

1. Culture

The workplace actively encourages an environment of gender equity and respect; recognising the current social and structural inequities for women in our communities

Activity	Who and When	Expected Outcomes	Rolling Actions and Progress
<p>1.1 Act@Work Action Group</p> <ul style="list-style-type: none"> Establish an Act@Work Action Group (A@WAG) A@WAG take a leadership role in the implementation of Action Plan 	<p>Action Group</p>	<ul style="list-style-type: none"> A@WAG participating in regular meetings. A@WAG members are championing Act@Work messages to their leadership teams/colleagues 	<p>Meetings held:</p> <ul style="list-style-type: none"> Group convened July 2016.
<p>1.2 Staff Opinion/ Attitude Survey</p> <ul style="list-style-type: none"> All staff undertake A@W opinion survey (pre and post) on gender equity and discrimination in the workplace – “Baseline Attitude Survey” 	<p>Pre survey – taken before A@W training (31 Oct) Post survey – around April 2017</p>	<ul style="list-style-type: none"> All staff completes the “Baseline Attitude Survey” by 31 Oct 2016 and post survey after some Actions are completed from the Action Plan. Baseline and change data is used to enhance culture and wellbeing planning. WHG can provide YSC will compilation & comparison of survey data 	<ul style="list-style-type: none"> YSC review survey template and make changes appropriate to workplace, language & culture. (suggestion to colour code questions) Introductory email with survey or hard copy provided with payslips, sent by CEO to all work groups. Pre training Baseline Attitude Survey completed Post ‘Baseline Attitude Survey’ completed
<p>1.3 Review/ update ‘Return to work policy’ for parental & other long term leave</p> <ul style="list-style-type: none"> Review of leave policy/procedures and return to work policy/procedures Review the method of workplace communication provided to employees who are on long term leave. 	<p>YSC HR rep</p>	<ul style="list-style-type: none"> Maternity and other long-term leave policy/procedures include discussion requirements about physical facilities (such as breast feeding area) and flexibility of return work hours. 	<ul style="list-style-type: none"> YSC review Return to work policies. If required, WHG to provide YSC with examples of other Council / organisations policies such as family violence leave policy, extended leave policy and return to work policy and DEDJTR / DELWP’s <i>Keeping in Touch</i> Checklist (Dec 2015)
<p>1.4 Embed ‘respect & gender equality’ considerations in work practices</p> <ul style="list-style-type: none"> Commit to continued training around Gender Equality for key staff and new employees. Review and consider gender balance across selected internal committees and working groups. 	<p>Senior managers & Team Leaders</p>	<ul style="list-style-type: none"> Additional training will be made available to the MAV and other service providers including Grampians Community Health/ Our Watch through the outcomes of the Royal Commission into FV. Update Terms of Reference for committees/ working groups to include an intent to consider gender balance when creating new committees. When up for review, current committees/working groups seek to achieve gender balance. 	<ul style="list-style-type: none"> Develop a ‘Terms of Reference’ clause that picks up gender balance on the creation & make up of internal committees & working groups. YSC leadership teams to ask selected internal working groups/committees to review their gender balance YSC Leadership to review gender balance of internal groups/committees by May 2017.

<p>1.5 Leadership Statement</p> <ul style="list-style-type: none"> Review the current Leadership Statement (LS) on the prevention of violence against women including a commitment to advocacy and capacity building. 	<p>A@W Action Group, in partnership with the CEO & Councillors.</p>	<ul style="list-style-type: none"> A PVAW Leadership Statement has already been developed by YSC. A reference to the LS is included in all new Position Descriptions. The LS is included in staff induction packs. 	<ul style="list-style-type: none"> Include review of current LS included in the Councillors and Management Team Review and Planning Day on 1 Feb 2017 Once LS is reviewed have it endorsed by Council. Action Plan Working Group to review Leadership Statement (LS), including currency of language Any changes signed off Leadership, CEO & Council LS displayed in public location within offices, lunch rooms and at the public counter. LS to be available online permanently.
<p>1.6 Staff & Councillor Induction</p> <ul style="list-style-type: none"> Review the staff induction package to include information about the values of the workplace as active bystanders to sexism, discrimination and violence against women. 	<p>YSC HR-</p>	<ul style="list-style-type: none"> Staff inductions have prominent messaging about the values of the workplace. Staff provide with continued messaging that active bystanders actions are encouraged 	<ul style="list-style-type: none"> Welfare Folders produced and ready for distribution into worksites. Review Induction Packs to include A@W materials for new/relocating staff. 20 minutes A@W Induction Clip (on USB) available to new staff as part of induction process.
<p>1.7 Policies and procedures</p> <ul style="list-style-type: none"> Selected Policy audit to check they address bullying, harassment, sexist language and offensive behaviour and to include information on how staff can take action to be active bystanders or how to lodge a complaint. 	<p>YSC HR, along with endorsement from Leadership</p>	<ul style="list-style-type: none"> Selected Policies are reviewed by YSC and once updated made accessible to staff. Information regarding relevant policies are included in the New staff Induction packs 	<ul style="list-style-type: none"> YSC to review policies Support can be provided by WHG to provided examples/ precepts of policies from other Councils, especially the practical application of the Family Violence Leave policy
<p>1.8 Act@Work Workshops and Training for staff</p> <ul style="list-style-type: none"> Intensive Bystander Training delivered to YSC Leadership and key staff (1 x 6 hour session). All Staff Briefing Training for all staff (6 x 2 hour sessions at 2 sites- Warracknabeal & Hopetoun) Identify other related training opportunities for staff (such as Family Violence training for managers, Unconscious bias training) 	<p>Intensive Bystander:</p>	<ul style="list-style-type: none"> Staff develop basic skills to prevent discriminatory behaviour in the workplace. Staff develop basic active bystander skills. Extended leadership group develop leadership skills to prevent and deal with discriminatory behaviour in the workplace. 	<ul style="list-style-type: none"> Training Delivered
<p>1.9 Act@Work Training Catch up Provide the 2 hour A@W All Staff Briefing on video for staff who missed the Nov training due to holidays or illness</p>	<p>A@WAG with support from WHG</p>	<ul style="list-style-type: none"> It has been noted that some people missed the training and it would be good to provide an online version of the training is available 	<ul style="list-style-type: none"> WHG to film the next A@W Wimmera Delivery and to provide this to YSC on USB
<p>1.10 Act@Work Leading Change Events</p>	<p>A@WAG to</p>	<ul style="list-style-type: none"> Staff attending provides feedback to respective 	<ul style="list-style-type: none"> Past events have included- Leading Change Breakfast – July

<ul style="list-style-type: none"> Staff attend Act@Work Leading Change events across the region 	<p>nominate staff to attend when events advertised</p>	<p>leadership group.</p> <ul style="list-style-type: none"> Regional leaders develop new skills to prevent/ deal with inappropriate behaviour and gender inequity. 	<p>2014 & Leading Change luncheon – May 2015</p> <ul style="list-style-type: none"> Future event- Leading Change Luncheon – Horsham – mid Aug 2017
<p>1.11 Reward and recognition</p> <ul style="list-style-type: none"> Review reward and recognition guidelines to include acknowledgment of efforts that support the prevention of violence against women (e.g. Emerging leader – male/female, Change champions – male/female) 	<p>A@WAG in consultation with the CEO</p>	<ul style="list-style-type: none"> The reward and recognition program is strengthened through the inclusion of a public LS. 	<ul style="list-style-type: none"> Annual Certificate of Recognition for Promoting Gender Equality, provided by Council to community and/ or sporting groups who show leadership in this space.
<p>1.12 Act@Work communication</p> <p>Development of an A@W communication plan to promote A@W and the engagement of all staff in the training.</p>	<p>A@WAG with WHG</p>	<ul style="list-style-type: none"> YSC provides consistent messaging around engagement in the A@W training 	<ul style="list-style-type: none"> Communication plan completed Comm’s Plan rolled out

2. Physical Environment

The workplace’s physical environment is safe and accessible for all employees and reflects the specific gendered needs and requirements of all staff

	Activity	Who & When	Expected Outcomes	Rolling Actions and Progress
<p>2.1 Visible commitment to the prevention of violence against women</p> <ul style="list-style-type: none"> The YSC Leadership Statement (LS) is displayed in a visible location in the workplace, the intranet and on social media. Use of posters, audiovisual tools and brochures that demonstrate the workplace’s commitment to the equality & respect 	<p>A@WAG with site leaders.</p>	<ul style="list-style-type: none"> The Leadership Statement is overt to staff and visitors. All forms of media are used to promote PVAW in the workplace commitment to discriminatory behaviour. 	<ul style="list-style-type: none"> A@WAG materials are displayed @ YSC worksites. Email signatures used to promote PVAW. Use YSC newsletters and internal communication to continue to promote equality & respect message, including the OH&S Newsletter Get more Converge (EAP) card printed and hard copy materials produced and ensure all worksite are covered (gaps may exist at the Kinders, HACC and Home care staff) Include Referral and Converge information in Induction and HACC Manuals. 	
<p>2.2 Facilities checklist</p> <ul style="list-style-type: none"> Review & Audit of safety (OHS) site checklists to include PVAW and gender equality issues. (e.g. equitable change rooms at sports facilities and caregiver facilities, carpark and building exit safety, external lighting and security cameras). 	<p>YSC OHS committee along with A@W AG</p>	<ul style="list-style-type: none"> Worksites and council owned facilities are fairly accessible for all staff and users. 	<ul style="list-style-type: none"> Facilities Checklist developed and includes gender equality considerations (WHG can assist here with other org’s precedents) Each site to use checklist to audit environment and plan to improve access, safety & security. Including lighting & cameras. Audit and actions to feed into the OHS committee. 	

3 Community Connections

The workplace takes a leadership role in the community on the issue of violence against women and both raises awareness of the issue within the community and promotes gender equality and respect as a prevention measure

Activity	Who & When	Expected Outcomes	Rolling Actions and Progress
3.1 Community events <ul style="list-style-type: none"> YSC engage in and host community events across the region (e.g. White Ribbon Day, International Women’s Day, Women on Farms Conferene). 	YSC A@W AG along with Social club and senior managers	<ul style="list-style-type: none"> Worksites are actively engaged with community events and host events relating to gender equality. 	<ul style="list-style-type: none"> WHG to provide list of significant dates for community events across the region for YSC to consider engagement in White Ribbon Day (WRD) – 25 Nov annually International Women’s Day – 8 March annually Organise an Internal WRD event for 2017 Organise an internal morning tea for IWD 2017. Promote all events YSC is activity engaged with on the website and in ‘Up the Creek’.
3.2 Grampians PVAW Community of Practice <ul style="list-style-type: none"> YSC to have representation at Women’s Health Grampians convened prevention of violence against women community of practice events 	A@WAG representative	<ul style="list-style-type: none"> YSC’s involvement in PVAW events and initiatives is prominent in the community. 	<ul style="list-style-type: none"> YSC staff attend at WHG CoP Sessions in 2017 Include all YSC Action Group members on the WHG’s contact database to receive notification of upcoming Community Of Practice sessions.
3.3 YSC is an active member in the CORE Alliance YSC is an active member of the Grampians Communities of Respect & Equality Core	CEO and Director	<ul style="list-style-type: none"> YSC’s role as a community leader in PVAW is evident in its attendance at events. 	<ul style="list-style-type: none"> YSC support the alliance through membership & attendance at event

4. Health & wellbeing opportunities

Health and wellbeing initiatives within the organisation consider the specific gendered experiences of female and male employees as well as the prevalence of violence against women within our community

Activity	Who & When	Expected Outcomes	Rolling Actions and Progress
4.1 Family Violence Support <ul style="list-style-type: none"> Information and referral options for people affected by family violence to be available for all staff. 	HR rep, EAP,	<ul style="list-style-type: none"> Information and resources are available to staff in tea/bath rooms, on noticeboards, online and through EAP services. Peer Support officers have received training to provide basic skills for PVAW. 	<ul style="list-style-type: none"> A@WAG to explore appropriate communication tools to pass onto staff. Review current services by EAP that address family violence.

<p>4.2 Family Violence Leave</p> <ul style="list-style-type: none"> Investigate the inclusion of the family violence leave policy and procedure in the workplace. Develop and implement the leave entitlement for staff affected by family violence. 	<p>YSC HR and Senior Managers</p>	<ul style="list-style-type: none"> Explore status of this leave at YSC. 	<ul style="list-style-type: none"> Share YSC knowledge & experience of the Family Violence Leave (FVL) inclusions in EBA. With other Wimmera Councils. Promote FVL Policy, its use and purpose to staff
<p>4.3 Sustainability Plan</p> <ul style="list-style-type: none"> Discuss and develop a plan to sustain the progress and further implementation of A@W principles. 	<p>A@WAG with input from leadership</p>	<ul style="list-style-type: none"> YSC will have a clear understanding on how A@W will be sustained beyond the programs completion. 	<ul style="list-style-type: none"> AG discuss ways to keep A@W topical and inclusive A@WAG meet quarterly to review actions and update Action Plan Include the delivery of the A@W Action Plan as part of Council’s Annual Plan.