

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 an on-going leadership role in the implementation of Action Plan ▪ Define Act@Work principles for Hindmarsh Shire 	<p>CEO nominated members of the Action Group Action Group to attend regular meetings</p> <p>Action Group via regular meetings of the Action Group</p>	<ul style="list-style-type: none"> ▪ Act@Work members to attend regular meetings to oversee development and implementation of the Action Plan ▪ A@WAG members champion Act@Work messages to their leadership teams/colleagues. <p>Action Group to monitor the implementation of the Action Plan</p> <p>Agreed & clearly communicated principles & behaviours for staff</p>	<p>Meetings held:</p> <p>08/02/17 – Discuss way forward 08/03/17 – Discuss survey & training 04/05/17 – Discuss training outcomes 31/05/17 – Discuss draft Action Plan 06/07/17 – Finalise Action Plan 06/07/17 - Finalise Leadership Statement</p> <p>Upon finalisation of the drafting of the Action Plan the Action Group will meet annually or more regularly if required:</p> <ul style="list-style-type: none"> • To review Action Plan • To coordinate an annual Well Being Day <p>Refer Leadership Statement Refer Revised Code of Conduct</p>
<p>1.2 Organisational Needs Assessment</p> <ul style="list-style-type: none"> ▪ Sub-committee formed to develop ONAT, consider existing Council Policies, staff training & induction. 	<p>Sub Committee</p>	<ul style="list-style-type: none"> ▪ Current Council policies, procedures & Codes reviewed by the Sub-Committee May 2017 to gain an understanding of existing policies that support gender equity in the workplace. 	<p>ONAT presented to the Action Group Meeting May 2017. Task completed.</p>

<p>1.3 Staff Opinion Survey</p> <ul style="list-style-type: none"> All staff has the opportunity to undertake A@W opinion survey (pre and post) on gender equity and discrimination in the workplace. 	<p>Pre survey – Feb/March 2017</p> <p>Post survey – September / Oct 2017</p>	<ul style="list-style-type: none"> Pre and post data is used to inform the development of the Action Plan. Opportunity to promote principles of Act@Work in the workplace 	<p>Action Group to review survey results.</p> <ul style="list-style-type: none"> Identify any actions or activities identified via survey results Use results to potentially add to Actions required in the Action Plan
<p>1.4 Training</p> <ul style="list-style-type: none"> All Staff Briefing Active Bystander Training Staff training - General 	<p>Act@Work Group</p>	<ul style="list-style-type: none"> Increase understanding of issues relating to family violence Develop & increase Bystander skills & confidence Promote equity of access to training and development in terms of the relevant Acts. 	<ul style="list-style-type: none"> All Staff Training carried out in March 2017 Intensive Bystander Training in May 2017 Action Group to consider timeframe for a refresher of Bystander Training Action Group to consider on-going staff Training/presentations. For example, 20 min. video clip provided by WHG.
<p>1.5 Leadership Statement</p> <ul style="list-style-type: none"> Investigate other organisations Leadership Statements to provide information to enable HSC to draft their own version of Leadership Statement. 	<p>Action Group CEO</p>	<p>Leadership Statement is an internal operational statement to be displayed in staff locations such as staff rooms & will be included in Induction Packages to denote HSC active commitment to the principles of Act@Work & CoRE.</p>	<ul style="list-style-type: none"> Leadership Statement considered by Action Group CEO endorsed draft Leadership Statement June 2017 Leadership Statement will now be displayed in all staff lunch rooms - refer attachment 1.
<p>1.6 Employee Code of Conduct</p> <p>Act@Work principles to be incorporated into staff Code of Conduct</p> <p>Employee Code of Conduct to be amended by replacing</p>	<p>HR</p>	<p>Clear statement regarding values & behaviours denoting the importance of the issue for the organisation</p>	<p>June 2017 - Draft revised Employee Code of Conduct approved by CEO & SMT.</p>

<p>existing 'Equal Opportunity Employment Principles' with:</p> <ul style="list-style-type: none"> Gender Equity & Equality clause from Mildura City Council Discrimination, harassment and bullying clause from City of Ballarat Sexual Harassment clause from Macedon Ranges Shire Council 	<p>Designated Action group member</p>	<p>To ensure that the Employee Code of Conduct reflects 'best practice' principles with regard to gender equity & equality, discrimination, harassment, bullying and sexual harassment</p>	<p>TASK: Revised Employee Code of Conduct to be distributed to all employees with a Memo explaining the changes. Form to be signed and returned to HR, confirming that Code has been received and read. October 2017</p>
<p>1.7 Recruitment Practices</p> <p>Existing Clause (16) in the current Position Description to be changed to read 'Hindmarsh Shire Council promotes a work environment free from discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to actively and positively support a culture that models respect, equity and equality'.</p> <p>Consider gender balance for interview panels.</p>	<p>HR</p> <p>HR</p>	<p>To provide a clear statement regarding the values and behaviour expected of staff by HSC</p> <p>To establish equitable and balanced interview panels to ensure fairness in decision making</p>	<p>Position Description 'pro-forma' to be amended and used for new appointments. Amended clause to be included in existing position descriptions as they are reviewed</p> <p>TASK: HR October 2017</p> <p>Review Recruitment Tick Sheet to ensure consideration is given to gender balance for interview panels.</p>
<p>1.8 Council policies</p> <p>When developing a Framework for future reviews of Council policies, Council will take into consideration all issues relating to gender equality.</p>	<p>CEO</p>	<p>To provide a non-discriminatory and harassment free workplace</p>	<p>Commenced May 2017 by Act@Work Sub-committee</p>

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<p>1.9 Provide on-going communications to support Act@Work principles.</p> <ul style="list-style-type: none"> Provide staff with referral, gender equity, prevention of violence against women updates twice yearly Update Council webpage to indicate that Council is a member of core, e.g Hindmarsh Shire is an active member of the Grampians Communities of Respect & Equity Core Alliance Provide a link to CoRE website 	<p>HR</p> <p>Nominated Action Group Member</p>	<ul style="list-style-type: none"> Remind staff of appropriate behaviour Provide up-to-date referral information Remind staff of family violence leave and related services outlined in EBA <p>Demonstrate a commitment to the principles of CoRE and Act@Work</p>	<p>Refer attachment 2 – Communications Tool</p> <p>To be reviewed at Annual Action Group Meetings.</p> <p>Discussion to include progress and new opportunities.</p>
<p>1.10 Opportunities for Staff to become Act@Work champions</p> <ul style="list-style-type: none"> Support members of the Action Group and SMT to attend WHG convened prevention of violence community of practice & other related forums & events 	<p>Action Group</p> <p>SMT</p>	<ul style="list-style-type: none"> Attending Staff members to provide feedback to respective leadership group. 	<p>Continued reinforcement of Act@Work principles by all Members of the Action Group</p>

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 Action Group to develop guidelines to undertake an audit or facilities checklist of:</p> <ul style="list-style-type: none"> ▪ Customer Service Centres ▪ Workshops and Depots ▪ Public Toilets <p>Audit to consider:</p> <ul style="list-style-type: none"> ▪ Are the facilities accessible and equitable for both females and males ▪ Is there sufficient light to ensure that people can safely enter and leave after dark 	<p>Infrastructure Dept. will complete audits by December 2017</p>	<ul style="list-style-type: none"> ▪ Audit findings will be reviewed by the Action Group for any follow-on Actions to be suggested ▪ Actions which flow from Audit will represent a visible commitment to the prevention of violence against women 	<ul style="list-style-type: none"> ▪ The Action Group will provide information from the audit to Council to inform decision making from a gender equity and accessibility perspective.

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

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<p>4.1 Family Violence Support</p> <ul style="list-style-type: none"> Current information and referral options for people affected by family violence to be available on all staff noticeboards 	<p>CEO and HR</p>	<ul style="list-style-type: none"> Current information and resources are available to staff in tea/bathrooms. On noticeboards, online and through EAP services. See current HSC EBA 	<p>Refer to Attachment 2 Communications Tool</p>
<p>4.2 Council Plan & Municipal Health & Wellbeing Plan to be incorporated.</p> <p>Four priority areas have been identified:</p> <ul style="list-style-type: none"> Healthy Eating & Living Physical Activity Social Connections Family Violence 	<p>Reviewed by SMT Presented to Council for endorsement to go out for public comment in July/August. To be adopted by Council August 2017.</p>	<p>Family violence is an area of focus for the CP & MH&WBP</p>	<p>Reviewed annually</p>
<p>4.3 Emergency Management</p> <ul style="list-style-type: none"> Ensure that family violence referral information is included in recovery information & materials <p>(WHG representative able to attend to provide a briefing if required)</p>	<p>Emergency Management Cluster, MERO & MRM CEO and (HR)</p>	<ul style="list-style-type: none"> PVAW & gender are included as considerations in emergency management action 	<p>That gender considerations and PVAW are included as an agenda item at a future MEMPC Meeting and that any actions or requirements are referred back to the Act@Work Action Group/Action Plan.</p>

Approved

Greg Wood, **Chief Executive Officer**

Attachment 1: Leadership Statement

**Hindmarsh Shire Council
Leadership Commitment to the
Prevention of Violence against Women**

Violence against women is defined as ‘any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women.’⁽¹⁾ It can also include spiritual and financial abuse, using intimidation, threats and isolation.

Vision

Hindmarsh Shire Council shares the vision set out in the National Plan to Reduce Violence Against Women and their Children.⁽²⁾

Australian women and their children live free from violence in safe communities

The achievement of the vision outlined in the National Plan requires commitment and contribution from all levels of government, businesses, the media, schools, sporting groups and other community organisations, and community members.

Statement of commitment

Hindmarsh Shire Council provides leadership in the prevention of violence against women by making a commitment to;

Addressing the causes of violence

- Promoting gender equity between women and men, girls and boys
- Challenging rigid gender roles and stereotypes

Building capacity

- Establishing and supporting a prevention of violence against women workplace based action group and action plan
- Training and information for employees to recognise sexism, discrimination and inequity and skills to intervene as active bystanders

Developing a culture of respect and equity

- Ensuring that policies, procedures, position descriptions and codes include clauses related to Equality and Equity
- Providing family violence leave provisions
- Providing family friendly flexible working options
- Being a member of CoRE (Communities of Respect & Equality) and supporting CoRE's aims and objectives.

Sustaining action

- Building a gender equitable workplace and workforce that promotes women and men in leadership

(1) United Nations General Assembly, 1993, United Nations Declaration on the Elimination of Violence against Women, UN General Assembly, Geneva.

(2) Council of Australian Governments, 2011, *National Plan to Reduce Violence against Women and their Children*, Commonwealth of Australia, Canberra.

Attachment 2: Communication Plan

Key Messages:

Hindmarsh Shire is undertaking the Act@Work program:

- Act@Work encourages people to be active bystanders and challenge sexism, discrimination and violence against women
- Violence against women is prevalent in our community and has personal and community costs
- Everyone has a role to play in preventing violence against women in our community
- Hindmarsh Shire promotes a workplace and community that is free from violence and supports equal and respectful relationships between women, men, boys and girls.

Key Message	Audience & Method	Tools	When	Who
What is Act@Work?	All Staff Email Noticeboards Tea rooms	<ul style="list-style-type: none"> • Act@Work FAQ • Act@Work Postcards • Workplace Email 		
Referral options including internal Employee Assistance Programs	All Staff Email Noticeboards Tea room	<ul style="list-style-type: none"> • Act@Work referral poster • ‘How Workplaces can respond to family violence’ brochures • Brochures of local service providers 		
Nature and Prevalence of VAW; including statistics and causes of violence	All Staff Email Noticeboards Flyers in tea rooms	<ul style="list-style-type: none"> • Act@Work posters • Act@Work Fact Sheet • Our Watch information sheets 		

The role of workplaces in the prevention of violence against women	All Staff Email Noticeboards Flyers in tea rooms	<ul style="list-style-type: none"> • Domestic violence & the workplace – Clearing House • Act@Work ‘How workplaces can respond to family violence’ brochure 		
The importance of active bystanders	All Staff Email Noticeboards Flyers in tea rooms	<ul style="list-style-type: none"> • Act@Work ‘Do you have what it takes to be the circuit breaker’ brochure • White Ribbon Australia information sheet • Act@Work ‘Getting started’ factsheet 		
Community attitudes and myths about violence against women	All Staff Email Noticeboards Flyers in tea rooms	<ul style="list-style-type: none"> • VicHealth Community Attitudes clip • Act@Work ‘Be the Difference’ animation 		
Gender and stereotypes	All Staff Email Noticeboards Flyers in tea rooms	<ul style="list-style-type: none"> • Posters 		
Other prevention of violence against women initiatives in the region	All Staff Email Noticeboards Flyers in tea rooms Community	<ul style="list-style-type: none"> • Women’s Health Grampians Newsletters • PVAW Newsletter networks including Municipal Association of Victoria (MAV) • Distribution of resources/posters and clips from other PVAW initiatives • Media Releases as appropriate 		
Promotion of workplace Act@Work and prevention of violence against women initiatives	All Staff Email Noticeboards Flyers in tea rooms Media	<ul style="list-style-type: none"> • Act@Work bystander pledges from training – audio visual clip • Promotion of involvement in community initiatives such as White Ribbon Day 		

