**Example of a possible 3 x 3 Action Plan for the Women’s Charter using the Women’s Charter Checklist Tool**

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|  | **Action** | **Responsible** | **Timeline** | **Progress** |
|  | **GENDER EQUITY** | | | |
| **1** | Designate a Council committee with responsibility for increasing women’s participation led by a Councillor and resourced by Council Officers |  |  |  |
| **2** | Plan and host pre-election workshops for women well in advance of the election |  |  |  |
| **3** | Review women’s representation on Council and Council committees and establish annual targets and timelines for achieving gender equity. |  |  |  |
|  | **DIVERSITY** | | | |
| **4** | Establish links with women leaders / representatives of Aboriginal groups and agencies, and women from culturally and linguistically diverse backgrounds (CALD) to encourage their participation and their ongoing political and civic action |  |  |  |
| **5** | Invite schools to participate in a Growing Local Democracy program with Councillors and officers visiting schools and students identifying key future issues, including ideas of how to increase diversity in political participation and women’s leadership |  |  |  |
| **6** | Recruit Councillors and senior officers as mentors for women from diverse backgrounds interested in taking on greater roles and civic and political leadership |  |  |  |
|  | **ACTIVE CITIZENSHIP** |  |  |  |
| **7** | Provide gender specific training for women about active citizenship |  |  |  |
| **8** | Avoid overly bureaucratic processes and procedures and meeting times that create barriers and make it difficult for women to participate |  |  |  |
| **9** | Publicise and promote the Women’s Charter with local groups and invite their input on ideas for Charter implementation |  |  |  |