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| Action planning template |
| Local government guide for preventing family violence and all forms of violence against women |
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# Introduction

This template is 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>.

While primary prevention should be done as part of your everyday work, it can take specific actions to embed good practice. Actions can create space for everyone to better undertake primary prevention work – for example, reviewing gender equality requirements for council partners can empower staff to outline these expectations and work with organisations. Undertaking a primary prevention action can also be an opportunity to engage others and build buy-in.

Use this template to plan your action. Section 6 of the guide has advice to help you complete this template.

# Action overview and purpose

| Field | Response |
| --- | --- |
| What is the action? |  |
| How will this deliver on one or more of the essential actions? (that is, what is the long-term objective of this action?) |  |
| What are the short- and medium-term objectives of this action? |  |
| How does this action align with council plans, strategies and legislative obligations? |  |
| What does success look like and what indicators will you use to recognise it? |  |

# Delivery

| Field | Response |
| --- | --- |
| What community support is there for the action? |  |
| What internal support is there for the action? |  |
| What current or potential partners could you engage with?  |  |
| Can you partner with an Aboriginal organisation or otherwise contribute to self-determination and reconciliation through this action? |  |
| How will you communicate about this action and to whom? |  |
| Has a similar action been undertaken in another area of council, or in the example database? Can you contact that team to get advice? |  |
| How will you respond to internal or community backlash or resistance? |  |

To receive this document in another format, email the Free from Violence Program <freefromviolence@dffh.vic.gov.au>.

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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>.