

**ACTION PLAN GOAL – raise awareness; initiate change; gender equality; change workplace practice**

**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 & When	Expected Outcomes	Rolling Actions & Progress
<b>INITIAL ACTIONS</b>			
<p><b>1.1</b> <b>Act@Work Action Group</b> Establishment of an Act@Work Action Group Action group to meet, develop and monitor Action Plan</p>	<p>Action group Meet quarterly during 2017/18 Director Community Services convenor</p>	<p>A@WAG participating in regular quarterly meetings.  A@WAG members are championing Act@Work messages to their colleagues.</p>	<p>Group formed Jan 2017 and has met 25/1, 16/3, 27/4, 16/5, 20/6, 18/7.</p>
<p><b>1.2</b> Action Group to define Act@Work principles for HRCC</p>	<p>Director Community Services &amp; Action Group - August 2017</p>	<p>Clear agreed principles and behaviour for staff</p>	
<p><b>1.3</b> Development of a statement that can be included in Council publications and material and Council policies re respect is universal and violence in any form is wrong.</p>	<p>Media and Communications Officer &amp; Organisational Performance Officer Annual Report being finalised July / August 2017</p>	<p>Clear statement regarding importance of issue to the organisation</p>	
<p><b>1.3</b> Review the current Leadership Statement (LS) on the prevention of violence against women including a commitment to advocacy and capacity building; and promote throughout the organisation.</p>	<p>Director Community Services and Manager Human Services - August 2017</p>	<p>Statement is reviewed.  Clear statement regarding importance of issue to the organisation</p>	
<p><b>1.4</b> Enable staff email signatures to include reference to CoRE Alliance membership.</p>	<p>IT Dept – August 2017</p>	<p>Clear statement regarding importance of issue to the organisation  Increased awareness of CoRE</p>	

1.5	Display the CoRE Commitment Statement in the reception area in the Civic Centre	Customer Service– October 2017	Increased awareness of HRCC Commitment and CoRE Alliance
<b>MEDIUM TERM ACTIONS</b>			
1.6	Act@Work behaviours & principles to be incorporated into Councillor and Staff Code of Conduct	Manager Organisation Development In the 2021 Councillor Code of Conduct review At next Staff Code of Conduct review date by December 2017	Clear statement regarding values and behaviours and importance of issue to the organisation.
1.7	Update the staff induction package to include information about the values of the workplace as active bystanders to sexism, discrimination and violence against women.	Organisation Development Officer  October 2017	Staff inductions have prominent messaging about their values of the workplace.  Staff provided with continued messaging that active bystander actions are encouraged to prevent their use of sexist language, discrimination and disrespect
1.8	Integrate recognition and demonstration of Act@Work principles in the monthly staff recognition award.	EMG & TLM – Director Community Services to lead. January 2018	Support initiatives and good practice
1.9	Review Councils project management templates and tender specifications to identify how gender considerations can be included.	TLM & Contracts Officer – December 2017	External agencies are aware of expectation to consider gender equity and include responses to this.
1.10	Amend the Community Engagement template & processes to ensure it reflects collection of gender / demographic details when people are providing feedback.	Community Development	Collection of data of participants to identify

		Manager & Community Facilitator- December 2017	breadth of input. Can also highlight gaps More informed decisions
<b>1.11</b>	Investigate how other Councils have included gender equity considerations into Council report templates.	EMG - CEO and Director Corporate Services June 2018	Consideration of gender equity
<b>1.12</b>	Trial application of gender analysis to some case studies and project briefs – e.g. Youth Strategy and Health and Wellbeing Plan.	Community Development Team by December 2017	Collection of gender data of participants More informed decisions and strategies / plans that meet needs.
<b>1.13</b>	Update the Council website to indicate Council is a member of the CoRE Alliance.	Media and Communications Officer during website revamp - 2018.	
<b>1.14</b>	Terms of Reference for advisory committees, project steering committees, to be updated to reflect gender equity and diversity requirements.  When up for review, current committees and working groups seek to achieve gender balance.	Director Corporate Services – December 2017	Balanced committees  Better decision making and representation
<b>1.15</b>	Include Act@Work / Prevention of Violence against women in the organisational training calendar for new staff to complete and for refresher training every 3 years – include 20minute video clip in staff induction and liaise with WHG re provision of training to new staff on an annual or biannual basis.	Organisation Development Officer – December 2017	Staff develop skills to prevent discriminatory behaviour in the workforce
<b>1.16</b>	Develop stickers / decals for Council vehicles promoting prevention of violence against women.	Fleet Services, Media and Communications Officer and Technical Services Executive Assistant - by October 2017 (in time for 16 days of activism)	Increased public awareness of issue and HRCC's stance

## ONGOING AND LONGER TERM ACTIONS

<b>1.17</b>	Recruit male and female Contact Officers at the depot and ensure a gender balance in the pool of Contact Officers.	Organisation Development Manager– ongoing	Reduced barriers to accessing Contact Officers	
<b>1.18</b>	Encourage work areas to identify actions they can take  For example: Human Services consideration of books, toys and equipment purchased for new Children’s Hub.	TLM and EMG – Manager Human Services to lead – area action plans developed within 12 months.	Targeted and relevant actions will occur	
<b>1.19</b>	The Council Plan and Health and Wellbeing Plan to include statements of commitment and actions in relation to gender equality and prevention on violence against women.	Director Corporate Services and Community and Cultural Projects Officer  When both plans are adopted in 2017	Direction for organisation on key areas of action	Enhance commitment in annual review of Council Plan
<b>1.20</b>	Implement outcomes from the Listen, Learn and Lead program	CEO	TBA	
<b>1.21</b>	Check promotional material /advertising collateral prior to display in Council managed facilities to ensure it does not perpetuate gender stereotypes and roles.	Customer Service & others responsible for material display – ongoing.	Reduced gender stereotyping	
<b>1.22</b>	Ensure that posters, reports, promotional material etc. that Council produces doesn’t perpetuate gender stereotypes and roles.	Media and Communications Officer, Executive Assistant – ongoing	Reduced gender stereotyping	
<b>1.23</b>	Ensure a gender lens is applied to future policy and procedure development and review processes	All	Consideration of gender equity	

## 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 & Progress
<b>INITIAL ACTIONS</b>			
2.1	Council Leadership statement displayed in all Council workplaces	Action Group – September 2017	Clear statement regarding importance of issue to the organisation
2.2	Include a portable change facility in the male toilets in the Reception Area of Civic Centre	Building Services & Manager Human Services– by end of 2017	Access to change facilities by male carers Address gender stereotypes
<b>MEDIUM TERM ACTIONS</b>			
2.3	Review OHS site checklists to include explicit consideration of gender	OHS Officer– December 2017	Safe and equitable workplace
2.2	Conduct an audit of lighting/security at all locations, so staff are not vulnerable when arriving early for work or leaving late.	Building Services & OHS Reps – during annual OHS checks	Safer workplace
2.4	Assess Civic Centre Car Park against Crime Prevention through Environmental Design Principles (CPTED) in conjunction with VicPolice	Director Corporate Services – June 2018	Safer workplace
<b>ONGOING AND LONGER TERM ACTIONS</b>			
2.5	Where appropriate, information and help/assistance details prominently displayed at key public sites such as the Civic Centre reception, Library, Maternal and Child Health Centre's, Children's Hub, and in the My Community Directory.	Organisation Development & Community Services – ongoing	Increased community and staff awareness

### 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 & Progress
<b>INITIAL ACTIONS</b>			
<b>3.1</b> Call for male staff members to attend the Horsham White Ribbon Committee	Manager Human Services to initiate EOI	Community Partnerships	
<b>MEDIUM TERM ACTIONS</b>			
<b>3.2</b> <b>Emergency management</b> Ensure that family violence referral information is included in recovery information and materials. Provide a briefing /training to the MEMPC regarding gender and disaster. Review MEMP to incorporate gender considerations into planning and recovery.	Wimmera Emergency Management Cluster, MERO and MRM	Prevention of violence against women, family violence and Gender are included as considerations in emergency management action.	
<b>ONGOING AND LONGER TERM ACTIONS</b>			
<b>3.3</b> Use of the weekly Public Notices columns & social media in the newspapers to promote awareness and provide help/assistance details	Media and Communications Officer – ongoing		
<b>3.4</b> Ongoing organisational commitment to International Women’s Day and White Ribbon Day events	Manager Human Services (IWD) and HRCC White Ribbon Ambassador (Peter Brown) and rep. All staff encouraged to attend	HRCC’s role as a community leader in prevention of violence against women is evident in its attendance at events	
<b>3.5</b> <b>CORE Alliance</b> HRCC is an active member of the Grampians Communities of Respect & Equality (CoRE) Alliance	Director Community Services	HRCC’s role as a community leader in Prevention of violence against women is evident in its attendance at events	

3.6	HRCC to have representation at relevant forums and events including Women's Health Grampians convened prevention of violence against women community of practice events.	Director Community Services and Action Group, EMG and Third Line Managers Ongoing	HRCC involvement in prevention of violence against women events and initiatives is prominent in the community
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**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 & Progress
<b>INITIAL ACTIONS</b>			
4.1 Information and referral options for people affected by family violence to be available for all staff on the intranet and in posters etc throughout the workplaces.	Organisation Development Officer and Executive Assistant - – by October 2017	People can access relevant information Equipped workforce.	
<b>MEDIUM TERM ACTIONS</b>			
4.2 Develop a Workplace Family Violence Policy and Procedure	Organisation Development Manager and Organisation Performance Officer – by June 2018	Policy developed to support staff affected by family violence. Equipped workforce.	
<b>ONGOING AND LONGER TERM ACTIONS</b>			
4.3 Provide quarterly updates to EMG on progress against the action plan.	Director of Community Services – for life of plan	Monitoring progress of the plan  Ongoing awareness of initiatives	

Endorsed by the Act@Work Action Group – 18/7/2017  
 Endorsed by EMG – 07/08/17