



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
Governance and Strategic Principles (section 9)	
Council decisions are to be made and actions taken in accordance with the relevant law	The Fair Access Policy enables effective and efficient integration of the requirements of the <i>Gender Equality Act 2020</i> , the <i>Local Government Act 2020</i> and the <i>Public Health and Wellbeing Act 2008</i> namely to take positive action towards achieving gender equity in the access and usage of community sports infrastructure.
Priority is to be given to achieving the best outcomes for the municipal community, including future generations	The Fair Access Policy aims to progressively build capacity and capabilities of the Strathbogie Shire in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.
The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted	The Fair Access Policy will be a key driver for procedural and cultural change to ensure the full benefits of sport and recreation are available to all. Removing key barriers to the participation of women and girls in sport and active recreation is arguably the single biggest growth opportunity for this sector.
The municipal community is to be engaged in strategic planning and strategic decision making	Council will engage fairly and equitably with all staff, governance working groups, state sporting organisations, regional sport assemblies (where applicable) and members of our sport and recreation community, regardless of their gender, in a positive, respectful, and constructive manner.
Innovation and continuous improvement is to be pursued	Council may review this policy at any time and at least two years from the date of adoption. Review processes and/or policies of clubs, associations and leagues that may impact gender equitable access and usage of community sports infrastructure.
Collaboration with other Councils and Governments and statutory bodies is to be sought	We will actively collaborate with the Office for Women in Sport and Recreation and participate in community of practice initiatives.
The ongoing financial viability of the Council is to be ensured	From July 2024, all Victorian councils will need to ensure equitable access to sporting facilities for people of all genders to be considered eligible to receive infrastructure funding from the Victorian Government.

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Regional, state and national plans and policies are to be taken into account in strategic planning and decision making	The Fair Access Policy addresses recommendations from the Victorian Government's Inquiry into Women and Girls in Sport and Active Recreation and meets our obligations under the gender equity act 2020.
The transparency of Council decisions, actions and information is to be ensured	The policy will go to Council for adoption, all actions and information will be available to the public.
Community Engagement Principles (section 56)	
A community engagement process must have a clearly defined objective and scope	A C&E plan will be created to identify the objective and scope of engagement with sport and recreation organisations and the wider community.
Participants in community engagement must have access to objective, relevant and timely information to inform their participation	The Fair Access Policy is supported by the Office of Women in Sport and Recreation, Regional Sport Assemblies and State Sporting Associations who are providing information to inform community.
Participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement	Participants in community engagement will represent all sport and recreation organisations and the wider community.
Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;	Council will facilitate engagement with Regional Sport Assemblies for sport and recreation organisations in the implementation of the policy.
Principle	Comment
Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making	Council's Community Engagement Policy will be made available to participants, this policy outlines the following engagement principals <ul style="list-style-type: none"> • Genuine and transparent • Inclusive and accessible • Responsive and flexible • Listen and learn
Public Transparency Principles (section 58)	
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 is in line with policy principle.
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 is in line with policy principle.

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Council information must be understandable and accessible to members of the municipal community	This is in line with policy principle.
Public awareness of the availability of Council information must be facilitated	This is in line with policy principle.
Strategic Planning Principles (section 89)	
A Council must undertake the preparation of its Council Plan and other strategic plans in accordance with the strategic planning principles	This policy ensures fair access and gender equity is considered in the preparation of the Council plan and Health and Wellbeing plans.
An integrated approach to planning, monitoring and performance reporting is to be adopted	This policy ensures evaluation processes and continual improvement to our fair access approach.
Strategic planning must address the Community Vision	The Community Vision has been considered in the creation of this policy.
Strategic planning must take into account the resources needed for effective implementation	Resources from Council and Community have been considered for the implementation of this policy.
Strategic planning must identify and address the risks to effective implementation	Council has identified risk to effective implementation of this policy and considered risk mitigation strategies to support implementation. These will be captured in the C&E plan for implementation.
Strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances.	Council may review this policy at any time and at least two years from the date of adoption. Review processes and/or policies of clubs, associations and leagues that may impact gender equitable access and usage of community sports infrastructure.

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Principle	Comment
Financial Management Principles (section 101)	
Revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans	<p>This policy will be required From July 2024 for councils to be considered eligible to receive infrastructure funding from the Victorian Government.</p> <p>All procurement activities related to assets as a result of the policy will be inline with Council's financial policies.</p>
<p>Financial risks must be monitored and managed prudently having regard to economic circumstances.</p> <p>For the purposes of the financial management principles, financial risk includes any risk relating to the following—</p> <ul style="list-style-type: none"> (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 	All financial risks will be considered in any grant opportunities and applications as a result of this policy. A full risk assessment of budgetary requirements from Council will be considered.
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	All plans and policies will be adhered to in delivering this policy and any financial impact to assets and community
Accounts and records that explain the financial operations and financial position of the Council must be kept	All records will be kept inline with Council requirements
Service Performance Principles (section 106)	
Services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community	This is in line with policy principal.
Services should be accessible to the members of the municipal community for whom the services are intended	This is in line with policy principal.
Quality and costs standards for services set by the Council should provide good value to the municipal community	This policy seeks to address quality and cost standards for all in the municipal community.
A Council should seek to continuously improve service delivery to the municipal community in response to performance monitoring	Council may review this policy at any time and at least two years from the date of adoption. Review processes and/or policies of clubs, associations and leagues that may impact gender equitable access and usage of community sports infrastructure.
Service delivery must include a fair and effective process for considering and responding to complaints about service provision	Council's Complaints Policy manages how complaints will be dealt with by the organisation.

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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)	This is in line with policy principal.
Right to life (section 9)	N/A
Protection from torture and cruel, inhuman or degrading treatment (section 10)	This is in line with policy principal.
Freedom from forced work (section 11)	N/A
Freedom of movement (section 12)	N/A
Privacy and reputation (section 13)	N/A
Freedom of thought, conscience, religion and belief (section14)	This is in line with policy principal.
Freedom of expression (section 15)	This is in line with policy principal.
Peaceful assembly and freedom of association (section 16)	This is in line with policy principal.
Protection of families and children (section 17)	This is in line with policy principal.
Right to take part in public life (section 18)	This is in line with policy principal.
Cultural rights (section 19)	This is in line with policy principal.
Property rights (section 20)	N/A
Liberty and security of person (section 21)	This is in line with policy principal.
Fair hearing (section 24)	This is in line with policy principal.
Rights in criminal proceedings (section 25)	N/A
Overall, does the policy, local law or decision raise human rights issues?	This is in line with policy principal.
Are there any human rights implications arising from this policy or directive in relation to the 20 substantive rights? Note: some rights	Analysis

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have been excluded that do not apply to local government (eg deprivation of liberty)	
Overall, does the policy, local law or directive restrict or interfere with the scope of the human right/s identified? If yes, are the limitations or restrictions reasonably and demonstrably justified under Section 7 of the Human Rights Charter?	No
Are there any less restrictive means reasonably available to achieve the purpose that the limitation seeks to achieve?	The policy aims to increase participation.

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 Fair Access Policy seeks to address known barriers experienced by women and girls in accessing and using community sports infrastructure. The Policy aims to progressively build capacity and capabilities of the Strathbogie Shire in the identification, and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sports infrastructure.
Are the people who are targeted and impacted by the policy or directive included in the decision-making?	Yes, the policy has been developed in conjunction with the Office of Women in Sport, Sport and recreation Victoria, Vic Health and State sporting associations and other groups.
Do you think that people of different genders access this policy or directive at the same rate?	No, it will be accessed by sporting organisations and committees of management which have a cross representation of genders but most positions are held by men. Women may access the policy more to understand it's impact and principles.
Do the different social roles and responsibilities that people take on affect the way people access and use this policy or directive?	Yes, when people take on responsibilities for scheduling of sporting activities at sport and recreational facilities across our Shire or for their club internally they will need to use this policy. Committee members responsible for growing club population and female in sport will use the policy to guide club policies and actions.

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<p>Do you think that everyone who accesses this policy or directive has the same needs from it?</p>	<p>No, there will be facility managers who will be responsible for ensuring that scheduling is fair and equitable and will need to be guided by the policy in their decision-making processes. Women will access the policy to be guided by what sport and recreational managers should be doing to improve access to infrastructure and the guiding principles</p>
<p>Do the different social roles and responsibilities that people take on affect the way people access and use this policy or directive?</p>	<p>Duplicate of question above</p>
<p>What additional needs might there be for people with disabilities, or from different cultural identities, ages, gender identities, sexual orientations or religions?</p>	<p>The policy principles are to support all user groups who access and use community sport infrastructure.</p>

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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?	Office for women in sport and recreation have done extensive consultation with impacted groups and information is available to Council. The policy has been created in line with policy template from The Office for Women in Sport and Recreation meeting the requirements of the Gender Equality Act of 2020.
Do you already have this information?	Yes
How will you find the further information you need? Think about internal data, research, consultation.	Direct consultation with sporting organisations.
What did the research and evidence tell you? List key points and references/evidence	That community sport and recreation infrastructure shapes our towns but when our entire community does not benefit from sporting infrastructure in an equitable manner, this important pillar of our health, our culture and our identities is contributing to unequal outcomes in sport and active recreation, and a wider culture of gender inequality in our communities
Have you consulted with affected stakeholders on this aspect? State if it was formal or informal consultation. What were the key issues/outcomes/views?	No, this will be led by the Office for Women in sport and recreation and regional sport assemblies.
What information is available to understand the lived experiences of the diverse groups who will be affected?	The Office for Women in Sport and Recreation data.
Do you already have this information?	Yes
How will you find the further information you need? Think about internal data, research, consultation.	N/A
What did the research and evidence tell you? List key points and references/evidence	N/A
Have you consulted with affected stakeholders on this aspect? State if it was formal or informal consultation. What were the key issues/outcomes/views?	No, this will be done on an individual club level
How is this policy or directive likely to have different impacts for different people?	Deliver gender equitable access and usage of community sports infrastructure. Increasing infrastructure use by women and girls which will deliver improved health outcomes, a stronger sports sector and fairer distribution of public asset use.

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Do you already have this information?	Yes
How will you find the further information you need? Think about internal data, research, consultation.	N/A
What did the research and evidence tell you? List key points and references/evidence	That sports and recreational facilities are currently underutilised by women.
Have you consulted with affected stakeholders on this aspect? State if it was formal or informal consultation. What were the key issues/outcomes/views?	No
Step 3 – Options analysis	
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.	Policy seeks to address known barriers experienced by women and girls in accessing and using community sports and infrastructure.
What are the potential policy options and what gendered impact might they have?	<p>To build capacity and capabilities of the Strathbogie Shire in the identification and elimination of systemic causes of gender inequality in policy, programs, communications, and delivery of services in relation to community sport and recreation.</p> <p>To ensure an effective place-based response for the gender equitable use and access of community sports infrastructure.</p> <p>To promote gender equality in policies, programs, communications, and services as they relate to community sports infrastructure.</p>
What are the gendered costs and risks? <ul style="list-style-type: none"> • Who is likely to be negatively impacted by this? How are the most vulnerable groups likely to be impacted? • Will this reduce a certain group's access to economic resources or opportunities? If so, are they already disadvantaged? • Does it reinforce harmful gender stereotypes, for example, further promoting men in a male dominated industry? 	None, the policy intent is to drive improved gender equality standards.

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<p>What are the gendered benefits?</p> <ul style="list-style-type: none"> • 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? • 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? • Will it make women and children safer in public or private spaces? 	<p>The policy is designed to provide increased access for women and gender diverse populations to sports and recreation infrastructure. To deliver fairer distribution of public asset use Improved health outcomes for women</p>
<p>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?</p>	<p>Policy is to provide greater access for women to ensure resources are distributed equally.</p>
<p>Will it contribute to transforming gender norms in a positive way?</p>	<p>Yes</p>
<p>Does your policy, program or service potentially have negative unintended consequences for certain groups of people?</p>	<p>Yes, will impact traditional male sporting models and usage.</p>
<p>Overall, do the benefits outweigh the costs or vice versa?</p>	<p>Yes</p>
<p>Step 4 Recommendations</p>	
<p>Provide the rationale for the proposed recommendation and include any mitigation strategies that could be used to avoid any harmful unintended outcome.</p>	<p>Communication and education with sporting organisations in conjunction with the regional sports assemblies and state sporting associations.</p>
<p>Include here the rationale for your recommendation as well as any mitigation strategies needed. In line with the Gender Equality Act, explain:</p> <ul style="list-style-type: none"> • how your recommendation meets the needs of persons of different genders • how it addresses gender inequality • how it promotes gender equality. 	<p>Policy is specific to delivering outcomes of the gender equality act.</p>

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).

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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).
- 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 is also in the process of finalising a Climate Change Action Plan after declaring a Climate Emergency in 2021.

The Victorian Climate Change Adaptation Plan 2017-2020 sets out Council's responsibilities under the Act [Victorias-Climate-Change-Adaptation-Plan-2017-2020.pdf \(climatechange.vic.gov.au\)](#). The following factors should inform your analysis statement:

- Provide leadership and good governance, represent the needs and values of local communities, and foster community cohesion
- Manage climate change risks to council community services and assets, with support from the State Government
- Identify the needs and priorities of the municipality and communicate these to State Government where needed
- Develop and deliver locally-appropriate adaptation responses
- Build the resilience of local assets and services
- Plan for emergency management at the municipal level, provide relief and recovery services, and support emergency response operations
- Help the State Government understand localised impacts and responses

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- Work with the community to help people understand and get involved in climate change adaptation
- Help connect the State Government with the community.

Sustainable Strathbogie 2030 Strategy (to be updated to the Climate Change Action Plan once adopted)

Chapter 6 Climate Resilient Shire	Comment
Increasing heat	N/A
Changing rainfall patterns, drought conditions, and extreme meteorological conditions	N/A
Increased bushfire conditions and declining volunteer numbers	N/A
Increased social impacts	N/A
Chapter 7 A low carbon shire	Comment
Net Zero by 2025	N/A
Energy Efficiency	N/A
Energy Storage	N/A
Renewable Energy	N/A
Community Renewable Energy	N/A
Chapter 8 A water sensitive shire	Comment
Conserving valuable potable water	N/A
Stormwater management	N/A
Adaptive and recycled water resources	N/A
Keeping our shire green, cool and resilient	N/A
Chapter 9 A zero waste shire	Comment
Environmental impacts of landfill	N/A
Limited landfill capacity	N/A
Increased illegal dumping	N/A
Economic benefits from resource recovery	N/A

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Chapter 10 An ecologically rich shire	Comment
Deforestation	N/A
Rural green infrastructure	N/A
Increasing our urban canopy	N/A
Rural roadsides	N/A
Rivers & Wetlands	N/A
Benefitting from our native forests	N/A
Chapter 11 An active and connected shire	Comment
Security of fuel supply	N/A
Transition to new fuel economy	N/A
Enabling access to the outdoors	N/A