

This document has been crafted as a resource tool to aid in exploring potential support and safety measures for employees facing family and domestic violence. It's important to note that the options provided are not exhaustive, and additional input and recommendations from specialised support agencies may also be considered.

Privacy and safety guidelines:

Anyone disclosing matters related to family violence is assured that confidentiality will be maintained to the extent permitted by law. All matters will be treated with the utmost sensitivity.

When discussing matters of family violence and utilising this document;

- Always meet with the employee in a private and safe area;
- If you print out this document, please DO NOT identify the employee on it;
- DO NOT save this form into the employee's Personnel file.

Option	Details
Emergency	If there is an immediate danger call 000.
	If the immediate danger relates to the workplace, notify the Manager/Team Leader and Manager People and Change.
Support	Consider utilisation of internal support. Internal Support Options Include; Employees may choose to seek assistance from one of the following within Council: • manager or supervisor; • one of Council's trained Family Violence Contact Officers; • a member of the Organisational Development (OD) team; • a union delegate. These people have been trained to give confidential information about the support Council can provide without intruding into the employees personal and private life.

Employee Assistance Program

Council encourages impacted employees to utilise counselling support available through the Employee Assistance Program (EAP) provided by Converge International at 1300 687 327. Council will meet all reasonable costs associated with EAP assistance.

This is a strictly private and confidential service which will provide professional assistance to you and who may refer you to other appropriate agencies if necessary.

External Support & Referral Options

Agency Name: 1800 RESPECT

Service provided: National Sexual Assault, Domestic Family Violence Counselling Service. This service is available 24 hours per day/ 7 days per week.

Contact: Call [1800 737 732](tel:1800737732), text [0458 737 732](tel:0458737732)

Website: <https://www.1800respect.org.au/>

Agency Name: WAYSS Family Violence

Service provided: Housing & Family Violence Support Services including crisis response

Contact: (03) 9791 6111 (Dandenong)

Website: <https://www.wayss.org.au/>

Agency Name: Orange Door

Service provided: Free and confidential family violence crisis and outreach

Contact: 1800 271 170, sma@orangedoor.vic.gov.au

Website: <https://www.orangedoor.vic.gov.au/>

Agency Name: Safe Steps

Service provided: 24/7 Family & Domestic Violence Response Service that can help to arrange safety measures, access crisis accommodation, connect to legal & counselling service and refer to outreach services

Contact: 1800 015 188, safesteps@safesteps.org.au

Website: <https://www.safesteps.org.au/>

Agency Name: No to Violence - Men's Referral Service

FAMILY VIOLENCE – SUPPORT & SAFETY OPTIONS

Option	Details
	Service provided: Provides anonymous and confidential telephone counselling, information and referrals men looking to change their behaviour. Contact: 1300 766 491 Website: https://ntv.org.au/get-help/ Community Legal Services Springvale Monash Legal Service Inc, 9545 7400 South-East Monash Legal Service, 9545 7400 Other External services referenced within the Enterprise Agreement and available to employees include; • Police; • Lifeline; • Sexual Assault Crisis Line; • Women's Domestic Violence Crisis Service of Victoria; • Victorian Nurses Health Program; • Victims of Crime Helpline; • Local Victims Assistance and Counselling Program The employee can request EAP or other relevant agency to contact Council directly so we can consider any recommendations made to assist the employee. Consider whether the employee needs to use a Council telephone and computer to research support options and/or make safety arrangements for themselves and others.

FAMILY VIOLENCE – SUPPORT & SAFETY OPTIONS

Option	Details
Family and Domestic Violence Leave	All employees experiencing family and domestic violence, whether full-time, part-time, or casual, are entitled to receive paid family and domestic violence leave. Leave options: ○ 20 days paid domestic / family violence leave; ○ Additionally, personal leave entitlements can be utilised for non-health-related family violence matters, such as attending police stations, court proceedings, relocating a child to another school, or other relevant appointments recommended by the Employee Assistance Program (EAP) or other specified agencies. ○ If necessary, reasonable additional paid leave, up to a maximum of 5 days, can be granted, after exhausting all other available leave entitlements. Any family and domestic violence leave taken will not be recorded on payslips. Instead, it will be recorded as ordinary hours of work and included in total salary payment.
	If access to leave is required, consider a return-to-work plan appropriate to the employee's circumstances. Ensure this is well communicated and the employee and line manager are aligned.
	While absent, consider, and encourage the employee to maintain contact with an appropriate nominated person (Manager, OD Team Leader, other). Agree on appropriate terms of contact.
Work Location	Consider whether the employee works alone, offsite, in an isolated location in the building or out of mobile phone range and implement safety measures to address this.
	Review options to change work schedules or move work location to a more secure area.
	Discuss the employee's ability to be contacted and to keep their Manager advised of their movements in the workplace
	Review the security when entering and leaving the workplace. Consider whether sightlines are clear for entry / exits to building.
	Consider adjusting work telephone number or email address if required
	Ensure public access to the workplace is restricted. Or, if the employee works in a public space, what security options are available (i.e. a safe room)?
Flexible Work	Consider whether working times need to be adjusted, such as late at night, early morning or at quiet times throughout the day.
	Consider flexible working arrangement options for the employee. Flexibility in working arrangements may include modification of start/finish times, flexible or compressed hours, relocation/change to work site or work assignment and other options or safety arrangements as identified.

FAMILY VIOLENCE – SUPPORT & SAFETY OPTIONS

Option	Details
Travel / Parking	Consider the safety of travel to and from work including mode of transport and parking arrangements.
	If the employee has a car parking space, review whether it is well lit and close to main entrance.
	Consider having someone escort the employee to their parking spot or train station.
Other Considerations	Discuss with the employee what, if any, information they would like to be shared with their team. For example, if the employee takes leave, what reason will be given?
	Obtain alternative emergency contact details from the employee (in the event you are unable to reach them).
	Review with the employee if their personal details (such as full name, photograph, position, contact information and work location) are included or published in any Council documentation that is publicly available or can be easily found by an internet search, social media sites, printed brochures, meeting minutes etc. Review the options for removing this information or restricting any future information being published to reduce personal details being available.
Protection Orders	Review any protection order conditions for work-related exclusions such as 'do not enter, remain or access any premises [the protected person] occupies or works in' or 'do not contact'.
	If appropriate, encourage the employee to consider obtaining a Protection Order that includes the workplace.
	The employee should keep a copy of any Protection Order on hand at all times, and provide a copy to the Manager / Team Leader if it includes the workplace.
	The employee has the option for a copy of the Protection Order to be provided to Customer Service and/or a photo of the person named in the Protection Order.
Other options (as identified by employee or Manager/TL)	

THIS DOCUMENT IS NOT TO BE PLACED ON THE EMPLOYEE'S PERSONNEL FILE.