

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 Quarterly meeting of the Action group to monitor plan implementation.	Chief Executive Officer – until end 2018	Act@Work Action Group participating in regular quarterly meetings. Act@Work Action group members are championing Act@Work messages to their colleagues	
1.2 The Council Plan and Health and Wellbeing Plan to include statements of commitment and actions in relation to gender equality and prevention of violence against women.	October 2017	Direction for organisation on key areas for action	HWB Plan contains information. Council Plan references Act@Work
1.3 Conduct Post training Act@Work survey	Women’s Health Grampians and Action Group – November 2017	Data around attitudes post Act@Work training	
1.4 Action Group to define Act@Work principles for WWSC	Action Group – December 2017	Clear agreed principles and behaviour for staff	
1.5 Provide a briefing for Councillors regarding Act@Work program and Action Plan	CEO - December 2017	Raise awareness of prevention of violence against women with Councillors	
1.6 Develop simple statement for use within the organisation that respect is universal and violence in any form is wrong.	Director Corporate and Community Services – December 2017	Clear statement regarding values and behaviour and importance of issue to the organisation.	

MEDIUM TERM ACTIONS

1.7	Act@Work behaviours & principles to be incorporated into the staff Code of Conduct	HR Advisor - March 2018	Clear statement regarding values and behaviours and importance of issue to the organisation.
1.8	When the universal staff induction package is developed include information about the values of the workplace as active bystanders to sexism, discrimination and violence against women	HR Advisor – September 2018	
1.9	Recognition for staff linked to strategic objectives of the Council Plan and demonstration of Corporate Values and Behaviours– e.g. Implement Annual recognition program.	CEO – end 2018	

ONGOING ACTIONS

1.10	All Managers to include reference to Act@Work when inducting new staff and show the 20minute video clip (available via Act@Work Portal)	Managers, HR Advisor – ongoing	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
1.11	Encourage work areas to identify actions they can take	Managers - Ongoing	Targeted and relevant actions will occur Inclusion of 1800 referral cards in the MCH info kits; internal reporting of clients of concern (HACC)
1.12	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.	HR Advisor	Staff provided with messaging that active bystander actions are encouraged to prevent their use of sexist

language, discrimination
and disrespect

1.13	Encourage and promote a culture of decision making as per delegations with staff by including discussion of decision making authority listed in PD's during the staff review process	Managers, Coordinators on an Annual Basis	Staff have greater role in decision making within the organisation
1.14	Monitor training needs across the organisation in terms of awareness re prevention of violence against women	Managers and supervisors - ongoing	Staff training needs can be met
1.15	Managers to lead by example by demonstrating strong leadership consistent with Act@Work principles and providing regular positive feedback to staff	Managers - ongoing	Culture and behaviour change
1.16	Liaise with Northern Grampians Shire re incorporation of material re prevention of violence against women into e-learning modules.	Director of Corporate and Community Services – December 2018	Staff training needs can be met

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
INITIAL ACTIONS			
2.1	Display a simplified and easy to understand version of the Leadership Statement in prominent staff and public locations throughout the Council offices and workplaces	Nominated Action group member- October 2017	Clear statement regarding importance of issue to the organisation
2.2	Publicity, information and help/assistance details prominently displayed on noticeboards and key public sites such as the reception, Library, Maternal and Child Health Centre's.	MCH Coordinator – December 2017	Enhanced community and staff awareness Ordered 1800 Respect referral cards (business card size) for inclusion in 4 week packs for mums.
MEDIUM TERM ACTIONS			
2.3	Improve security lighting at the Council offices in Edenhope and Kaniva.	Director Infrastructure Development and Works– June 2018	Safer workplace
ONGOING ACTIONS			
2.4	Review & Audit of safety (OHS) site checklists to include PVAW and gender equity issues. (e.g. equitable change rooms at sports facilities and caregiver facilities, carpark and building exit safety, external lighting and security cameras).	OHS Committee	Safe and equitable workplace
2.5	Incorporate consideration of gender issues and safe design principles into future projects.	Senior Management Group and individual project managers – ongoing.	Safe and equitable workplace

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
INITIAL ACTIONS			
3.1 Connect with White Ribbon Edenhope event organizers and enable staff to attend 2018 event and look for other opportunities and ideas for how to participate in events.	Nominated Action group members to contact local White Ribbon Committee	WWSC's role as a community leader in prevention of violence against women is evident in its attendance at events	
3.2 Investigate town entrance signage to display during the 2017 - 16 days of activism campaign (25th November - 10th December)	Action group members	Enhanced community and staff awareness	
ONGOING ACTIONS			
3.3 WWSC is an active member of the Grampians Communities of Respect & Equality CoRE Alliance	Chief Executive Officer - Ongoing	WWSC's role as a community leader in prevention of violence against women is evident in its attendance at events	
3.3 Where practical, WWSC to have representation at relevant forums and events including Women's Health Grampians convened prevention of violence against women community of practice events.	Ongoing	WWSC's role as a community leader in prevention of violence against women is evident in its attendance at events	
3.4 Emergency Management <ul style="list-style-type: none"> • 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. 	MERO, MRM and Wimmera Emergency Management Cluster	Prevention of violence against women, family violence and gender are included as considerations in emergency management action.	

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
4.1 Develop a Workplace Family Violence procedure to identify some of the factors to consider in assisting staff that may be experiencing family violence.	HR Advisor and Senior Management Group – April 2018	Procedure developed to support staff affected by family violence. Equipped workforce.	
4.2 Provide quarterly updates on progress against the action plan.	Action Group – until end 2018	Monitoring progress of the plan Ongoing awareness of initiatives	
4.3 Look for opportunities as they arise for guest speakers / initiatives that complement the messages of the Act@Work Program and Health and Wellbeing plan priorities.	Action Group – Ongoing	Ongoing awareness of initiatives	