & Inclusion	X	X	X	X	X	X	X	X	
<p><b>1.7 - FRV HR policies and ELT Briefs are inclusive of people who are traditionally marginalised in society and those with intersectional identity</b></p> <ul style="list-style-type: none"> <li>• All HR policies are reviewed with an intersectional lens</li> <li>• Explore options to embed Gender Impact Assessments in business as usual, including FRV Doctrine, Project Management Office, and ELT Briefing Papers</li> </ul>	In progress	<p>FRV has developed a policy review framework. All new people-focused policies will be reviewed with an intersectional lens as they are created. FRV will also embed a gender lens into relevant FRV Doctrine, Project Management Office templates, and ELT Briefing Papers. This objective has been extended to 2024, as to allow for additional time to identify the most effective way to build a gender lens into business as usual processes.</p>	<p>Completing the review for existing people policies will form the first stage of delivery for this objective. A framework that includes intersectional considerations for all new policies is also being considered, including the embedding of GIAs where appropriate. It is recommended that all key project management templates will include a prompt to determine whether a GIA is required for any new projects and services.</p>	2024	Employee Advisory Services Diversity & Inclusion	X	X	X	X	X	X	X	X	
<p><b>1.8 - Gender balance in governing body (SAC/ARCC) maintained throughout the life of this GEAP</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Being mindful of gender balance when selecting SAC/ARCC appointments</li> <li>• Gradually assessing other intersectional aspects of identity in SAC/ARCC members</li> </ul>	Ongoing	<p>The FRV Strategic Advisory Committee (SAC) and Audit Risk Compliance Committee (ARCC) provide strategic advice to FRV and are not formal governing bodies. As FRV's Strategic Advisory Committee (SAC) is appointed by the Minister for Police and Emergency Services and not facilitated by FRV, maintaining gender balance for SAC will be removed from the scope of this objective. Workplace audit data shows that gender balance on these committees has been maintained.</p>	<p>Gender balance for the current SAC and ARCC membership has been maintained between September 2022 and June 2023. SAC and ARCC membership profile is provided in FRV's Annual Report.</p>	N/A - Ongoing	Diversity & Inclusion		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

Required Strategies and measures	Required Status	Required Status description	Recommended Evaluation of success	Recommended Timeline	Recommended Responsible	Recommended Relevant indicator(s)								
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<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 of 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>								
<p><b>2.1 - Scope, develop and implement a transparent complaints policy and system, enabling quarterly dashboard reporting to ELT/SAC/ARC on number of cases, open/closed status, time to close-out, outcomes, etc, overall and broken down by each Directorate</b></p> <ul style="list-style-type: none"> <li>• Research the user experience and suggestions for improvement by interviewing those who have been through the complaints system (voluntary)</li> <li>• Possible establishment of Sexual Harassment Contact Officers</li> </ul> <p>The complaints system will include:</p> <ul style="list-style-type: none"> <li>• Informal reporting options</li> <li>• Formal reporting options</li> <li>• Information on external reporting avenues</li> <li>• Clear information about the limits of confidentiality for each reporting avenue</li> <li>• Adoption of a person-centred approach</li> </ul>	In progress	<p>At FRV the processes for resolving workplace issues, including complaints, are detailed within relevant industrial instruments. The current Workplace Behaviour Training program also details the types of resolution processes available to employees, both informal and formal.</p> <p>Monthly open case review meetings have been established with the Executive Director People &amp; Culture who provides key insights to FRV's Executive Leadership Team. FRV is currently scoping the development of an overarching, person-centred complaints policy and statement of intent, and implementation of a suitable case management system.</p>	<p>The complaints system will seek to provide the ability to analyse trends in complaint type, status, outcome and location etc. It is anticipated that reports on user experience will demonstrate improvement. FRV will also assess based on future data whether more specialist training regarding Sexual Harassment is required.</p>	2025	<p><b>Diversity &amp; Inclusion</b></p> <p>Human Resources Business Partnering team</p> <p>Ethical Standards Unit</p>				X					
<p><b>2.2 - 30% of operations and 30% of corporate/technical employees participate in awareness-raising activities designed to improve understanding of foundational key concepts</b></p> <p>Indicative topics include:</p> <ul style="list-style-type: none"> <li>• Equality versus equity</li> <li>• Bias – conscious, unconscious and systemic</li> <li>• Options to take effective bystander action</li> <li>• Everyday sexism, homophobia, transphobia, ableism, casual racism, and microaggressions</li> <li>• Impact of privilege</li> <li>• Inclusive language and behaviours</li> </ul> <p>Bite-sized awareness-raising methods may include:</p> <ul style="list-style-type: none"> <li>• Station and workplace drop-in sessions</li> <li>• Behavioural nudges</li> </ul>	In progress	<p>FRV held 17 awareness-raising activities between August 2022 (formal launch of the GEAP internally) and June 2023, reaching an estimated 490 employees. This included training at recruit and promotional courses, information sessions, and events on a range of topics. Six participation briefs for days of significance were issued to promote learning and engagement - this has been established as core BAU programs.</p>	<p>FRV currently tracks the total number of employees that participate in awareness raising activities and will continue to do so.</p>	2024	<b>Diversity &amp; Inclusion</b>	X	X	X	X	X	X	X	X	X
<p><b>2.3 - Create an avenue for employees to ask inclusion-based questions / provide thoughts / suggestions / feedback</b></p> <ul style="list-style-type: none"> <li>• Establish an agreed method for employees to submit questions/feedback/suggestions and then provide information on the questions and answers via a regular "Inclusion Corner" feature in FRV News.</li> <li>• Provide quarterly reports to ELT and Consultative Committees as to the themes coming through.</li> </ul>	In progress	<p>FRV has developed a feedback mechanism (with the option for anonymity) and supporting intranet page (FRV Inclusion Corner), proposed to be launched in 2024. The Inclusion Corner content will also be included in FRV News (Internal weekly Employee Communication) on a regular basis. Reporting to ELT and Consultative Committees on the identified themes will commence once the initiative is launched.</p>	<p>Once implemented, FRV will monitor the effectiveness of the objective and make adjustments where required to encourage participation by employees and create additional learning opportunities.</p>	2024	<b>Diversity &amp; Inclusion</b>	X	X	X	X	X	X	X	X	X
<p><b>2.4 - Develop and implement a transparent and consistent policy and process for flexible working arrangements for Corporate and Technical employees</b></p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• Development of a Policy and Organisational Practice that is aligned with the Victorian Public Sector Towards Common Practice Flexible Working Policy.</li> <li>• Development and implementation of a system to track and report quarterly on Flexible Working Arrangements broken down by gender and level</li> <li>• Good news stories shared with the workforce to raise awareness of the different types of flexible working arrangements available and how they can benefit both the employee and the organisation</li> <li>• Reviewing data to ensure that flexible working arrangements do not undermine career progression, pay or other development opportunities</li> <li>• Encouraging more men to take parental leave and to consider a flexible working agreement</li> </ul>	In progress	<p>FRV has developed a draft flexible work policy which is currently undergoing internal stakeholder engagement, prior to formal approval and consultation processes in 2024. The schedule for this objective has been extended to allow for adequate time to complete stakeholder engagement and consultation on the flexible work policy and process, and due to the objective's dependency with other initiatives.</p> <p>FRV's workplace audit shows that 86% of FRV people taking parental leave are men. FRV is focused to and taking action to improve and modernise parental leave provisions and language in the future enterprise agreement.</p>	<p>FRV tracks flexible work arrangements currently in place. The future HRIS will have capability to track flexible work, ability to track career progression - see objective 1.6. FRV will continue to track parental leave uptake by gender.</p>	2025	<p><b>Employee Advisory Services</b></p> <p>Diversity &amp; Inclusion</p>								X	
<p><b>2.5 - Empower employees to leverage leave entitlements to support their wellbeing and work/life balance</b></p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• Continuing to monitor and track the number of people taking parental, carers, and family violence leave, broken down by gender identity</li> <li>• Liaising with those employees taking these types of leave to better learn about and eliminate barriers to taking this type of leave</li> <li>• Continued support of the Family Violence Contact Officers</li> <li>• Exploring ways to ensure that taking parental leave does not negatively impact on career advancement</li> <li>• Promotion of good news stories</li> </ul> <p>This may include:</p> <ul style="list-style-type: none"> <li>• Development of a Staying in Touch Program for those on extended leave for three (3) months or more (including WorkCover, sick leave, and long service leave)</li> <li>• Delivering training to people managers on Family Violence and how to best support employees who may be experiencing family violence</li> </ul>	In progress	<p>FRV has in place an extensive program and support network for people experiencing Family Violence. Enhancements to the program include a Family and Domestic Violence Policy, formalisation of a Family and Domestic Violence Practice, Family Violence Resource Guide and a Family Violence Contact Officer Role Description. These will be finalised and implemented in 2024.</p> <p>FRV's Women Support Coordinators have enhanced the process for pregnant firefighters to be assigned alternate duties, enabling this transition point to better support learning and skill development.</p> <p>A review of parental leave policies, documentation and entitlements under enterprise agreements at FRV against best practice has been undertaken to support any future changes. FRV has drafted a central intranet page (Parental Leave Hub) to support employees and managers to navigate the parental leave process. FRV's Strategic Workforce plan also includes a range of initiatives to support work-life balance, and support employees at key transition points in their employee lifecycle.</p>	<p>Refresher training for current Family Violence Contact Officers and staff in key positions will be held in late 2023 and early 2024. Data collected as part of the 2023 Workplace Gender Audit will be used to inform leave trends/provide a new baseline for future measurement.</p>	2025	<b>Diversity &amp; Inclusion</b>							X		
<p><b>2.6 - Work towards a zero gender pay gap at FRV</b></p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• Implementing systems and reporting to accurately analyse pay data to identify potential gender pay gaps, if any.</li> <li>• Raise awareness as to how the gender pay gap is calculated and some of the reasons why FRV may be experiencing a gender pay gap</li> <li>• Twice yearly reporting to ELT/SAC/ARC on the gender pay gap and initiatives that are being implemented to help reduce the gender pay gap</li> </ul>	In progress	<p>FRV will receive data for the Workplace Gender Audit in the second half of 2023 to determine if we have a gender pay gap and if so, the extent and contributors/solutions. Initial discussions with key stakeholders have been held to increase understanding of the issue, and information on what a gender pay gap is. Information is available FRV's internal website, including information on the discretionary and non-discretionary income components. Further information on what a gender pay gap is and why it is important is reiterated within the SBS Inclusion Program content. Bi-annual reporting on gender pay gap will commence once baseline has been determined.</p>	<p>A combination of different measurements will be used against this objective, including: completion rates for SBS Inclusion Program gender course, qualitative data collected around awareness of the gender pay gap, and success as reported to ELT/SAC/ARC on initiatives (once in place).</p>	2025	<p><b>Diversity &amp; Inclusion</b></p> <p>Human Resources Systems &amp; Services</p>			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

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>								
<p><b>3.1 - Work towards an increase of women firefighters</b></p> <p>This will include:</p> <ul style="list-style-type: none"> <li>• Targeted recruitment campaign (e.g., CFA and Life Saving Victoria women volunteers)</li> <li>• Continued support and promotion of the Women's Support Coordinators</li> <li>• Exploration of introducing additional tailored support initiatives designed to assist people in the workplace.</li> <li>• Updated training delivered to those who sit on recruitment panels, including developing awareness of personal biases and the merit paradox</li> <li>• Gender balance in firefighters who represent FRV at public events</li> </ul>	Ongoing	<p>Increasing the number of women firefighters is a key strategic initiative for FRV, that will extend beyond this iteration of the GEAP. A training package for recruit selection panels has been developed to support.</p> <p>Gender balance for firefighters at public events is achieved and will continue to be prioritised. Efforts are being undertaken to ensure that an intersectional approach to representation at events is also taken. FRV's Women's Support Coordinator team attended 21 events to visibly promote women firefighters, helping to break down gendered stereotypes and provide positive role models and access for women considering a career in firefighting. The team also hosted three information sessions for women applicants during the firefighter recruitment and selection process.</p> <p>FRV has developed and or implemented tailored initiatives to directly support women in the workplace, and promote FRV as a workplace of choice, including:</p> <ul style="list-style-type: none"> <li>-Sanitary Policy (completed, along with the provision of personal hygiene bags issued to all women firefighters)</li> <li>-Menopause Guide &amp; Breastfeeding Policy (in development)</li> <li>-Firefighter Pregnancy Policy, Practice and Guide (in development)</li> </ul>	<p>Targeted recruitment activities as part of the 2022-2023 recruitment process included outreach to local government to access their women in sport and gender equality networks, and two women's information sessions with a total of 297 participants.</p> <p>For the 2023 intake, 14.2% of the applicants for recruit firefighter positions were women. This has increased to 16.2% of applicants for the 2024 intake.</p> <p>In June 2022, the number of women firefighters at FRV was 184. This has increased to 200 as of the end of June 2023. These numbers will continue to be tracked to help determine the impact of initiatives.</p>	N/A - Ongoing	<p><b>Diversity &amp; Inclusion</b></p> <p>Talent Acquisition</p> <p>Media &amp; Communications</p> <p>Women's Support Coordinator Team</p>	X					X		X	
<p><b>3.2 - Increase in women firefighters at all ranks</b></p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• Gender-balanced recruitment panels at all levels</li> </ul>	In progress	<p>FRV has gender balance on all recruit firefighter recruitment panels, unless by strict exception. FRV is developing guiding principles for recruitment and selection, which will include advice on gender-balance in recruitment panels. The delivery of updated panel training as part of objectives 3.1 and 3.3 will also support an increase of women able to sit on panels for promotional courses.</p>	<p>The completion of bias training for hiring managers (under objective 3.3) will increase the number of women eligible to sit on recruitment panels. The number of employees who complete this training will be recorded.</p>	2025	<p><b>Diversity &amp; Inclusion</b></p> <p>Talent Acquisition</p> <p>Women Support Coordinators</p>	X					X		X	
<p><b>3.3 - Raise awareness of, and work towards eliminating, glass ceilings and assess for other types of ceilings (e.g., bamboo ceiling, pink ceiling, etc).</b></p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• Gender/culture blind recruitment processes</li> <li>• Bias training for hiring managers</li> <li>• Running job advertisements through the "gender decoder" and similar decoders for other marginalised groups</li> </ul>	In progress	<p>FRV has developed a bias training package for panel members, which implemented in 2024. Understanding and addressing bias forms part of the Diversity and Inclusion module in FRV's promotional courses to operational leaders, and is part of the SBS inclusion Program content which will be made available to all employees in late 2023.</p>	<p>The completion of bias training for hiring managers will form the foundational deliverable for this objective. The number of employees who complete this training will be recorded. Future initiatives may include piloting gender/culture blind recruitment processes and the use of a gender decoder once bias training has been completed.</p>	2025	<p><b>Diversity &amp; Inclusion</b></p> <p>Talent Acquisition</p> <p>Women Support Coordinators</p>	X					X		X	
<p><b>3.4 - Transparent selection processes for development opportunities</b></p> <p>This may include review of:</p> <ul style="list-style-type: none"> <li>• Promotional processes and courses, including candidate selection and training content to include people-management topics as well as technical aspects</li> <li>• Higher Duties appointments and associated processes</li> <li>• Selection processes for internal and external courses</li> <li>• Transparent selection of firefighters for participation in inter-agency drills</li> </ul>	In progress	<p>FRV has commenced a review of the centrally funded learning and professional development program with a gender lens to ensure programs equally support and are accessible and encourage the development of women at all levels of the organisation. Review of the promotional processes will commence in 2024. The schedule for this objective has been extended to 2024, to allow for the completion of the learning and development review and a more thorough review of promotional processes to ensure equal access to development opportunities.</p> <p>FRV will develop an organisational practice document for higher duties, providing input from a gendered lens.</p> <p>A action under this objective "Transparent selection of firefighters for participation in inter-agency drills" has been removed as following further engagement with stakeholders, FRV has determined the selection process is unlikely to have any gendered impacts.</p>	<p>Measurements include completion of the review on learning and development opportunities (and associated processes), and implementation of any recommendations.</p> <p>Taking an intersectional approach in the development of the higher duties practice document should ensure an equitable process is put in place. The practice should also confirm the method of tracking for higher duties appointments and related information, which will then allow for baseline data to be collected and assessed.</p>	2024	<p><b>Diversity &amp; Inclusion</b></p> <p>Talent Acquisition</p> <p>Organisational Development &amp; Culture</p> <p>Employee Advisory Services</p>						X			
<p><b>3.5 - Remove gender bias from the attraction and recruitment process and build capability for effective onboarding of new employees</b></p> <ul style="list-style-type: none"> <li>• Media campaigns that break down gender stereotypes for firefighters</li> <li>• Incorporate information on FRV's Gender Equality work, during onboarding process for all employees</li> <li>• Create a professional engaging video about gender equality that is a compulsory station drill for all firefighters to view with questions included for discussion</li> </ul>	In progress	<p>FRV has designed new media content as part of the 2024 recruitment campaign. This campaign will continue to reflect FRV's focus to break down the gendered stereotypes associated with firefighting.</p> <p>Developing a new onboarding process for corporate employees has commenced and will include gender equality content.</p> <p>A gender equality station drill/team talk is in development and will be launched from 2024.</p>	<p>Measurements for this objective will include: delivery of gender equality station drill and tracking of participation rates; completion of new campaign materials that address gender stereotypes in firefighters; completion and roll out of material in FRV's new onboarding process.</p>	2025	<p><b>Diversity &amp; Inclusion</b></p> <p>Media &amp; Communications</p> <p>Organisational Development &amp; Culture</p>						X		X	
<p><b>3.6 - Better understanding of why employees exit FRV, particularly "regrettable exits" and implementation of initiatives to reverse any trends</b></p> <ul style="list-style-type: none"> <li>• Continue tracking the number and reason for exits in both operational and corporate/technical employees and report trends to ELT/SAC/ARC bi-annually</li> <li>• Implement strategies to reduce "regrettable exits" and assess if they are working over time</li> </ul>	In progress	<p>FRV is enhancing current exit interview process to ensure consistency in application and focus on understanding reasons why women are leaving, particularly those who leave before retirement indicators and or within the first two years.</p>	<p>Commencement of reporting in trends to key stakeholders will be the first measurement of success. FRV will then work to implement initiatives to reduce regrettable exits, and review the effectiveness of these frequently.</p>	2025	<p><b>Diversity &amp; Inclusion</b></p> <p>Organisational Development and Business Partnering</p>	X	X	X	X	X	X	X	X	
<p><b>3.7 - Women at FRV feel supported, have opportunities to network with other women, and have an avenue to raise issues</b></p> <ul style="list-style-type: none"> <li>• Explore the establishment of an all-inclusive support network for all women at FRV, regardless of whether they are operational or corporate/technical staff.</li> <li>• Goal of the network would be to provide support and advocacy for women throughout FRV</li> </ul>	In progress	<p>FRV's Women's Support Coordinator team held a Women Firefighter's Forum in May 2023. The efficacy and model for an all-inclusive support network for operational and/or corporate/technical staff will be further explored in 2024.</p> <p>Commenced scoping a formal network/mentoring program for operational women. The schedule for this objective has been extended to allow for more time to explore a networking/mentoring option that best suits women at FRV.</p>	<p>Initial measurement of success will be the establishment of formal network/mentoring program. Evaluation of the effectiveness of the program will then be undertaken at key intervals, and any lessons learned applied.</p>	2025	<p><b>Women's Support Coordinator Team</b></p> <p>Diversity &amp; Inclusion</p>	X	X	X	X	X	X	X	X	
<p><b>3.8 - Positively influence gendered stereotypes and promote firefighting and corporate/technical roles as being accessible to people of all gender identities</b></p> <ul style="list-style-type: none"> <li>• Develop promotional materials that challenge gender stereotypes</li> <li>• Trial tailored attraction and recruitment strategies to reduce gendered workforce segregation, e.g. women technicians, men in clerical roles</li> </ul>	In progress	<p>FRV has developed and delivered a number of positive communication pieces showcasing the variety of roles women undertake at FRV, both in operational and corporate and technical functions, as part of the organisations recognition of International Women's Day in March 2023. Initiative will continue through 2024, with a focus on careers for roles that are traditionally gendered.</p>	<p>FRV will continue to find opportunities to further break down these stereotypes through positive role modelling and story telling. Workplace data will be used to assess impact.</p>	2025	<p><b>Diversity &amp; Inclusion</b></p> <p>Talent Acquisition</p> <p>Media &amp; Communications</p>								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					

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

## 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

FTE 1.0 in the Diversity and Inclusion team is dedicated to the coordination and delivery of FRV's GEAP as at June 30 2023 (measured in Full Time Equivalent [FTE] positions):

More broadly it is estimated that FTE 1.0 in the Women's Support Coordinator team directly support the implementation of GEAP objectives.

Across other teams (Talent Acquisition, Employee Advisory Services, Human Resource Systems & Services, Organisational Development & Culture and Media & Communications) an estimated FTE 0.5 combined supports the delivery of the GEAP.

As of June 2023, FRV believe the current resources are appropriate to support the GEAP implementation.

Workplace Gender Equality Indicators

Table 3 - Workplace gender equality indicators progress			Recommended							Factors discussion	
Required	Required	Required	Factors								
Indicator	Confirm if progress made	Progress description	a	b	c	d	e	f	g		
<p>This column contains the seven workplace gender equality indicators. Complete the 'required' fields, and you are encouraged to complete the 'recommended' columns, to the right of each indicator.</p> <p>Indicate whether your organisation has made progress in relation to the workplace gender equality indicators.</p> <p>Use the drop-down menu in the cell to select 'yes' or 'no.'</p> <p>Demonstrate your progress in relation to each workplace gender equality indicator.</p> <p>In this column, please explain why you believe changes in your data do or do not represent progress against each indicator. Refer explicitly to quantitative changes in the data between your previous workplace gender audit and your progress audit. If you wish, you may also make reference to any strategy or measure from your GEAP that supported, or was designed to support, progress against that indicator.</p>			<p>Indicate below whether or not one of these factors has affected your organisation's progress against each indicator. You are encouraged to reference these factors in your discussion in column L.</p> <p>See the <b>Factors key</b> to the right of this table for a description of each factor.</p>							<p>If you have selected 'yes' to any of the factors in the recommended columns to the left, you are encouraged to complete this column.</p> <p>This column allows you to discuss each factor that has affected your organisation's progress in relation to any of the workplace gender equality indicators.</p>	
<p><b>Indicator</b> Confirm if progress made Progress description</p>			<p>a b c d e f g</p>							<p>Factors discussion</p>	
<p><b>Gender composition of all levels of the workforce</b></p>	Yes	<p>FRV's 2021 baseline audit showed our workforce composition at 89% M, 11% W. 2023 results show a slight increase in Women (12%, +1%) and decrease in Men (88%, -1%). This may be due to some employees being recorded as Self Described gender in HR systems due to current configuration based on Title. There has also been an increase in reported employee headcount from 2021 (4,293) compared to 2023 (4,507), an increase of 214 which may influence changes in gender representation.</p> <p>In 2021, 94% of women were in roles classified as -4 to CEO, with 78% in full time ongoing roles. In 2023, the highest proportion of women were employed in roles identified as -4 to CEO (87%), with 82% of these being in full time ongoing roles, which demonstrates a percentage decrease of 7% overall and 4% in full time ongoing roles. In 2023, there was an increase of women in roles at -3 to CEO.</p> <p>FRV has implemented a number of changes to ensure more intersectional data is available for the 2023 report than in 2021. Of the available HR systems data, less than 1% of active employees as at the end of the reporting period identify as Aboriginal and are employed in full time roles at level -3 and -4 to CEO. Available data on cultural identity indicates 4% (183) employees have a cultural identity other than Australian (not including those who prefer not to say or if data is unavailable) 95% of these employees are in roles -4 to CEO and in either permanent full/part time work or full time temporary roles. 5% of these employees (9) are in full time ongoing roles at -2 to CEO, indicating a small percentage of cultural diversity in senior roles.</p> <p>2023 data indicates a relatively 'young' workforce, with majority of employees in the 35-44 year age bracket (1492, 33%), followed by 45-54 year bracket (1019, 23%). Executive Leadership age bracket ranges from 45-65+ as at 30 June 2023. Youngest cohort (15-24 years) are at -4 to CEO and the start of the talent pipeline.</p> <p>Responses from the employee experience survey indicates there is a level of diversity across the workforce, i.e. people with disability, LGBTQIA+, cultural etc. Continuation of work against GEAP objective 1.6 will enable more accurate capture of intersectional data in HR systems for employees.</p> <p>29% of survey respondents identified as women and 66% identified as men. This response is a positive outcome that exceeded expectations. Of note, there were also respondents who identified with genders other than man and woman, however there were insufficient responses for reporting purposes.</p> <p>4% of respondents preferred not to state their gender. Gender representation percentages of respondents is reflective of our workforce composition.</p> <p>22% of respondents have worked at FRV for more than 20 years, with 9% having worked at FRV for less than 1 year, ensuring a cross section of employee experience. Respect and voice climate (being able to speak up) were identified as being important to increase sense of belonging in the workplace.</p>	No	Yes	No	No	No	No	No	Yes	<p>(b) Operational roles are highly competitive and have stringent testing and application requirements. Generally up to 240 new firefighters are recruited each year, which may impact FRV's ability to diversify the operational workforce.</p> <p>(b) Historical and systemic barriers that are or have been in place will take time to overcome, such as the historical gendered nature of firefighting. It was only in the 1980s-90s that career firefighting started to be promoted to women. There is a staged progression through ranks, so a shift in gender representation across all leadership levels is likely to be generational.</p> <p>(g) HR system configuration limitations have been uncovered in relation to people identified as self described gender. Remediation action has been taken to ensure systems accurately reflect employee gender identity - linkage to GEAP Action 1.6 (HRIS system implementation)</p> <p>(g) FRV has been applying a gender lens to existing recruitment practices, with a strong focus on enabling more even gender representation in appointments.</p> <p>(g) Job advertisements offer flexible work options, which may positively influence gender representation in applicants.</p> <p>(g) FRV Executive Leadership Team receive quarterly updates on the progress of GEAP implementation, for visibility, transparency and accountability (GEAP action 1.1, ELT accountability for GEAP delivery).</p>
<p><b>Gender composition of governing bodies</b></p>	Yes	<p>The FRV Strategic Advisory Committee (SAC) and Audit Risk Compliance Committee (ARCC) provide strategic advice to FRV and are not formal governing bodies. Gender composition of Governing body SAC and ARCC remains unchanged from 2021, this being 56% (5) Women, 44% (4) Men. SAC members are appointed by Victorian Government. ARCC members are appointed by the FRV Commissioner. GEAP objective 1.8 (Gender Balance in Governing body) maintained, with slight advantage towards women. No employee survey data required for this indicator</p>	No	Yes	No	No	No	No	No	Yes	<p>(b) The FRV Strategic Advisory Committee (SAC) and Audit Risk Compliance Committee (ARCC) provide strategic advice to FRV and are not formal governing bodies. SAC is appointed by Victorian Government.</p> <p>(b) Opportunities exist to leverage the diversity of existing SAC and ARCC members in decision making and to inform strategic initiatives to ensure an intersectional lens is applied.</p>
<p><b>Equal remuneration for work of equal or comparable value across all levels of the workforce, irrespective of gender</b></p>	Yes	<p>While FRV was unable to provide remuneration data to meet the full requirements of the baseline audit in 2021, a simplified specification was provided to the Gender Equality Commission. This indicator is listed as progressed in 2023, given that base and total remuneration data is now available for the 2023 reporting period and a baseline can be established from which to measure future progress.</p> <p>2023 audit data indicates a 10.4% overall pay gap in favour of men, on median base salary, and 8.2% in favour of men on mean base salary.</p> <p>Remuneration (base pay) and entitlements are applied equally across the workforce, relevant to Enterprise Agreements. It is anticipated that barriers still remain for women to access opportunities to obtain additional remuneration, e.g. overtime, specialist training allowances, entitlements based on rank etc for operational workforce. FRV will further explore the gender pay gap to understand action that can be taken to address this, and how it might vary between operational, corporate and technical workforces. Education and awareness raising in this area is aligned with action 2.6 of the GEAP.</p> <p>No employee survey data required for this indicator</p>	No	Yes	No	No	No	No	No	Yes	<p>(b) The Enterprise Agreements and employment conditions enable a banded pay structure for base pay. Proportion of men in the workforce may impact gender pay gap. Access to additional allowances and overtime are available, but may be dependant on rank/role.</p> <p>(g) Leadership representatives have a better awareness of the difference between equal pay and the gender pay gap.</p> <p>(g) Ongoing learning opportunities to be provided to understand the gender pay gap, which in turn will increase capability to address systemic issues that may cause the pay gap.</p>
<p><b>Sexual harassment in the workplace</b></p>	Yes	<p>Formal complaints of sexual harassment in the workplace were received in 2021, however there were insufficient numbers for reporting purposes. FRV was unable to provide data from employee experience survey to explore or validate this result. Anecdotal evidence from focus group workshops helps in 2021 indicated that prevalence of those experiencing sexual harassment may be higher than what has been reported formally.</p> <p>In 2023 there was a decrease in the number of formal complaints of sexual harassment in comparison to 2021, however numbers were insufficient for reporting purposes. Whilst there was a reduction in the number of formal complaints received, this could be seen as an improvement, however a lack of reporting may indicate low levels of confidence in the complaints system, or in psychological safety. It is anticipated that our efforts to increase psychological safety and to explore a transparent case management system will see more positive results in the next reporting period. Achievement of this commitment will support meeting GEAP objectives 1.2, 1.3 and 2.1.</p> <p>FRV has been implementing a culture change program of work, including Workplace Behaviour Training. This training is designed to educate the workforce as to what behaviours constitute sexual harassment, and the process to take action when this behaviour occurs. These actions support the delivery of actions 1.3, 1.4 and 2.2.</p> <p>Overall employee survey insights indicate voice climate (feeling safe to challenge inappropriate behaviour at work) and respect (taking steps to eliminate bullying, harassment and discrimination) as important to inform respondent sense of belonging (62% and 58% favourable respectively). Voice climate results from respondents who identify as women are 12% less favourable (50%), than overall response rates, and respect results from respondents who identify as women is 10% less favourable than overall response rates.</p> <p>Overall, 13% of respondents indicated they had experienced at least 1 form of behaviour considered sexual harassment. Higher percentages of women had experienced behaviours considered sexual harassment, predominantly in the form of suggestive comments (15%), intrusive questions or comments (11%), inappropriate staring (6%). 6% of men had had experienced sexually suggestive comments, 3% have experienced intrusive questions or comments. 48% of respondents who experienced behaviours considered sexual harassment, indicate that it occurred less than once per month. Overall, the most common response mechanism for respondents was to pretend it didn't bother them (48%), the least common response was to submit a formal complaint (2%). 28% told the person the behaviour was not ok. Continued rollout of workplace behaviour training may see a reduction in behaviours considered as sexual harassment, bullying and discrimination, and this positive shift may be reflected in future employee experience surveys.</p>	No	Yes	No	No	Yes	No	Yes	<p>(b) Whilst there are processes outlined in Enterprise Agreements in relation to lodging grievances, there is limited specific detail in relation to lodging complaints of sexual harassment or a tailored process specifically for issues of sexual harassment.</p> <p>(g) Consistent with broader sector trends, there is still anecdotally, a low level of trust across the workforce in relation to making formal complaints regarding sexual harassment.</p> <p>(g) Scoping conversations have been taking place with key stakeholders to explore the possible introduction of a holistic case management (system) solution, with a focus on initially responding more effectively to complaints, but with an overall aim of prevention of behaviour that results in complaints. (GEAP Action 2.1, transparent complaints process)</p> <p>(g) Work has been underway to build workforce trust in the complaints process, with strong collaboration with and between HR Business partners, Ethical Standards Unit and Workplace Relations teams and their respective stakeholders</p>	
<p><b>Recruitment and promotion practices in the workplace</b></p>	Yes	<p><b>Recruitment</b></p> <p>In 2021, women represented 40% of new hires (Corporate and Operational roles). In 2023, women represented 37% of new hires, however the number of women recruited increased (+14). Of the 37% hired, 12% were recruited to operational roles. There are still opportunities to increase the number of women in the promotional pipeline for operational roles, aligned with GEAP objectives 3.1 (increase women firefighters) and 3.2 (increase operational women in leadership).</p> <p>In 2021, of the women recruited, 52% were employed on a full-time permanent basis and 47% on a part-time fixed term contracts. In 2023, 58% of women recruited were employed on a full-time permanent basis, 4% on a part-time permanent basis and 38% on fixed-term contracts, including both full time and part time. This sees a positive shift in role flexibility for women.</p> <p>In 2023, 85 (47%) women were recruited to corporate or operational support roles, compared to 97 men (47%).</p> <p>Of the employees recruited in the 2023 reporting period, 7 were to either permanent part time or temporary part time, and all 7 were women, demonstrating FRV's increasing capability to provide flexibility in working arrangements.</p> <p>96% of survey respondents indicated they are employed in full time roles.</p> <p>Overall results from the employee survey responses indicates a 62% favourable result in the recruitment processes being fair, with responses from those who identify as women giving a 60% favourable response.</p> <p><b>Exits</b></p> <p>In 2021, employee exits were 66% men and 34% women. In 2023, exits were 75% men and 24% women (1% self described). This is an increase of 9% men and decrease of 10% women exiting the organisation. The highest proportion of exits were from employees in full time roles. Exits were split almost evenly between operational and corporate/operational support roles (49% and 51% respectively), with more men leaving operational roles and more women leaving corporate roles.</p> <p>Reasons for exits throughout the 2023 reporting period varied, and included reasons such as resignation, retirement, end of contract etc. This may be in part, attributed to a workforce of extended tenure, the nature of the work undertaken or the nature of fixed term employment arrangements.</p> <p>Progress on GEAP action 3.6 (understanding regrettable exits) may give further insights as to the reason employees leave FRV.</p> <p><b>Promotions</b></p> <p>In 2021, data indicated that 15% of promotions were awarded to women, compared to 11% (64) in 2023 - which is a decrease in 4%. However, data indicates that there were more promotions obtained during 2023 (573) than 2021(72).</p> <p>Almost all promotions were in full time, ongoing roles, with 98% of promotions were to roles at -4 level to CEO. 1 woman was promoted to an Executive role in 2023.</p> <p>The Executive Leadership Team are predominantly statutory appointments or long term (3 or 5 year) contracts, resulting in a relatively stable leadership cohort, with few regular exits. Opportunities exist for higher duties in Executive Leadership roles, with access to these opportunities provided based on rank.</p> <p>Overall responses from the employee experience survey indicate only a 45% favourable response for believing the promotion processes in the organisation are fair. Responses from those who identify as men indicate a more favourable result (53% favourable), whereas responses from those who identify as women was less favourable than overall (43% favourable).</p> <p>Overall, respondents engaged in part time roles had a 46% favourable response to recruitment and promotion.</p> <p><b>Career Progression Training</b></p> <p>In 2021 data available indicated 50% of both men and women accessed career development training, however the sample size was small (n=8).</p> <p>In 2023, the definition of career development opportunities was expanded, with an increased level of data availability. 94% of career development opportunities e.g. promotional course, leadership development, senior leadership cohorts and other technical skill development training, were accessed by men. Increased access to career development opportunities may be reflected in the number of (operational) employees accessing promotion to new roles. FRV's GEAP will aim to provide more tailored career development opportunities for women as part of action 3.6.</p> <p>88% of training opportunities were accessed by employees in roles at level -4 to CEO, demonstrating a long pipeline of career progression.</p> <p>Data quality prevents a deeper analysis to the experience of people with intersectional identity and recruitment/promotional activities.</p> <p>Survey results indicate that learning and development opportunities in my organisation and how I &amp; D needs have been addressed as opportunities for further development - both 47% favourable result</p>	No	Yes	No	Yes	Yes	Yes	Yes	Yes	<p>(b) Harmonisation of processes and/or processes required as a result of reform to accurately capture secondments/higher duties</p> <p>(b) Limited data within the HR system regarding higher duties and promotions across the workforce.</p> <p>(g) Funding requirements to be able to develop and implement tailored recruitment campaigns and programs to attract diverse applicants.</p> <p>(g) Work is commencing to understand where diverse people 'drop off' the recruit firefighter application process.</p> <p>(g) Understanding these barriers will enable positive action to be taken to review and update these practices, which should result in a increase in diverse talent.</p> <p>(g) Women Support Coordinators continue to provide tailored support to woman and gender diverse applicants, to assist them to prepare for, and during the recruit firefighter process.</p> <p>(g) Scoping work to commence to enhance the exit survey process to capture data at time of exit (GEAP Action 3.6 - better understand reasons for regrettable exits).</p>
<p><b>Availability and utilisation of terms, conditions and practices relating to: family violence leave; and flexible working arrangements; and working arrangements supporting employees with family or caring responsibilities</b></p>	Yes	<p><b>Flexible Working Arrangements</b></p> <p>Data for this indicator was not available in our 2021 baseline audit.</p> <p>In 2023, FRV is able to report on various types of flexible work that has been accessed by employees across the workforce. From available data, 8% (378) employees accessed at least 1 form of flexible work arrangement, with the most common being Rostered Days Off. This entitlement is not available across the entire workforce, due to conditions in relevant enterprise agreements and type of work being undertaken.</p> <p>Of the people accessing flexible work arrangements in the 2023 reporting period, 53% were men, and 47% were women. Of the people who accessed flexible work arrangements, 92% were engaged in full time ongoing work.</p> <p>Available data indicates that 0 senior leaders are accessing formal flexible work arrangements, however this may change as data continues to be refined.</p> <p>Flexible work arrangements are offered in all Enterprise Agreements, however are subject to operational and organisational requirements.</p> <p>57% of survey respondents indicate accessing at least 1 form of flexible work arrangement, including 31% working from an alternate work location, 20% flexible start and finish times and 17% accessing various leave types, e.g. sick leave, carers leave, long service leave, leave without pay etc.</p> <p>Opportunities exist to explore options to increase flexible work arrangements for operational workforce.</p> <p>29% of respondents indicated they have requested at least 1 form of adjustment at work, with the most common being flexible working arrangements (20%) and physical modifications (9%). The main reasons for requesting adjustments were for work/life balance (45%), health (38%) and family responsibilities (28%) - with 4% of respondents requiring adjustments in relation to disability. Opportunities exist to further consolidate this data and promote various flexible working options across the workforce.</p> <p><b>Parental Leave</b></p> <p>5% of the total workforce accessed parental leave (4% men, 1% women). Of this figure, 86% were men, and 14% were women. Whilst there is a higher percentage of men accessing parental leave provisions, due to the demographic make up of the organisation, number of weeks taken of paid leave is lower on average, given the current provisions in the Enterprise Agreement (4 days/1 week for paternity leave). Men are also accessing unpaid carers leave provisions.</p> <p>Changes to paternity leave requirements have been identified as a potential barrier and actions taken to review the requirements for people to access this leave type. Enhancements to overall Parental leave provisions for employees will be sought through future enterprise agreements.</p> <p>28% of survey respondents indicated they access flexible arrangements to support family responsibilities.</p> <p><b>Carers Leave</b></p> <p>There was an increase in the number of employees accessing carers leave throughout the 2023 reporting period, 64% (2603), compared to 63% (2687) in 2021. 61% of the total workforce accessed carers leave (56% men, 5% women). 92% of people accessing carers leave were men, compared to 8% women. Most were employed in full time ongoing roles. 89% of employees accessing carers leave were at level -4 to CEO, with only 0.1% at level -1 to CEO accessing this leave type.</p> <p>Data indicates that employees are aware of the availability of this leave type and access it as required.</p> <p>65% of survey respondents indicated having at least 1 form of caring responsibility, with the most common being primary aged children (24%). Respondents with caring responsibilities for people with disability, frail or aged people, 'other' and those who preferred not to say what their caring responsibilities are, indicated lower favourable responses to one or more questions across 2 categories (recruitment and promotion, learning and development and respect), however overall had high favourable responses in relation to their manager and their workgroup.</p> <p><b>Family Violence Leave</b></p> <p>There was an increase in employees accessing family violence leave in 2023 compared to 2021. FV Leave type is only recorded in one of two HR systems at FRV, meaning that employees accessing FV leave, may have it recorded under a different type of leave, e.g. special sick leave. As such and based on anecdotal data from the Family Violence Contact Officer Network, it is anticipated that the actual number of people accessing FV leave may be significantly higher than what is reportable.</p> <p>Work continues to support Family Violence Contact Officers and includes the promotion of the availability of FV leave to employees.</p> <p>Introduction of resources and information relating to parental leave has resulted in more inquiries as to employee entitlements.</p> <p>67% of survey respondents indicate they feel the organisation would support them to take family violence leave. For respondents who identify as women, this was a 91% favourable response, and 86% favourable for respondents who identify as men. FRV will continue to promote this leave and supports available to the workforce.</p>	No	Yes	No	No	Yes	No	Yes	<p>(b) Low levels of trust or concern about stigma may continue to prevent people from accessing this type of leave due to privacy concerns. Alternate leave types might be engaged for this purpose, which impacts reporting. FV leave provision is only coded as such in one of the two HR systems, meaning the available data likely underestimates the amount of leave being taken.</p> <p>(b) Paternity leave evidence requirements have been identified as a barrier and actions taken to review the requirements for people to access this leave type. Parental leave provisions in Enterprise Agreements are below average, however aimed to be addressed in the future enterprise agreement.</p> <p>(e) Operational service delivery requirements and community expectation may limit FRV capability to offer flexible working arrangements for operational employees.</p> <p>(g) Work continues to support Family Violence Contact Officers and includes the promotion of the availability of FV leave to employees.</p> <p>(g) Flexible work tracker has been initiated and flex work application process communicated across workforce. Information made available on internal intranet page outlining available types of flexible work arrangements.</p>	
<p><b>Gendered segregation within the workplace</b></p>	Yes	<p>Workforce segregation figures remain fairly steady in comparison between 2021 and 2023, and consistent with the industry.</p> <p>Men are more highly represented in Manager roles, despite a 2% decrease in representation (87% in 2021 and 85% in 2023). There has been a 1% increase of women in these roles (13% in 2021, 14% in 2023), these have been in corporate management roles. Similarly with those in Professional roles, there is a higher representation of men, however figures have remained consistent between 2021 and 2023 (60% and 59% respectively). There was a 1% decrease in representation of women in this category (40% in 2021, 39% in 2023)</p> <p>Women are again over-represented in clerical and administrative roles, however there has been a 5% decrease in representation between 2021 and 2023 (77% in 2021 and 72% in 2023) in these roles.</p> <p>Community and personal service workers (including firefighters) has remained consistent between 2021 and 2023 (5%). In 2023, 87% of technicians and trade workers are men, compared to 91% in 2021 - a decrease of 4%.</p> <p>Role eligibility requirements present barriers for broader gender representation across work areas, i.e. must be at a certain rank for progression in operational role, so this change is expected to take time.</p> <p>77% favourable response for employees to feel culturally safe at work. 75% favourable response where people feel they can be themselves at work. Respondents who identify as women indicated 82% favourable response for work being allocated fairly regardless of gender, and 87% favourable of managers treating everyone with dignity and respect. For support from manager to work flexibly, respondents who identify as women provided a 78% favourable response, which is 5% above the overall response.</p> <p>Overall responses in relation to 'your workgroup' and 'your manager' were 84% and 80% favourable, in respective order, leading to an overall result of 65% favourable for 'sense of belonging'.</p>	No	Yes	No	No	No	No	Yes	<p>(b) Typically, recruitment and attraction initiatives have focused on operational roles, with less opportunity to promote of various corporate and technical roles that are available at FRV.</p> <p>(g) Opportunities exist to increase awareness of the corporate and technical roles available at FRV.</p>	

Factors key:
a. The size of the defined entity, including the defined entity's number of employees.
b. The nature and circumstances of the defined entity, including any barriers to making progress.
c. Requirements that apply to the defined entity under any other Act, including an Act of the Commonwealth.
d. The defined entity's resources.
e. The defined entity's operational priorities and competing operational obligations.
f. The practicability and cost to the defined entity of making progress.
g. Genuine attempts made by the defined entity to make progress.