The *Starts With Us* Action Plan Template

TO PREVENT GENDERED VIOLENCE IN THE WORKPLACE

The *Starts With Us* Framework

A guide to create gender equitable and safe legal and justice workplaces is by and for Victoria's legal and justice workforce.

It is part of the *Starts With Us* Project – a cross-sector initiative to prevent gendered violence in Victoria's legal and justice sector.

This Framework provides 'how to' guidance and supporting resources – informed by the latest research and best practice – on practical steps your organisation can take to prevent gendered violence in the workplace.

This resource supports Step 4: Develop an action plan.

This template provides a structured, accountable way to drive lasting organisational change. It is an example of a SMART action plan template in that it is *Specific, Measurable, Achievable, Relevant and Time-bound.* It also identifies the person or area responsible for delivering that action, the level of priority and if there are any risks relating to this action you need to note and consider.

Structure your action plan against the action areas and outcomes you identified in your organisational assessment (at Step 3).

This action plan should cover 12 to 18 months of work, at which point it will need to be evaluated and reported on. During that period, review your action plan progress at least every six months. Publish or share the action plan internally so that staff can see the progress and action that is being taken.

TRACKING YOUR PROGRESS

Colour code your action plan using the traffic light system; for example, green for completed actions, amber for those currently in progress, and red for delayed or blocked. As a follow-on step after your first report, you can then develop a new action plan that includes ongoing or blocked actions and/or new priority areas and actions informed by your progress.

Be realistic: Remember to start small, with realistic expectations according to your time and resources. Build on what you already do to increase your chances of sustaining this work overtime.

MEMBER ORGANISATIONS

Encourage members to publish their action plan or a version of the action plan on their website. Consider making this a condition of membership. This helps to increase transparency across the sector. It also helps foster a practice of sharing amongst members who may be at different stages with their work to prevent gendered violence. Use the information in *The Starts With Us* Action Library to generate ideas for action in your workplace so that good practice is promoted across your member base.

Template

Outcome 1: An organisational culture that reflects gender equitable behaviour, attitudes, and expectations, internally and in the work we do in the community, with clients and with stakeholders.

Action	Rationale	Person Responsible	Timescale	Success Measure	Priority	Risks	Progress	Budget and Resourcing
Include a **specific** description of the action that will take place. Consider who the action is aimed at and how it will be implemented.	What did you uncover in the organisational assessment workshop that has led you to consider this action? The rationale should be **relevant** and linked to your organisational data and assessment.	This could be drawn from a range of roles and people. Ensure action is within the responsible person's power, making it **achievable**.	The action must be **time-bound**. Include clear start and end dates. Avoid too many "ongoing" actions and consider using milestones to mark progress.	The use of targets is encouraged. Is it clear how the achievement of the action will be **measured**?	High, Medium, Low	Identify any risks associated with the action.	Record progress, including what couldn't get done or alternative actions taken (or to be taken).	Resources and/or budget required to deliver the action
Add action (and add further lines to the table for each action)	*Add rationale*	*Add person responsible*	*Add timescale*	*Add success measure*	*Add priority*	*Add risks*	*Track progress*	*Add budget or resources needed*

Outcome 2: Systems, structures and processes that support gender equality, fairness and safety.

Action	Rationale	Person Responsible	Timescale	Success Measure	Priority	Risks	Progress	Budget and Resourcing
Include a **specific** description of the action that will take place. Consider who the action is aimed at and how it will be implemented.	What did you uncover in the organisational assessment workshop that has led you to consider this action? The rationale should be **relevant** and linked to your organisational data and assessment.	This could be drawn from a range of roles and people. Ensure action is within the responsible person's power, making it **achievable**.	The action must be **time-bound**. Include clear start and end dates. Avoid too many "ongoing" actions and consider using milestones to mark progress.	The use of targets is encouraged. Is it clear how the achievement of the action will be **measured**?	High, Medium, Low	Identify any risks associated with the action.	Record progress, including what couldn't get done or alternative actions taken (or to be taken).	Resources and/or budget required to deliver the action
Add action (and add further lines to the table for each action)	*Add rationale*	*Add person responsible*	*Add timescale*	*Add success measure*	*Add priority*	*Add risks*	*Track progress*	*Add budget or resources needed*

Outcome 3: Robust and effective reporting systems that ensure safety, compliance and consequences for perpetrators.								
Action	**Rationale**	**Person Responsible**	**Timescale**	**Success Measure**	**Priority**	**Risks**	**Progress**	**Budget and Resourcing**
Include a **specific** description of the action that will take place. Consider who the action is aimed at and how it will be implemented.	What did you uncover in the organisational assessment workshop that has led you to consider this action? The rationale should be **relevant** and linked to your organisational data and assessment.	This could be drawn from a range of roles and people. Ensure action is within the responsible person's power, making it **achievable**.	The action must be **time-bound**. Include clear start and end dates. Avoid too many "ongoing" actions and consider using milestones to mark progress.	The use of targets is encouraged. Is it clear how the achievement of the action will be **measured**?	High, Medium, Low	Identify any risks associated with the action.	Record progress, including what couldn't get done or alternative actions taken (or to be taken).	Resources and/or budget required to deliver the action
Example: Introduce Contact Officers to take disclosures and communicate to staff available and appropriate supports	*Staff currently do not feel safe or supported to disclose to People and Culture, and some staff perceive that this formalises the process of disclosing.*	*Director of People and Culture or Equality Diversity and Inclusion Manager*	*Expression of interests process by January 2024.* *Training to be completed by March 2024.* *Disclosures to be monitored by Contact Officers and assessed by March 2025.*	*Identify at least five Contact Officers from diverse genders, and ideally, a spread across teams or office locations.* *All Contact Officers are to be trained.* *20 per cent increase in disclosures in the first year of the program.*	*High*	*Low risk*	*We have eight Contact Officers. However, the training did not occur in the intended timeframe as we need to recruit a new trainer*	*Training budget.*