# **Horsham Rural City Council**



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

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

Amager & breadth of input. Can also   Specific community   Facilitator   December 2017   More informed decisions   Manager & breadth of input. Can also   highlight gaps   Facilitator   December 2017   More informed decisions   More informed decisions   More informed decisions   EMG - CEO and   Director Corporate   decision of gender   decision and   decision of gender   decision   decis				
1.11 Investigate how other Councils have included gender equity considerations into Council report templates.  1.12 Irrial application of gender analysis to some case studies and project briefs – e.g. Youth Strategy and Health and Wellbeing Plan.  1.13 Update the Council website to indicate Council is a member of the CORE Alliance.  1.14 Terms of Reference for advisory committees, project steering committees, to be updated to reflect gender equity and diversity requirements.  1.15 Include Act@Work / Prevention of Violence against women in the or refresher training every 3 years – include 20minute video clip in staff indication and liaise with WHG re provision of violence against women.  1.16 Develop stickers / decals for Council vehicles promoting prevention of violence against women.  1.16 Develop stickers / decals for Council vehicles promoting prevention of violence against women.  1.17 Include Act@Work / Prevention of Violence against women in the or violence against women in the of violence against women of viol			Manager &	breadth of input. Can also
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	ONGOING AND LONGER TERM ACTIONS			
1.17	Recruit male and female Contact Officers at the depot and ensure a	Organisation	Reduced barriers to	
	gender balance in the pool of Contact Officers.	Development	accessing Contact Officers	
		Manager– ongoing		
1.18	Encourage work areas to identify actions they can take	TLM and EMG –	Targeted and relevant	
		Manager Human	actions will occur	
	For example:	Services to lead –		
	Human Services consideration of books, toys and equipment purchased for new Children's Hub.	area action plans		
	purchased for new children strub.	developed within 12		
		months.		
1.19	The Council Plan and Health and Wellbeing Plan to include	Director Corporate	Direction for organisation on	Enhance commitment in annual
	statements of commitment and actions in relation to gender equality	Services and	key areas of action	review of Council Plan
	and prevention on violence against women.	Community and		
		Cultural Projects		
		Officer		
		When both plans are		
		adopted in 2017		
1.20	Implement outcomes from the Listen, Learn and Lead program	CEO	ТВА	
1.21	Check promotional material /advertising collateral prior to display in	Customer Service &	Reduced gender	
1.21	Council managed facilities to ensure it does not perpetuate gender stereotypes and roles.	others responsible for	stereotyping	
		material display –	stereotyping	
		ongoing.		
1.22	Ensure that posters, reports, promotional material etc. that Council	Media and	Reduced gender	
1.22	produces doesn't perpetuate gender stereotypes and roles.	Communications	stereotyping	
	produces decorred personal Services and release	Officer, Executive	stereotyping	
		Assistant – ongoing		
1.23	Ensure a gender lens is applied to future policy and procedure	All	Consideration of gender	
1.23	development and review processes	ΔII	equity	
	5.5.5.5 p p. 6.66666		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	<b>Expected Outcomes</b>	Rolling Actions & Progress
	INITIAL ACTIONS			
2.1	Council Leadership statement displayed in all Council workplaces	Action Group –	Clear statement regarding	
		September 2017	importance of issue to the	
			organisation	
2.2	Include a portable change facility in the male toilets in the Reception	Building Services &	Access to change facilities	
	Area of Civic Centre	Manager Human	by male carers	
		Services- by end of	Address gender	
		2017	stereotypes	
	MEDIUM TERM ACTIONS			
2.3	Review OHS site checklists to include explicit consideration of gender	OHS Officer-	Safe and equitable	
		December 2017	workplace	
2.2	Conduct an audit of lighting/security at all locations, so staff are not	Building Services &	Safer workplace	
	vulnerable when arriving early for work or leaving late.	OHS Reps – during		
		annual OHS checks		
2.4	Assess Civic Centre Car Park against Crime Prevention through	Director Corporate	Safer workplace	
	Environmental Design Principles (CPTED) in conjunction with VicPolice	Services – June 2018		
	ONGOING AND LONGER TERM ACTIONS			
2.5	Where appropriate, information and help/assistance details	Organisation	Increased community and	
	prominently displayed at key public sites such as the Civic Centre	Development &	staff awareness	
	reception, Library, Maternal and Child Health Centre's, Children's Hub,	Community Services –		
	and in the My Community Directory.	ongoing		

### 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

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

3.6	HRCC to have representation at relevant forums and events including	Director Community	HRCC involvement in
	Women's Health Grampians convened prevention of violence against	Services and Action	prevention of violence
	women community of practice events.	Group, EMG and	against women events
		Third Line Managers	and initiatives is
		Ongoing	prominent in the
			community

#### 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	<b>Expected Outcomes</b>	Rolling Actions & Progress
	INITIAL ACTIONS			
4.1	Information and referral options for people affected by family violence	Organisation	People can access	
	to be available for all staff on the intranet and in posters etc	Development Officer	relevant information	
	throughout the workplaces.	and Executive Assistant -	Equipped workforce.	
		– by October 2017		
	MEDIUM TERM ACTIONS			
4.2	Develop a Workplace Family Violence Policy and Procedure	Organisation	Policy developed to	
		Development Manager	support staff affected by	
		and Organisation	family violence.	
		Performance Officer –	Equipped workforce.	
		by June 2018		
	ONGOING AND LONGER TERM ACTIONS			
4.3	Provide quarterly updates to EMG on progress against the action	Director of Community	Monitoring progress of	
	plan.	Services – for life of	the plan	
		plan		
			Ongoing awareness of	
			initiatives	

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