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| Embedding primary prevention into your role – worksheets |
| Local government guide for preventing family violence and all forms of violence against women |
| OFFICIAL |

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# Introduction

These worksheets are part of the *Local government guide for preventing family violence and all forms of violence against women*. The guide is available on the [Municipal Association of Victoria’s Preventing family violence guide page](https://www.mav.asn.au/PFVguide) <https://www.mav.asn.au/PFVguide>.

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| --- |
| Stop! Have you read Section 5 of the guide? |
| This tool is designed to be used after reading Section 5. |

Use these worksheets to build your understanding of primary prevention in your work and commit to being a part of the solution.

The worksheets explain a wide range of initiatives you could undertake. For more ideas or examples:

* consult [MAV's Promising practice portal page](https://www.mav.asn.au/what-we-do/policy-advocacy/social-community/gender-equality/promising-practice-portal) <https://www.mav.asn.au/what-we-do/policy-advocacy/social-community/gender-equality/promising-practice-portal>
* speak to a practitioner in your council or in a similar area of another council.

# Instructions

You can complete this exercise as an individual, or as a team.

Use the worksheet that best matches your area of work. Note: the title may not match perfectly to how your council categorises work.

## Essential actions to address family violence and violence against women

The following essential actions are referred to throughout this tool:

* challenge condoning violence against women (see Note 1)
* promote women’s independence and decision-making in public life and relationships1
* foster positive personal identities and challenge gender stereotypes and roles1
* strengthen positive, equal and respectful relationships between and among women, and men, girls and boys (see Note 1)
* promote and normalise gender equality in public and private life (see Note 1)
* combat discrimination and marginalisation (see Note 2)
* combat inappropriate exercise of power, coercion or control between family members (see Note 2)
* promote respectful relationships in all family types (see Note 2)
* build healthy strong communities based on cultural identity and belonging (see Note 2).

**Notes**

**Note 1**: Our Watch (2015). Change the story: A shared framework for the primary prevention of violence against women and their children in Australia

**Note 2**: Respect Victoria (2021). Free from violence monitoring and evaluation strategic framework

# Arts and culture

Arts and culture work in council is a unique opportunity to support communities to tell their stories, meet and grow. Consider how your arts and culture work can include primary prevention.

## Information and examples

| Info | Provide and manage public and rentable spaces | Support community organisations and businesses | Promote arts and culture to the community and further |
| --- | --- | --- | --- |
| **Relevant essential actions** | Essential actions 1, 2, 3, 6 and 9 | Essential actions 1, 5, 6 and 9 | Essential actions 2, 3, 4, 6 and 9 |
| **Examples to address essential actions in everyday work** | * Ensure my language is inclusive and unbiased, at work and when communicating to the public * Call out power or representation imbalances – does this team or meeting allow all voices to be heard? * Require contractors and space-users to meet equity and diversity goals * Review programming for inclusivity – have we supported programming which tells stories and makes space for everyone? * Staff events with trained and diverse people to create a safe and inclusive space * Share information about networks, support and quality in public spaces * Include liaisons at all events to help people comfortably navigate | * Direct organisations that I work with to funding for improving their own primary prevention * Lead by example – reflect equality and speak about its importance to Council * Use GIAs to signal council’s position to organisations * Provide relevant training programs, such as gender equality, bystander training * Require partners and grant applicants to meet equity and diversity goals * Conduct workshops or seminars to bring partners organisations together | * Ensure my language is inclusive and unbiased, at work and when communicating to the public * Keep up to date on the different arts and culture events – not just the ones I’m familiar with * Launch campaigns about arts and culture in our LGA which challenge stereotypes and represent us * Target initiatives to promote arts and culture to groups who have previously not been able to participate |

## Responses

### How can my team and I address these essential actions in our everyday work?

Fill in the gaps in the table with your ideas and reflect in the next section.

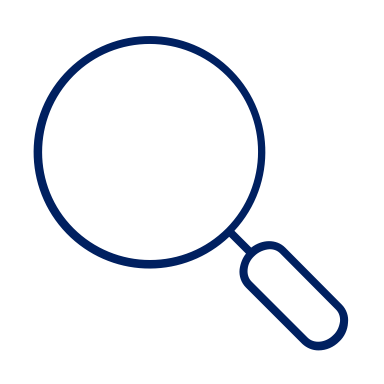
| Area | Response |
| --- | --- |
| Provide and manage public and rentable spaces |  |
| Support community organisations and businesses |  |
| Promote arts and culture to the community and further |  |

### Reflect

| How much of this am I doing? |
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| What could I start doing? |
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| What are the three things I will commit to doing today? |
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Is there a new policy or initiative you want to pursue? Section 6 will help you make an action plan with your manager

# Built environment and open space

Built environment and open space directly influence the physical form of a community that influences how people interact and move. Consider how you can incorporate primary prevention into built environment and open space work.

## Information and examples

| Info | Manage and maintain council assets | Plan urban spaces and infrastructure | Compliance and regulation |
| --- | --- | --- | --- |
| **Relevant essential actions** | Essential actions 2, 5, 6, 7 and 8 | Essential actions 2, 3, 4, 5, 6, 8 and 9 | Essential actions 2, 6, 7 and 8 |
| **Examples to address essential actions in everyday work** | * Identify physical spaces that favour access of one group over another when out in the field (such as only accessible by car) * Discuss council’s goals of preventing family violence and violence against women with contractors when making changes to assets to promote broader community understanding * Require contractors to meet equity and diversity goals, and review list of approved contractors * Assess if all assets are maintained equally often and to the same quality (such as men’s and women’s toilet facilities) * Review council assets for inclusivity – are the physical spaces that council is responsible for create an inclusive and safe environment for everyone? | * Think about how spaces that I am planning will be accessible and inclusive of everyone (such as ensuring pathways are accessible for those without cars or for people with prams) * Consult diverse community groups when planning infrastructure and other developments * Embed engagement with diverse groups, including women, the elderly and marginalised populations, into the process of planning urban spaces and infrastructure * Require contractors and consultants to meet equity and diversity goals, and review list of approved contractors and consultants * Advocate for cheaper and more regular public transport with more frequent evening hours | * Use accessible and plain English writing for compliance notices or regulation that I am writing * Assess if fees and charges I am setting will have a disproportionate impact on some groups * Address people directly if something affects them (such as not a woman’s husband or an older person’s carer) * Ensure that our teams represent diverse views that reflect the community who will use community spaces * Consult with a reference group that provides a diversity of perspectives, including women the elderly and marginalised populations, when developing regulations. |

## Responses

### How can my team and I address these essential actions in our everyday work?

Fill in the gaps in the table with your ideas and reflect in the next section.

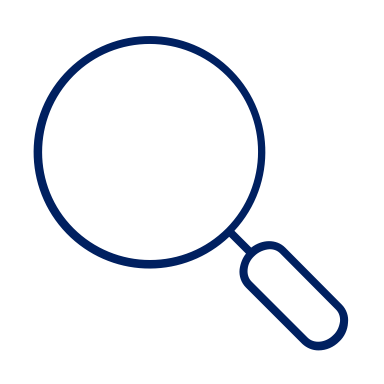
| Area | Response |
| --- | --- |
| Manage and maintain council assets |  |
| Plan urban spaces and infrastructure |  |
| Compliance and regulation |  |

### Reflect

| How much of this am I doing? |
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| What could I start doing? |
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| What are the three things I will commit to doing today? |
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Is there a new policy or initiative you want to pursue? Section 6 will help you make an action plan with your manager

# Corporate services – including finance, communications and IT

Corporate services are the backbone of council’s operations and have wide-reaching influence for both internal and external council stakeholders. Consider how you can incorporate primary prevention into your role in corporate services.

## Information and examples

| Info | Finance and procurement | Marketing, engagement and communications | Information technology |
| --- | --- | --- | --- |
| **Relevant essential actions** | Essential actions 2, 5 and 6 | All essential actions | Essential actions 2, 5 and 6 |
| **Examples to address essential actions in everyday work** | * Use accessible and plain English language when communicating with stakeholders * Discuss council’s goals of preventing family violence and violence against women with suppliers to promote broader community understanding * Require council suppliers to meet equity and diversity goals, and review list of approved suppliers * Collect gender disaggregated data on rates and revenue to understand how services affect genders unequally | * Use accessible and plain English language when communicating with stakeholders * Promote and market diverse community events (such as a local women’s sports match, not just the men’s) * Use images on marketing collateral that depict the diversity of the community * Develop a community communications campaign that has primary prevention messages such as gender equality, respect for the elderly, respect in families * Provide banners that council staff can include in their email signatures that has primary prevention messages | * Use accessible and plain English language when communicating with stakeholders * Use images on website and internal council tools that reflect the diversity of the community. * Collect gender disaggregated data on council satisfaction with IT services to understand how they may work for groups differentially |

## Responses

### How can my team and I address these essential actions in our everyday work?

Fill in the gaps in the table with your ideas and reflect in the next section.

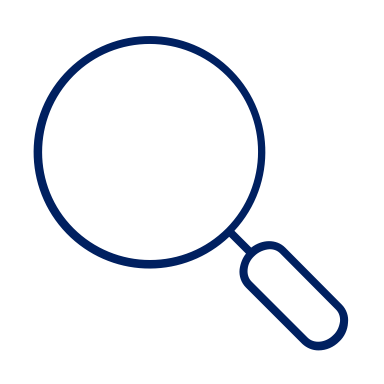
| Area | Response |
| --- | --- |
| Finance and procurement |  |
| Marketing, engagement and communications |  |
| Information technology |  |

### Reflect

| How much of this am I doing? |
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| What are the three things I will commit to doing today? |
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Is there a new policy or initiative you want to pursue? Section 6 will help you make an action plan with your manager

# Councillors

Councillors are role models that people trust to make the right leadership decisions for their community. Consider how you can incorporate primary prevention into your role as an elected official.

## Information and examples

| Info | Provide civic leadership | Approve council strategies development plans and budgets | Lead and participate in council panels or governance groups |
| --- | --- | --- | --- |
| **Relevant essential actions** | All essential actions | All essential actions | All essential actions |
| **Examples to address essential actions in everyday work** | * Demonstrate that I am an advocate for greater inclusion and equity in the way that I behave and what I say * Call out power imbalances, discrimination and marginalisation when I see it happening in the community * Ensure my language is inclusive and unbiased, when communicating * Promote gender equality, inclusion and accessibility in public addresses * Let the community know through communications that I firmly support improving gender equality, inclusion and accessibility, and outline how I am committed to it | * Advocate for the inclusion of a detailed and robust primary prevention strategy for council (that could be part of the council plan and municipal public health and wellbeing plan) * Think about how new projects that are happening in the council will impact segments of the community differently * Support programs and initiatives that relate to primary prevention when I am reviewing the council budget * Plan to consult a range of diverse community members, including women, older people and marginalised groups, before making decisions | * Advocate for council programs, plans and initiatives to be as inclusive as possible * Work with other members of council panels and governance groups to help them understand how to incorporate primary prevention into their work * Ensure equal weight and time is given to all perspectives in meetings I lead or participate in * Recognise when council panels or governance groups I am a part of do not include a range of perspectives and advocate for greater inclusion |

## Responses

### How can my team and I address these essential actions in our everyday work?

Fill in the gaps in the table with your ideas and reflect in the next section.

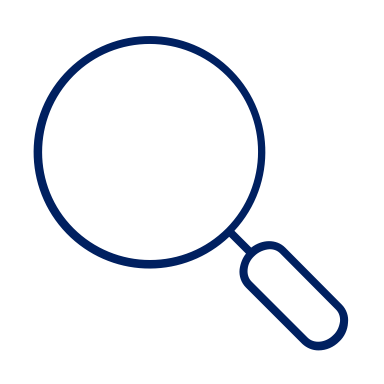
| Area | Response |
| --- | --- |
| Provide civic leadership |  |
| Approve council strategies, development plans and budgets |  |
| Lead and participate in council panels or governance groups |  |

### Reflect

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Is there a new policy or initiative you want to pursue? Section 6 will help you make an action plan with your manager

# Local laws

Local laws officers have a diverse range of interactions with the community and internal council stakeholders. Consider how you can incorporate primary prevention into your work in local laws..

## Information and examples

| Info | Develop local laws | Enforce local laws |
| --- | --- | --- |
| **Relevant essential actions** | Essential actions 2 and 6 | Essential actions 2, 6 and 7 |
| **Examples to address essential actions in everyday work** | * Consider how local laws may impact certain genders differently to reinforce gendered structures * Ensure language that I use in the wording of local laws is inclusive and unbiased * Review existing local laws for inclusivity – do they have implications for members of different genders and diverse groups? | * Ensure my language is inclusive and unbiased, at work and when communicating to the public * Identify physical and social spaces that can be changed to better promote gender equality and safety when I am out in the community * Address people directly if something affects them (such as not a woman’s husband or an older person’s carer) * Advocate to relevant parts of council to address physical and social spaces that could be made more gender equal * Collect gender disaggregated data for local law infringements and enforcement * Review enforcement policies for any disproportionate impacts on particular groups, particularly in the case of rates and financial hardship |

## Responses

### How can my team and I address these essential actions in our everyday work?

Fill in the gaps in the table with your ideas and reflect in the next section.

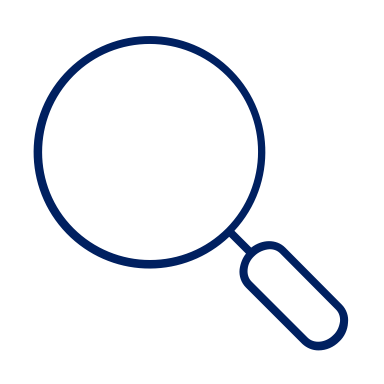
| Area | Response |
| --- | --- |
| Develop local laws |  |
| Enforce local laws |  |

### Reflect

| How much of this am I doing? |
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| What could I start doing? |
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Is there a new policy or initiative you want to pursue? Section 6 will help you make an action plan with your manager

# Governance

Governance ensures that council meets its obligations under relevant legislation and regulation. Its influence, therefore, spans many different council activities. Consider how you can incorporate primary prevention into your role in corporate services.

## Information and examples

| Info | Compliance with council’s governance rules | Manage council information and documents | Monitoring and reporting |
| --- | --- | --- | --- |
| **Relevant essential actions** | Essential actions 2 and 6 | Essential actions 2 and 6 | Essential actions 1, 2, 3, 5 and 6 |
| **Examples to address essential actions in everyday work** | * Identify how governance rules and processes may be exclusionary or favour some groups over others * Review governance rules and processes to ensure they are inclusive and avoid power imbalances by affecting some groups more than others (such as women, people from different cultural backgrounds and so on) | * Use accessible and plain English language when communicating with internal and external stakeholders * Use accessible and plain English language when publishing official council documents publicly * Review public pages (such as public interest disclosures, freedom of information) for accessibility and plain language | * Use gender disaggregated data in monitoring and reporting to identify where genders experience programs, services and enforcement of laws differentially * Advocate for diverse representation on leadership groups I am reporting to * Introduce primary prevention training to the leadership groups I report to, such as councillors |

## Responses

### How can my team and I address these essential actions in our everyday work?

Fill in the gaps in the table with your ideas and reflect in the next section.

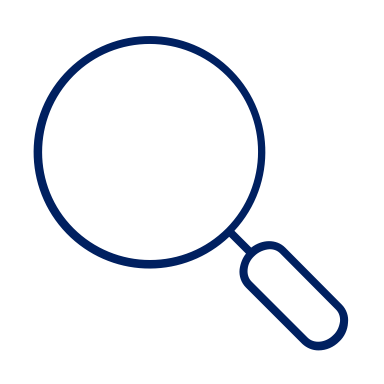
| Area | Response |
| --- | --- |
| Compliance with council’s governance rules |  |
| Manage council information and documents |  |
| Monitoring and reporting |  |

### Reflect

| How much of this am I doing? |
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Is there a new policy or initiative you want to pursue? Section 6 will help you make an action plan with your manager

# People and culture

People and culture play a significant role in shaping how councils operate and the culture within them. People and culture teams will likely be responsible for the gender equality action plans that are required as part of the Gender Equality Act. Consider how:

* you can incorporate primary prevention as a member of the people and culture team
* they might become part of your gender equality action plan.

## Information and examples

| Info | Workforce planning and organisational design | Recruitment, induction, learning and development | Workplace policies and procedures |
| --- | --- | --- | --- |
| **Relevant essential actions** | Essential actions 2, 3 and 5 | All essential actions | Essential actions 2, 3, 5, 6 and 7 |
| **Examples to address essential actions in everyday work** | * Assess how organisational and leadership structures favourably promote people from one group over another * Collect data for internal surveys so it can be gender disaggregated * Advocate for a gender equity committee or governance group as part of council’s structure * Establish targets for gender equal representation on leadership groups and across other levels of workplace leadership * Conduct regular audits to understand the diversity of people across various levels in council | * Ensure language is inclusive and unbiased when communicating with job applicants * Ensure language is inclusive and unbiased when creating and promoting professional development courses * Document gender composition of recruitments * Have gender equal and diverse recruitment or interview panel members * Include training on primary prevention in induction programs * Ensure work experience placements are offered to genders equally * Promote workplace and professional development initiatives to targeted groups if appropriate * Provide opportunities for council staff to extend their learning of primary prevention through other courses | * Assess how workplace policies I am reviewing or developing support gender equal leadership and promotion structures * Assess how workplace policies I am reviewing or developing enable all people to access the same remuneration and leave entitlements fairly * Create workplace policies that enable flexible working * Develop and promote policies that provide all people with equal parental leave * Deliver the activities in your council’s gender equality action plan |

## Responses

### How can my team and I address these essential actions in our everyday work?

Fill in the gaps in the table with your ideas and reflect in the next section.

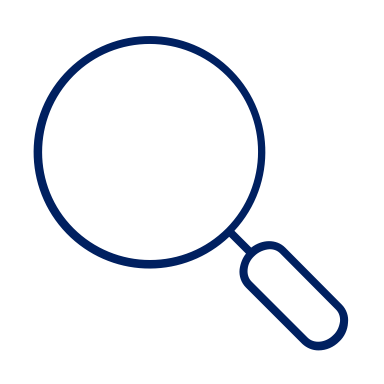
| Area | Response |
| --- | --- |
| Workforce planning and organisational design |  |
| Recruitment, induction, learning and development |  |
| Workplace policies and procedures |  |

### Reflect

| How much of this am I doing? |
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| What could I start doing? |
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Is there a new policy or initiative you want to pursue? Section 6 will help you make an action plan with your manager

# Social and community planning

Social and community planning shapes the way that communities grow an interact. Consider how social and community planning can include primary prevention work.

## Information and examples

| Info | Plan for current and future community needs | Community mobilisation and strengthening | Community development |
| --- | --- | --- | --- |
| **Relevant essential actions** | Essential actions 2, 3, 5, 6 and 9 | All essential actions | Essential actions 2, 3, 5, 6 and 9 |
| **Examples to address essential actions in everyday work** | * Assess how the programs and services I am planning enable equal access for all genders and groups * Identify where I think a program or service is targeting a particular segment of the community and plan to engage them to get their perspectives on what they need * Review planned programs and services for inclusivity – are they equally accessible and creating opportunities for gender or group? * Use gender-disaggregated data for planning to understand how programs and services serve different genders unequally | * Ensure my language is inclusive and unbiased, at work and when communicating to the public * Provide relevant training programs, such as gender equality, bystander training * Develop coalitions of community partners who can contribute to primary prevention in the community * Conduct workshops or seminars to bring partners organisations together | * Ensure my language is inclusive and unbiased, at work and when communicating to the public * Engage groups that represent marginalised community groups as part of the community development process * Target new projects to prioritise groups who have not been able to access or participate in them as easily in the past * Assess how the distribution of social and community services funding or grants can break down biases, promote inclusion and improve equality |

## Responses

### How can my team and I address these essential actions in our everyday work?

Fill in the gaps in the table with your ideas and reflect in the next section.

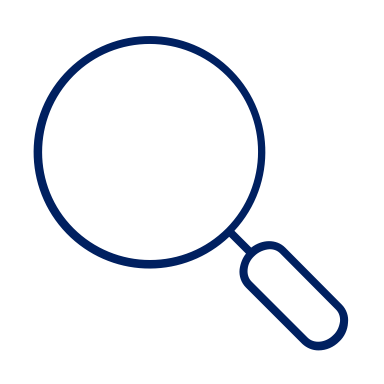
| Area | Response |
| --- | --- |
| Plan for current and future community needs |  |
| Community mobilisation and strengthening |  |
| Community development |  |

### Reflect

| How much of this am I doing? |
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| What could I start doing? |
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| What are the three things I will commit to doing today? |
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Is there a new policy or initiative you want to pursue? Section 6 will help you make an action plan with your manager

# Community services

Community services allow council to directly interact with community members and their families. Consider how social and community planning can include primary prevention work.

## Information and examples

| Info | Provide aged and disability services | Provide early years and family services | Manage and operate facilities |
| --- | --- | --- | --- |
| **Relevant essential actions** | Essential actions 2, 3, 5, 6 and 9 | All essential actions | Essential actions 2, 3, 5, 6 and 9 |
| **Examples to address essential actions in everyday work** | * Engage with members of the community who are clients for discussion and decision-making wherever possible (and explain to guardians where the bounds of their powers are) * Support clients to build confidence in making their own choices * Create a safe environment and relationship for clients to use their voice * Connect clients to support or social groups to build independence * Support service scheduling that is flexible to client needs * Provide training and support to carer staff about engaging with diverse family types and supporting autonomy | * Promote equitable roles and duties within the home in engagements with clients (such as discussing caring duties) * Engage all parents in services to promote equal responsibilities and autonomy (such as parents groups) * Share resources about respectful relationship and equality (such as public links, posters in bathrooms) * Run direct participation programs about respectful and healthy relationships * Audit facilities for whether they promote equal participation (such as change tables in male bathrooms, availability of prayer spaces) * Model equality by recruiting and supporting a diverse workforce | * Ensure my language is inclusive and unbiased, at work and when communicating to the public * Discuss primary prevention and equality with contractors or users of facilities during regular interactions * Ensure program of events and organisations is diverse and inclusive * Audit facilities for whether they promote equal participation (such as change tables in male bathrooms, availability of prayer spaces) * Provide relevant training programs, such as gender equality, bystander training * Require partners and grant applicants to meet equity and diversity goals * Conduct workshops or seminars to bring partners organisations together |

## Responses

### How can my team and I address these essential actions in our everyday work?

Fill in the gaps in the table with your ideas and reflect in the next section.

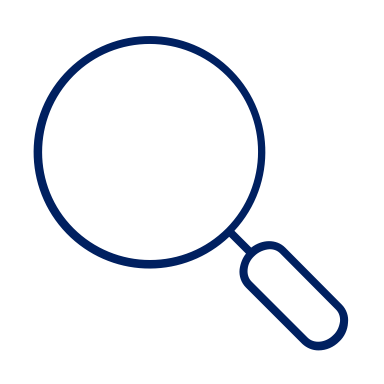
| Area | Response |
| --- | --- |
| Provide aged and disability services |  |
| Provide early years and family services |  |
| Manage and operate facilities |  |

### Reflect

| How much of this am I doing? |
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| What could I start doing? |
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| What are the three things I will commit to doing today? |
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Is there a new policy or initiative you want to pursue? Section 6 will help you make an action plan with your manager

# Emergency management

Emergency management shapes community relationships and the systems that support them in times of disaster. Consider how emergency management planning can include primary prevention work.

## Information and examples

|  |  |  |  |
| --- | --- | --- | --- |
| Info | Emergency management planning and capacity building | Emergency response and relief | Post-emergency recovery, including monitoring and debrief |
| **Relevant essential actions** | Essential actions 1, 3, 5, 6 and 9 | All essential actions | Essential actions 1, 2, 4, 6, 7, 8 and 9 |
| **Examples to address essential actions in everyday work** | * Include a standard agenda item for Municipal Emergency Management Planning Committee (MEMPC) to consider equality and diverse experiences in planning * Seek input from a diverse and representative set of community organisations * Display visible signs of inclusivity (such as rainbow lanyards, pronoun labels) to create an inclusive space * Support partner or community organisations to understand primary prevention * Ensure diversity in representation on planning and decision-making bodies (such as MEMPC) * Develop a checklist to support MEMPC to plan equitably * Engage in gender equality and primary prevention training as a MEMPC * Ensure diversity in leadership within council emergency management teams | * Ensure my language is inclusive, plain and unbiased, at work and when communicating to the public * Ensure messaging does not assume or imply traditional gender and family structures * Support partner or community organisations to understand primary prevention * Run inclusive training and capability building activities for relief work (such as chainsaw workshops for women) | * Ensure my language is inclusive, plain and unbiased, at work and when communicating to the public * Engage groups that represent marginalised community groups as part of the community development process * Target new projects to prioritise groups who have not been able to access or participate in them as easily in the past * Assess how the distribution of social and community services funding or grants can break down biases, promote inclusion and improve equality |

## Responses

### How can my team and I address these essential actions in our everyday work?

Fill in the gaps in the table with your ideas and reflect in the next section.

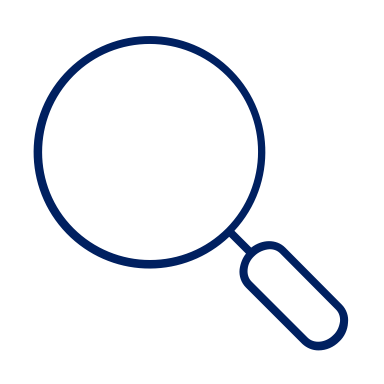
| Area | Response |
| --- | --- |
| Emergency management planning and capacity building |  |
| Emergency response and relief |  |
| Post-emergency recovery, including monitoring and debrief |  |

### Reflect

| How much of this am I doing? |
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| What could I start doing? |
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| What are the three things I will commit to doing today? |
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Is there a new policy or initiative you want to pursue? Section 6 will help you make an action plan with your manager

# Sports and recreation

Sports and recreation engage with a wide cross-section of the community and promote a range of activities. Consider how social and community planning can include primary prevention work.

| Info | Build and manage facilities | Promote physical activity and provide programs | Support local clubs, their committees and their leaders |
| --- | --- | --- | --- |
| **Relevant essential actions** | Essential actions 2, 3, 5, 6 and 9 | All essential actions | All essential actions |
| **Examples to address essential actions in everyday work** | * Identify physical spaces that favour access of one group over another when out in the field (such as only accessible by car) * Discuss council’s goals of preventing family violence and violence against women with contractors when making changes to assets to promote broader community understanding * Audit facilities for whether they promote equal participation (such as change tables in male bathrooms, availability of prayer spaces, gender neutral spaces) * Ensure buildings meet *State sporting association facility guidelines* * Audit capital works budget to ensure that funding is not disproportionately allocated to male-dominated sports * Create an allocation or management policy which promotes equitable access to spaces * Conduct GIAs on recreation fees and charging policies | * Ensure my language is inclusive and unbiased, at work and when communicating to the public * Provide relevant training programs, such as gender equality, bystander training * Support This Girl Can and other programs * Conduct workshops or seminars to bring partners organisations together * Provide a variety of scheduling options and supports, such as childcare to support attendance * Run communications campaigns that challenge stereotypes and encourage participation | * Discuss primary prevention and equality with clubs during regular interactions * Support clubs and ‘champions’ to share their success stories with others * Support clubs to embed primary prevention in their policies and procedures * Work with state sporting association initiatives, such as special rounds * Conduct direct participation programs for clubs, such as respectful relationships, bystander action, healthier masculinities * Conduct decision-making and development workshops with clubs * Coordinate networks of clubs or champions to promote causes, such as women in sport, LGBTQI+ people in sport * Provide grants to clubs to conduct primary prevention work * Require partners and grant applicants to meet equity and diversity goals |

## Responses

### How can my team and I address these essential actions in our everyday work?

Fill in the gaps in the table with your ideas and reflect in the next section.

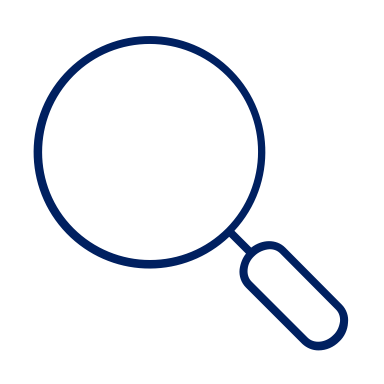
| Area | Response |
| --- | --- |
| Build and manage facilities |  |
| Promote physical activity and provide programs |  |
| Support local clubs, their committees and leaders |  |

### Reflect

| How much of this am I doing? |
| --- |
|  |

| What could I start doing? |
| --- |
|  |

| What are the three things I will commit to doing today? |
| --- |
|  |

Is there a new policy or initiative you want to pursue? Section 6 will help you make an action plan with your manager

To receive this document in another format, [email the Free from Violence Program](mailto:freefromviolence@dffh.vic.gov.au) <freefromviolence@dffh.vic.gov.au>.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.

Available at [Municipal Association of Victoria’s Preventing family violence guide page](https://www.mav.asn.au/PFVguide) <https://www.mav.asn.au/PFVguide>.