



## SCOPE

This assessment tool is to be used when preparing any new Council Policy or amending/updating an existing policy. It also applies to any new or updated CEO Directive.

## WHY DO WE NEED AN ASSESSMENT TOOL?

The Charter of Human Rights and Responsibilities Act 2006 and the Gender Equity Act 2020 both require Council to consider the impacts on rights and responsibilities when making decisions, preparing or updating a new local law, when making changes to council services and when preparing/updating new policies and procedures. Council is also required to consider climate change mitigation and planning in its decisions under section 9 of the Local Government Act 2020. This same act also outlines strategic principles that must be considered when developing or updating policies and directives.

This tool is to guide you through how to complete such an assessment to ensure that Council is meeting its legislative obligations, as well as ensuring there is no unconscious bias or inadvertent adverse implications for peoples' rights when preparing policies and CEO Directives.

## HOW DO I USE THIS TOOL?

You must use this tool whenever updating or preparing a new Council Policy or CEO Directive. This assessment will form part of the documentation provide to ELT and Council to inform their consideration of the proposed policy or directive.

All sections of the tool need to be completed – if there are no apparent implications, then please write something along the lines of '*It is considered there are no implications at the time of preparing this document.*' For the Local Government Act 2020 principles, you may include the text '*Not applicable*' if it is irrelevant to the policy or directive.

**CONSIDERATION OF PRINCIPLES OUTLINED BY THE LOCAL GOVERNMENT ACT 2020**

Principle	Comment
<b>Governance and Strategic Principles (section 9)</b>	
Council decisions are to be made and actions taken in accordance with the relevant law	The Fraud and Corruption Policy and Control System Procedures is a Financial Management Act 1994 requirement.
Priority is to be given to achieving the best outcomes for the municipal community, including future generations	Setting out how Fraud and Corruption is dealt with is an integral part of creating a safe and enabling culture and achieves the best outcomes for our community.
The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted	It is considered there are no notable implications at the time of preparing this document.
The municipal community is to be engaged in strategic planning and strategic decision making	There are no substantial impacts arising from this policy on these matters.
Innovation and continuous improvement is to be pursued	Taken into consideration when reviewing policy.
Collaboration with other Councils and Governments and statutory bodies is to be sought	Collaboration with external State integrity agencies is key to the successful implementation of this policy and its procedures.
The ongoing financial viability of the Council is to be ensured	Fraud and corruption control management must be integrated into the Council's philosophy, practices and plans rather than be seen or practiced as a separate program.
Regional, state and national plans and policies are to be taken into account in strategic planning and decision making	Yes – these have been taken into consideration.
The transparency of Council decisions, actions and information is to be ensured	This policy is a public document.
<b>Community Engagement Principles (section 56)</b>	
A community engagement process must have a clearly defined objective and scope	It is considered there are no notable implications at the time of preparing this document.
Participants in community engagement must have access to objective, relevant and timely information to inform their participation	It is considered there are no notable implications at the time of preparing this document.

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Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement	It is considered there are no notable implications at the time of preparing this document.
Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;	It is considered there are no notable implications at the time of preparing this document.
<b>Principle</b>	<b>Comment</b>
Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making	Not applicable.
<b>Public Transparency Principles (section 58)</b>	
Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act	This Policy is available on Council's website.
Council information must be publicly available unless— (i) the information is confidential by virtue of this Act or any other Act; or (ii) public availability of the information would be contrary to the public interest	This Policy is available on Council's website.
Council information must be understandable and accessible to members of the municipal community	Every effort is made to provide information using plain English
Public awareness of the availability of Council information must be facilitated	The Policy is available on Council's website.
<b>Strategic Planning Principles (section 89)</b>	
A Council must undertake the preparation of its Council Plan and other strategic plans in accordance with the strategic planning principles	It is considered there are no notable implications at the time of preparing this document.
An integrated approach to planning, monitoring and performance reporting is to be adopted	Incorporated in meeting Act requirements
Strategic planning must address the Community Vision	It is considered there are no notable implications at the time of preparing this document.
Strategic planning must take into account the resources needed for effective implementation	It is considered there are no notable implications at the time of preparing this document.
Strategic planning must identify and address the risks to effective implementation	It is considered there are no notable implications at the time of preparing this document.

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Strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances.	
<b>Principle</b>	<b>Comment</b>
<b>Financial Management Principles (section 101)</b>	
revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans	The purpose of the policy is to confirm that Council will not tolerate fraudulent behaviour and to ensure that all Councillors, staff, contractors, third party service providers, funding recipients and its clients have a clear understanding of their responsibilities in regard to fraud control and to provide guidance in relation to establishing a culture of proactive control, prevention, detection and response to fraud and corruption risk at Council
Financial risks must be monitored and managed prudently having regard to economic circumstances For the purposes of the financial management principles, financial risk includes any risk relating to the following— (a) the financial viability of the Council (b) the management of current and future liabilities of the Council (c) the beneficial enterprises of the Council	The purpose of this policy is to confirm that Council will not tolerate fraudulent behaviour and to ensure that all Councillors, staff, contractors, third party service providers, funding recipients and its clients have a clear understanding of their responsibilities in regard to fraud control and to provide guidance in relation to establishing a culture of proactive control, prevention, detection and response to fraud and corruption risk at Council
Financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community	In accordance with the Fraud and Corruption Prevention Procedures, fraud and corruption investigations must be reported to, the Audit Committee and Council. Matters may subsequently be referred to Victoria Police. All proven instances of fraud and corruption must be reported to the relevant Minister and Independent Broad-based Anti-Corruption Commission (IBAC).
Accounts and records that explain the financial operations and financial position of the Council must be kept	This component is incorporated in to the policy.
<b>Service Performance Principles (section 106)</b>	
Services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community	It is considered there are no notable implications at the time of preparing this document.
Services should be accessible to the members of the municipal community for whom the services are intended	It is considered there are no notable implications at the time of preparing this document.

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Quality and costs standards for services set by the Council should provide good value to the municipal community	It is considered there are no notable implications at the time of preparing this document.
A Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring	It is considered there are no notable implications at the time of preparing this document.
Service delivery must include a fair and effective process for considering and responding to complaints about service provision	It is considered there are no notable implications at the time of preparing this document.

**CONSIDERATION OF CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 IMPACTS**

Council can limit human rights when those limitations can be justified. This means that Council can continue to make decisions on behalf of the community about how best to balance rights, ensure community safety, and use limited funding for competing public interest challenges.

Are there any human rights implications arising from this policy or directive in relation to the 20 substantive rights? Note: some rights have been excluded that do not apply to local government (eg deprivation of liberty)	Analysis
Recognition and equality before the law (section 8)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.
Right to life (section 9)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.
Protection from torture and cruel, inhuman or degrading treatment (section 10)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.
Freedom from forced work (section 11)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity
Freedom of movement (section 12)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.
Privacy and reputation (section 13)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.
Freedom of thought, conscience, religion and belief (section14)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives

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	legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.
Freedom of expression (section 15)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.
Peaceful assembly and freedom of association (section 16)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.
Protection of families and children (section 17)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.
Right to take part in public life (section 18)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.
Cultural rights (section 19)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.
Property rights (section 20)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.
Liberty and security of person (section 21)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.
Fair hearing (section 24)	Incorporated in associated policies where breaches occur
Rights in criminal proceedings (section 25)	The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

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<p>Overall, does the policy, local law or decision raise human rights issues?</p>	<p>The Charter of Human Rights and Responsibilities Act 2006 is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.</p>
<p><b>Are there any human rights implications arising from this policy or directive in relation to the 20 substantive rights? Note: some rights have been excluded that do not apply to local government (eg deprivation of liberty)</b></p>	<p><b>Analysis – minimal implications associated with breaches of the law</b></p>
<p>Overall, does the policy, local law or directive restrict or interfere with the scope of the human right/s identified?</p> <p>If yes, are the limitations or restrictions reasonably and demonstrably justified under Section 7 of the Human Rights Charter?</p>	<p>There are considered to be no adverse impacts.</p>
<p>Are there any less restrictive means reasonably available to achieve the purpose that the limitation seeks to achieve?</p>	<p>There are considered to be no adverse impacts.</p>



## GENDER EQUITY IMPACT ASSESSMENT

Gender impact assessments (GIAs) are designed to help organisations think critically about how policies, programs and services will meet the different needs of women, men and gender diverse people. The purpose GIAs is to create better and fairer outcomes, and make sure all people have equal access to opportunities and resources.

Your gender can affect your needs and experiences. This means that policies, programs and services can affect people of different genders in different ways. If we don't think about how their work affects different people, they might unintentionally reinforce inequalities.

A gender impact assessment must:

- assess the effects that the policy, program or service may have on people of different genders
- explain how the policy, program or service will be changed to better support Victorians of all genders and promote gender equality
- where practical, apply an intersectional approach to consider how gender inequality can be compounded by disadvantage or discrimination that a person may experience on the basis of other factors such as age, disability or ethnicity.

Step 1 – Defining the issues and challenge your assumptions	
What is the issue the policy or directive is aiming to address (think about why it is needed)?	The Council will promote and enforce an ethical environment in which the occurrence of fraud and corruption is actively discouraged and minimised.
Are the people who are targeted and impacted by the policy or directive included in the decision-making?	This policy applies to the Council, Councillors, all Council employees, volunteers and those outsourced functions performed by external service providers.
Do you think that people of different genders access this policy or directive at the same rate?	Yes – the policy promotes an ethical environment that encourages staff, volunteers and external service providers at all levels to actively participate in protecting the public and private funds and property.
Do the different social roles and responsibilities that people take on affect the way people access and use this policy or directive?	Yes – the policy promotes an ethical environment that encourages staff, volunteers and external service providers at all levels to actively participate in protecting the public and private funds and property.
Do you think that everyone who accesses this policy or directive has the same needs from it?	This policy applies to the Council, Councillors, all Council employees, volunteers and those outsourced functions performed by external service providers.
Do the different social roles and responsibilities that people take on affect the way people access and use this policy or directive?	This policy applies to the Council, Councillors, all Council employees, volunteers and those outsourced functions performed by external service providers.

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What additional needs might there be for people with disabilities, or from different cultural identities, ages, gender identities, sexual orientations or religions?

This policy applies to the Council, Councillors, all Council employees, volunteers and those outsourced functions performed by external service providers.

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Step 2 – Understanding the policy context	
What information is available to understand who is likely to be affected by the policy or directive?	The policy confirms that Council will not tolerate fraudulent behaviour and to ensure that all Councillors, staff, contractors, third party service providers, funding recipients and its clients have a clear understanding of their responsibilities in regard to fraud control.
Do you already have this information?	Yes
How will you find the further information you need? Think about internal data, research, consultation.	Not applicable.
What did the research and evidence tell you? List key points and references/evidence	Not applicable.
Have you consulted with affected stakeholders on this aspect? State if it was formal or informal consultation. What were the key issues/outcomes/views?	Not applicable.
What information is available to understand the lived experiences of the diverse groups who will be affected?	The policy confirms that Council will not tolerate fraudulent behaviour and to ensure that all Councillors, staff, contractors, third party service providers, funding recipients and its clients have a clear understanding of their responsibilities in regard to fraud control.
Do you already have this information?	Yes
How will you find the further information you need? Think about internal data, research, consultation.	Not applicable.
What did the research and evidence tell you? List key points and references/evidence	Not applicable.
Have you consulted with affected stakeholders on this aspect? State if it was formal or informal consultation. What were the key issues/outcomes/views?	Not applicable.
How is this policy or directive likely to have different impacts for different people?	The policy confirms that Council will not tolerate fraudulent behaviour and to ensure that all Councillors, staff, contractors, third party service providers, funding recipients and its clients have a clear understanding of their responsibilities in regard to fraud control.
Do you already have this information?	Yes

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<p>How will you find the further information you need? Think about internal data, research, consultation.</p>	Not applicable.
<p>What did the research and evidence tell you? List key points and references/evidence</p>	Not applicable.
<p>Have you consulted with affected stakeholders on this aspect? State if it was formal or informal consultation. What were the key issues/outcomes/views?</p>	Not applicable.
<b>Step 3 – Options analysis</b>	
<p>What are the policy options? For each option describe the proposed policy solution. Provide a brief description of the proposed strategies, activities or service design elements and how they will meet the needs and create benefit for the target audience.</p>	<p>The policy review has not identified any issues of concern that need addressing since the original policy was adopted, therefore it is considered that there are no other policy options that require consideration. The policy meets legislative requirements and no issues have arisen in the application of the policy.</p>
<p>What are the potential policy options and what gendered impact might they have?</p>	<p>It is considered that the policy review is gender neutral in its impacts.</p>
<p>What are the gendered costs and risks?</p> <ul style="list-style-type: none"> <li>• Who is likely to be negatively impacted by this? How are the most vulnerable groups likely to be impacted?</li> <li>• Will this reduce a certain group's access to economic resources or opportunities? If so, are they already disadvantaged?</li> <li>• Does it reinforce harmful gender stereotypes, for example, further promoting men in a male dominated industry?</li> </ul>	<p>It is considered that the policy review is gender neutral in its impacts and does not give rise to costs or risks.</p>
<p>What are the gendered benefits?</p> <ul style="list-style-type: none"> <li>• Will some people benefit more because they have greater access, or does this policy, program or service do everything it can to ensure resources are distributed and used equally?</li> <li>• Will it contribute to transforming gender norms in a positive way? Eg will it contribute to a more balanced distribution of unpaid care labour and family responsibilities between women and men?</li> <li>• Will it make women and children safer in public or private spaces?</li> </ul>	<p>It is considered that the policy review is gender neutral in its impacts.</p>

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Will some people benefit more because they have greater access, or does this policy, program or service do everything it can to make sure resources are distributed and used equally?	It is considered that the policy review is gender neutral in its impacts.
Will it contribute to transforming gender norms in a positive way?	It is considered that the policy review is gender neutral in its impacts, but the disclosure process is varied to cater for differing situations and needs.
Does your policy, program or service potentially have negative unintended consequences for certain groups of people?	It is considered that the policy review is gender neutral in its impacts and that lengthy consideration has been given to protecting personal information.
Overall, do the benefits outweigh the costs or vice versa?	Yes - it is considered that the policy review is gender neutral in its impacts.
<b>Step 4 Recommendations</b>	
Provide the rationale for the proposed recommendation and include any mitigation strategies that could be used to avoid any harmful unintended outcome.	Required by legislation
Include here the rationale for your recommendation as well as any mitigation strategies needed. In line with the Gender Equality Act, explain: <ul style="list-style-type: none"> <li>• how your recommendation meets the needs of persons of different genders</li> <li>• how it addresses gender inequality</li> <li>• how it promotes gender equality.</li> </ul>	Not applicable.

### HANDY HINTS

The above questions have been derived from the Gender impact assessment toolkit produced by the Commission for Gender Equality in the public sector. To access the gender equity impact assessment toolkit for more information, please use this link [Gender impact assessment toolkit | Commission for Gender Equality in the Public Sector \(genderequalitycommission.vic.gov.au\)](https://www.genderequalitycommission.vic.gov.au/gender-impact-assessment-toolkit).

For Open Source gender data and research, please use the following resource – the final page is where you will find links to data and resources. [DPC 2011 CGEPS GIA-Templates & Resources FA-Web 0.pdf](#)

For Step 3 the following will assist in identifying whether an impact is a cost or a benefit for gender equity:

#### Negative or neutral gender impact

- Perpetuates gender inequality by reinforcing unbalanced norms, roles and relations.
- Privileges men over women and gender diverse people (or vice versa).

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- Ignores differences in opportunities and resource allocation for people of different genders.
- Does not take into account issues of intersectionality.

### Positive gender impact

- Considers gender norms, roles and relations for people of different genders and how they affect access to and control over resources.
- Promotes the elimination of existing gender gaps, or at least a significant reduction of them.
- Addresses the causes of gender-based health inequities, including the prevention of violence against women, girls and gender diverse people.
- Includes ways to transform harmful gender norms, roles and relations.

## CLIMATE CHANGE ADAPTATION/MITIGATION AND SUSTAINABILITY CONSIDERATIONS

The Local Government Act 2020 requires council to consider climate change mitigation and adaptation measures in all its key decision making, which includes policy development.

Council has finalised its Climate Change Action Plan after declaring a Climate Emergency in 2021. This Action Plan has 5 key actions areas:

- Protecting our natural environment
- Reducing our emissions
- Our climate resilient community
- Moving sustainability: transport
- Advocating for change

### Strathbogie Shire Council Climate Change Action Plan 2022 – 2027 [Climate Action - Strathbogie Shire](#)

Our Climate Resilient Community	Comment
Increasing heat	It is considered there are no notable implications at the time of preparing this document.
Changing rainfall patterns, drought conditions, and extreme meteorological conditions	It is considered there are no notable implications at the time of preparing this document.
Increased bushfire conditions and declining volunteer numbers	It is considered there are no notable implications at the time of preparing this document.

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Increased social impacts	It is considered there are no notable implications at the time of preparing this document.
<b>Reducing our emissions</b>	<b>Comment</b>
Net Zero by 2025	It is considered there are no notable implications at the time of preparing this document.
Energy Efficiency	It is considered there are no notable implications at the time of preparing this document.
Energy Storage	It is considered there are no notable implications at the time of preparing this document.
Renewable Energy	It is considered there are no notable implications at the time of preparing this document.
Community Renewable Energy	It is considered there are no notable implications at the time of preparing this document.
Conserving valuable potable water	It is considered there are no notable implications at the time of preparing this document.
Stormwater management	It is considered there are no notable implications at the time of preparing this document.
Adaptive and recycled water resources	It is considered there are no notable implications at the time of preparing this document.
Keeping our shire green, cool and resilient	It is considered there are no notable implications at the time of preparing this document.
<b>Advocating for Change</b>	<b>Comment</b>
Are we increasing resilience?	It is considered there are no notable implications at the time of preparing this document.
What is the impact?	It is considered there are no notable implications at the time of preparing this document.
Economic benefits	It is considered there are no notable implications at the time of preparing this document.

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Protecting our natural environment	Comment
Deforestation	It is considered there are no notable implications at the time of preparing this document.
Rural green infrastructure	It is considered there are no notable implications at the time of preparing this document.
Increasing our urban canopy	It is considered there are no notable implications at the time of preparing this document.
Rural roadsides	It is considered there are no notable implications at the time of preparing this document.
Rivers & Wetlands	It is considered there are no notable implications at the time of preparing this document.
Benefitting from our native forests	It is considered there are no notable implications at the time of preparing this document.
Moving sustainably: Transport	Comment
Security of fuel supply	It is considered there are no notable implications at the time of preparing this document.
Transition to new fuel economy	It is considered there are no notable implications at the time of preparing this document.
Enabling access to the outdoors	It is considered there are no notable implications at the time of preparing this document.
Alternative fuel sources	It is considered there are no notable implications at the time of preparing this document.