

C078

**LEGISLATIVE COUNCIL
Question Without Notice**

(of which some notice is given)

14 February 2019

Hon Donna Faragher to the Minister representing the Minister for Women's Interests

I refer to the answer given to Question without Notice 1241 asked on 28 November 2018 regarding the 10 year Women's Strategy and specifically the statement that "planning for the Strategy includes an open consultation process – members of the community, not for profit, private sector and Government can contribute" and I ask:

- 1) Will the Minister table all written communications by the Minister and/or the Department of Communities to stakeholders informing them of the strategy and the consultation process?
- 2) Will the Minister list the stakeholders who have contributed to the strategy to date?
- 3) Will the Minister outline the process by which a submission can be made on the strategy?
- 4) What is the closing date for submissions?

Answer

(1 – 4)

Yesterday, 13 February 2019, I announced the launch of consultations for the Women's Plan in a brief ministerial statement and a media release and encouraged everyone to have their say to improve gender equality in Western Australia.

Communications to stakeholders is currently underway and I table the attached a copy of the template letter to stakeholders, consultation kit and the discussion paper. I welcome any suggestions for stakeholders that the Member may have.

Submissions can be made through the Department of Communities' dedicated Women's Plan webpage where an online survey is also available. More than 55 anonymous survey responses have been received since yesterday's launch.

Western Australians can also provide in-depth contributions to the Women's Plan through a range of community consultation events that will be held State-wide by stakeholder organisations.

Submissions can be made up to 30 June 2019.



Government of **Western Australia**
Department of **Communities**



WA's 10 Year Women's Strategy Consultation Toolkit

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Toolkit Overview

Welcome and thank you for being part of this important initiative

This toolkit helps interested groups to undertake, on behalf of the Department of Communities (Communities), community consultations to inform WA's 10 Year Women's Strategy (the Women's Strategy).

We know that good community consultation takes planning, skilled facilitation and follow-up by organisations who are familiar with their communities. We acknowledge and thank all toolkit users for helping communities across Western Australia to have their opinions heard. In return, we promise to listen to the diverse voices we hear and ensure that they are reflected and shape the Women's Strategy.

We hope that you, the toolkit user, find value in participating in this consultation process. In doing so, you are helping those who may not otherwise have an opportunity to be heard to contribute their priorities to the Women's Strategy, and to raise the profile of your organisation within your local community. This will help build a lasting relationship with Communities which will be important to help develop and implement the Women's Strategy.

We are seeking facilitators who will create positive experiences

The goal of this toolkit is to ensure that community consultations are positive experiences for you, and for those with whom you consult. This toolkit has been designed for people interested in facilitating discussions in their communities about the priorities, issues and opportunities for women across WA. You don't need to be an expert facilitator – you just need a good understanding of the community that you are planning to engage with, which could come from your own personal or professional experience or the know-how provided by your supporting organisation.

We all have a role to play in developing and implementing the Women's Strategy

This toolkit recognises that the whole community plays a role in developing and implementing the Women's Strategy.

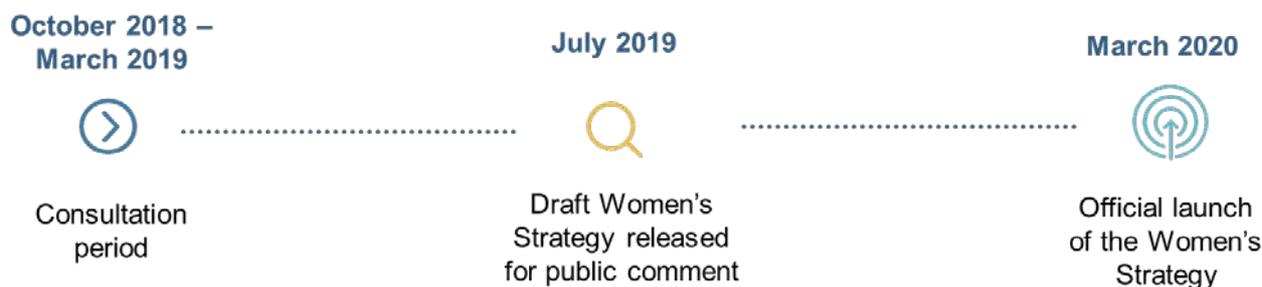
Table 1 summarises your responsibilities as a user of this toolkit, together with the responsibilities of Communities, and your participants.

Table 1. Summary of responsibilities

Communities responsibilities	<p>Communities is responsible for:</p> <ul style="list-style-type: none"> • listening to and acknowledging participants' priorities, issues and opportunities; • keeping you informed regarding the development of the Women's Strategy and key dates; and • providing feedback on how your input influenced the development of the Women's Strategy.
Your responsibilities	<p>You are responsible for:</p> <ul style="list-style-type: none"> • helping participants to understand the development of the Women's Strategy; • capturing participants' priorities, issues and aspirations in an authentic way, in line with the defined Consultation Principles; • providing updates to participants regarding the progress of the Women's Strategy in a format appropriate to them, so they can understand the value of their contribution; and • helping participants understand which contributions will be most meaningful to help shape the Women's Strategy.
Participant responsibilities	<ul style="list-style-type: none"> • Participants are responsible for sharing their priorities, issues and aspirations in an authentic way.

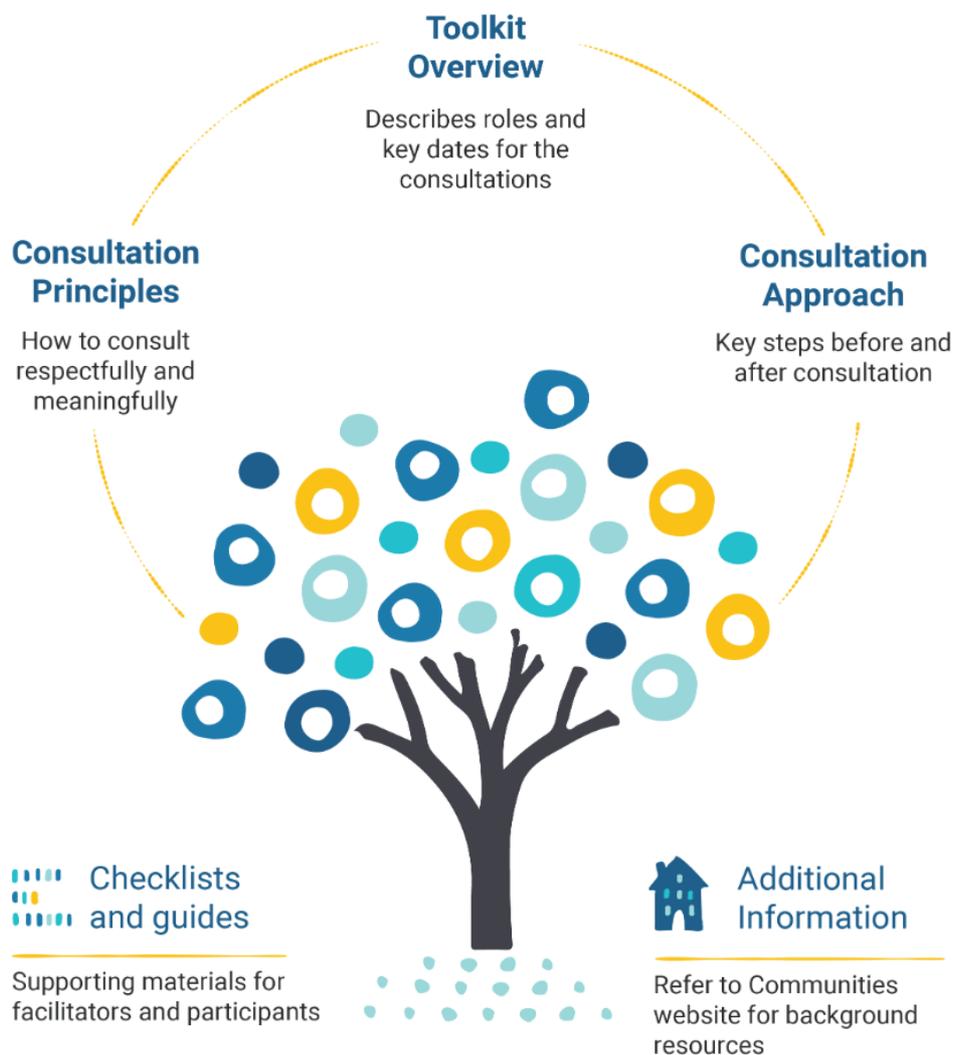
Consultation forms just one part of developing a successful 10 Year Women's Strategy

The timeline below describes the key activities and dates to provide input to the Women's Strategy.



Using the toolkit

This toolkit has been designed so that it can be read as a complete document from cover-to-cover or as a series of separate parts. The diagram below shows the key parts of the Toolkit:



Can I share the toolkit with others?

Communities needs to know which organisations are planning community consultations in relation to the Women's Strategy, so that we can provide support and feedback to them. With this in mind, please do not forward these materials to other organisations and individuals. We are happy to contact them directly – please provide their details to women@communities.wa.gov.au.

Consultation Principles

Each consultation in relation to women's issues will have a different feel or format to reflect the distinct needs of those being consulted. The Consultation Principles have been developed to guide and support organisations to undertake their consultations. These principles acknowledge that by committing to consult with the community as part of the Women's Strategy, you are promising to engage respectfully and meaningfully.

Ethical

Consultations will 'do no harm' including being safe and free from trauma

Ethical consultations are open, honest, inclusive, fair and informative, creating an environment that encourages:

- **Emotional and physical safety.** Participants should feel safe to collaborate, express themselves freely, share ideas and be creative.
- **Privacy.** Personal information must be kept private, secure and anonymous, unless participants have given their written permission to be named.
- **The right to withdraw.** Participants must formally consent to the consultation process and can refuse to participate or withdraw at any point throughout the process.
- **Mutual respect.** Consultations should foster respect through honesty, integrity and tolerance.

Authentic

Consultation reports provided to Communities will be representative of the participants involved

At the core of the community consultation process for the Women's Strategy is the need to hear a diverse range of voices. The right engagement approach can make sure that strong individual opinions do not drown out others' voices. Authentic consultation is:

- **Honest.** Contributions should reflect the views of those engaged, captured through good-quality and transparent record keeping.
- **Objective.** Facilitators should be inquisitive, learning oriented, and free from bias.

Accessible

Consultations will be accessible for the target audience regardless of geographical location, ability and education levels

When planning for your target audience, people of all abilities should be actively encouraged to participate and barriers to their contribution considered. Consultation planning should consider accessibility needs such as:

- Wheelchair accessibility – including parking, table size and width and size of doorways.
- Use of AUSLAN translators and large print guides.
- Use of language appropriate to education level of attendees.
- Use of tele-conferencing facilities.
- Use of interpreters.
- Access to public transport or parking.

Appropriate for different cultures

Consultations will create positive experiences for a diverse range of participants

Each consultation should be specifically designed to create a culturally appropriate environment that is safe, positive and nurturing, including consideration of:

- Acknowledgement of Country / Welcome to Country.
- Use of familiar settings.
- Language barriers.
- Differences in gender constructs across cultures.
- Family obligations.
- Emotional expressions.
- Personal appearance.
- Catering.

Engagement with culturally diverse groups should only be done by those with appropriate skills and experience to design and deliver effective and respectful consultations.

Valuable to all

Consultations should provide value to everyone involved

Consultations should aim to benefit you, participants and facilitators, as well as Communities. Participants should feel empowered and heard. Facilitators should feel valued as part of this process.

Consultation Approach

This section describes what you as a toolkit user need to think about before and after consultation. It outlines the method of consultation and how to share the outcomes of your consultation with Communities.

Plan consultations with a focus on gender equality

Review the Consultation Summary Report [template](#) before planning your community consultation - it will help guide your direction.

The focus of the community consultations is to develop an understanding of what's important to WA women, what the future might look like and how we might get there.

While many issues affect both genders, perspectives that may indirectly discriminate against women are not helpful to the development of the Women's Strategy. This may include discussions related to child custody, domestic violence against men, paternity fraud and men's reproductive rights.

We encourage you to focus conversations on women's experiences of gender equality, and on building constructively from existing strengths and resources in WA. Suggested questions include:

What might the future look like?	<ul style="list-style-type: none"> What are your aspirations (dreams for the future)? What hopes do you have for the next generation? What barriers do you experience, or think that you may face, to achieve those aspirations? What support do you need to achieve your aspirations? What would gender equality look like for you? How would life be different? When do we get gender equality right? Could you provide examples?
What are the most important issues?	<ul style="list-style-type: none"> What do you think needs to change to achieve gender equality in WA? Reflecting on the key issues that you see for WA women, which three things do you feel are most important?
What actions should we take?	<ul style="list-style-type: none"> What community service gaps exist currently for women? How might we address these? Are there small things that we can do to address gender equality that could have a big impact in your community? Are there some actions that are more urgent than others?

<p>Are issues compounded for some groups?</p>	<ul style="list-style-type: none"> • How are women's issues compounded for vulnerable or minority groups, including: <ul style="list-style-type: none"> ◦ women from Culturally and Linguistically Diverse backgrounds; ◦ women with disability; ◦ women identifying as lesbian, gay, bisexual, trans, queer, questioning or intersex (LGBTQI+); ◦ regional, rural and remote women; ◦ women who are homeless or at risk of being homeless; and ◦ women in prison?
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Choose topics that respect and empower your audience

We want to welcome all genders in community consultations. It is important to include men in the conversation because gender equality benefits everyone; this inclusion needs to be done in a safe and respectful way.

We recognise that having men present may, in some cases, prevent women openly sharing their thoughts and aspirations. Cultural restriction may also prevent some women from discussing women's issues if men are present. This needs to be carefully considered while you are planning your consultations.

Participants may appreciate being connected with resources if they wish to access support after a consultation. Suggested contacts include:

1800 Respect National Helpline	1800 737 732
Women's Domestic Violence Helpline	(08) 9223 1188 1800 007 339
Men's Domestic Violence Helpline	(08) 9223 1199 1800 000 599
Lifeline (24-hour crisis line)	131 114
Relationships Australia	1300 364 277

Plan for a positive experience

With appropriate planning, consultations can be empowering and transformational conversations that have lasting positive impacts. Thinking about possible challenging scenarios is a useful way to recognise them early and support participants when challenges arise. The table below highlights some of the most common challenges.

	Description	What can you do?
Disruptive influences	<p>Engaging widely in the community about social issues such as gender equality can expose resistant and negative attitudes, behaviours and language from some people. The “(En)countering resistance – Strategies to respond to resistance to gender equality initiatives” guide from VicHealth provides helpful advice.</p>	<ul style="list-style-type: none"> • Establish ground rules for good communication with the group from the beginning. • Use the data and statistics highlighted in the discussion paper and infographic to place an emphasis on the facts. • Repeat the reasons why the Women’s Strategy is important. • Have regular breaks throughout the engagement and ‘check in’ with participants individually.
Physical safety	<p>It is important to consider the physical safety of participants particularly when engaging with more vulnerable groups in the community.</p>	<ul style="list-style-type: none"> • Avoid wide public publication of event locations and times of forums. For example, rather than a social media post which can be accessed by the public make contact with participants by phone or through a nominated support person. • Maintain the privacy and confidentiality of attendees after the engagement including the de-identification of participants when providing feedback.

	Description	What can you do?
<p>Trauma</p>	<p>When people reflect on adverse life experiences, it can trigger past trauma and result in a range of intense emotions including fear, anxiety, anger, sadness, guilt, or feeling numb.</p> <p>This can occur for both facilitator and participants.</p>	<ul style="list-style-type: none"> • Acknowledge this at the beginning of the consultation and explain how people will be supported. • Put the safety of participants above all else. • Create a safe space, which may include having a support person in attendance. • Prepare to make changes to the consultation format on the day. • Include regular breaks. • Think about what support you will need as a facilitator both during and after the consultation. • Provide immediate access to counselling or debriefing services for both facilitators and participants.
<p>Working with different opinions</p>	<p>Community consultations frequently unearth opposing views on the same topic. When different views are expressed in clear and respectful ways it can deepen discussion and opportunities for new ideas emerge.</p>	<ul style="list-style-type: none"> • Set ground rules for respectful communication at the beginning of the consultation. • Present information in an accessible way, well before the consultation. • Design consultation activities that consider how all voices can be heard. For example, breaking the group into smaller groups for periods of time. • Use skilled facilitators to guide focus groups and forums.

We encourage reflection and evaluation

Evaluation compares what happened with what you expected to happen. It looks at whether you did what you said you would do, whether it went well, how it could be improved and whether anything unexpected happened.

We encourage you to evaluate your consultations, focusing on whether the engagement met its goals, and any lessons that could be applied to future consultations. Facilitators may also seek feedback from participants to improve their own skills including timing, style and management of the discussion.

Feedback on your consultation should be reviewed with participants and provided to Communities using the Consultation Report template

All community consultations should include a process to report back to participants to provide a summary of what was discussed. Participants should be given sufficient time to reflect, comment and request changes to summary reports before anything is submitted back to Communities.

Your [Consultation Summary Report](#) is important – it summarises what happened, who came and how well it went. It should acknowledge the role of unconscious bias, highlight new ideas and include different opinions, as detailed below:

<p>Unconscious bias</p>	<p>It is important to reflect and acknowledge that our conscious and unconscious bias has a role in how we hear information and how we summarise what we have heard. Clarifying key points with participants or having them review consultation summaries can counteract any potential unconscious bias.</p>
<p>Different opinions</p>	<p>Different opinions should be included when summarising consultations. Capturing the different points of view, even when you don't agree with what has been said, is important in understanding the diversity in the community and the development of the Women's Strategy.</p>
<p>New ideas</p>	<p>New ideas should be encouraged as part of this process. As a facilitator, it is best to focus on summarising what was said rather than evaluating if the ideas are feasible.</p>

Following each consultation, the following information should be emailed to women@communities.wa.gov.au:

- **Consultation information** - this should be provided using the Consultation Summary Report template available in the Checklists and Guides section of the toolkit (Part A)
- **Demographics information** – this should be provided using the Consultation Summary Report template available in the Checklists and Guides section of the toolkit (Part B)
- **Event evaluation** - this should be provided using the Consultation Summary Report template available in the Checklists and Guides section of the toolkit (Part C)

- **Supporting information** - We appreciate that a diverse range of consultation approaches may be used to gain a better understanding of gender inequality and what can be done about it. Supporting information including research, photos, audio and video can also be provided. Relevant direct quotes from participants can also be included where written permission has been provided.

The main method of communication will be via email so please make sure that you advise women@communities.wa.gov.au of any changes in your contact information.

Checklists and Guides

This part of the Toolkit provides tips and suggestions for organisations that may be looking for additional guidance about how they can best consult with their communities.

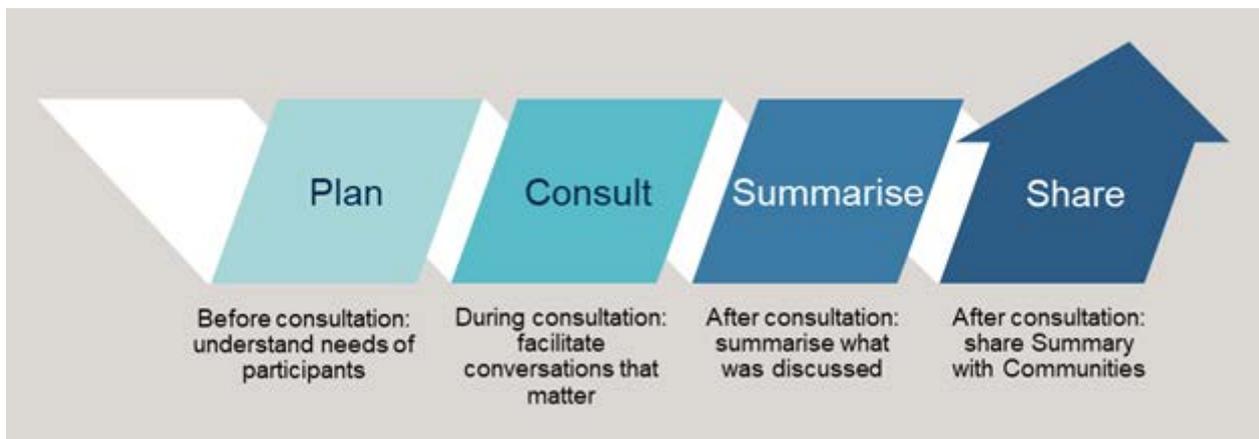
Supporting materials available for facilitators and participants include:

- [Consultation planning checklist.](#)
- [Consultation tips.](#)
- [Glossary.](#)
- [Consultation Summary.](#)

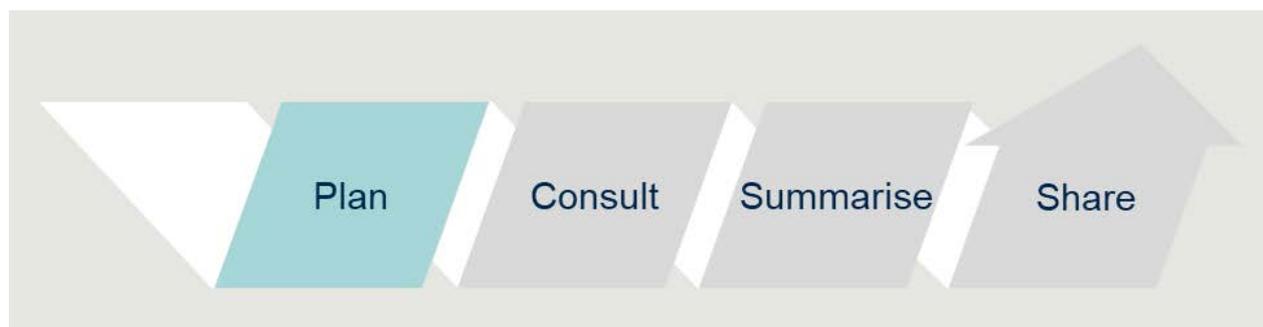
Consultation planning checklist

Effective community consultation does not happen by accident. It relies on significant behind-the-scenes planning – from the big-picture to making sure that the small, but important details are covered off. Time spent planning early on will result in better conversations. It will also make sure that you have everything you need to summarise your consultation and report back to Communities. Community consultation activities have been broken into four key phases, which are detailed in Figure 1 below.

Figure 1 | Community consultation process



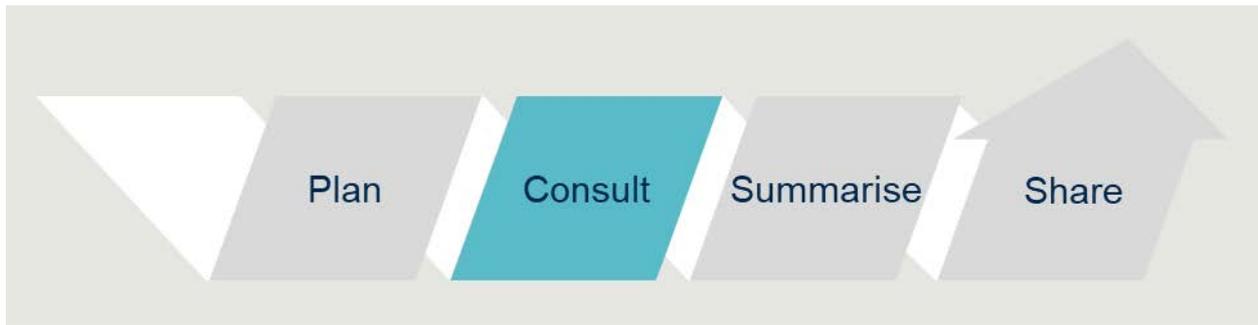
Plan Phase



As a part of the Plan phase you should:

- Review the Women's Strategy Consultation Toolkit including: Consultation Principles; reporting template; and key dates.
- Consider the needs of your target audience including whether: there are any potential barriers to communication and engagement that need to be considered; there are any unique needs for the group that you are engaging with; and if a separate process is needed to engage men as part of the process.
- Consider the resources you have available to plan, consult, summarise and share consultation; including human, physical and time resources.
- Complete a risk assessment reflecting issues and barriers that may arise.
- Consider whether an Acknowledgement of Country or a Welcome to Country would be appropriate for your consultation [approach](#).
- Identify a date, time and venue appropriate for your audience.
- Share details of your planned consultation session, if it is open to the public, with Communities by emailing women@communities.wa.gov.au so that we can place it on our website calendar.
- Promote the event using media suited to your target audience and include your contact details so that people can obtain information about where the event will be held.
- Prepare for the workshop, which may include preparing handouts for participants (a desktop reference and infographic have been developed as part of the toolkit to help discussion) and flip charts, post-it notes and markers.
- Send pre-work to participants to give them time to reflect on issues, opportunities and actions to address women's issues. This can include the Discussion Paper, Infographic and Definition of Terms available from [Communities website](#).

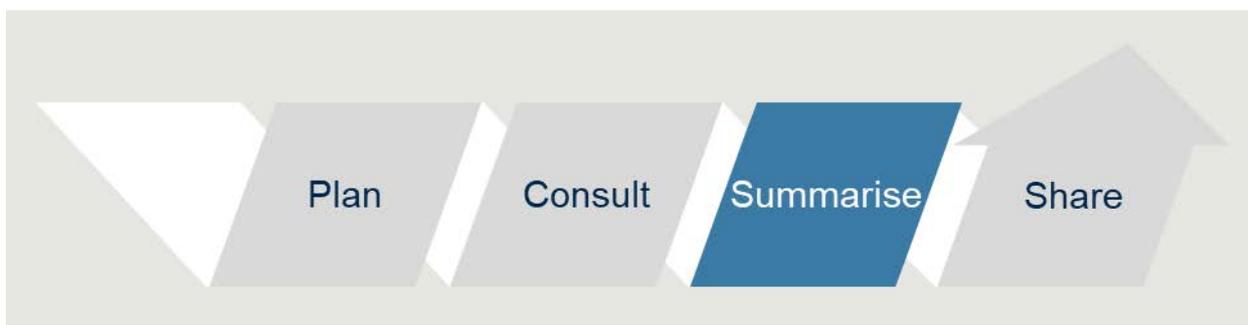
Consult Phase



As part of the Consult phase you should:

- Deliver your consultation in line with defined [Consultation Principles](#), including:
 - integrity – share purpose and outcomes of the consultation process, with an emphasis on what change can and cannot be achieved; and
 - the right to withdraw – participants should be made aware that they can withdraw at any point throughout the process.
- Capture supporting information and disclosures from participants in a respectful way including:
 - Demographics information.
 - Contact information for follow up following consultation.
 - Photo/video/information release form so that, if safe, you can use their images or attribute statements to them by name on social media or within a report for Communities.
- Complete participant evaluation forms (where these are being used by the facilitator).
- Provide emotional support on the day – this may be someone in the room or contact details for support organisations.
- Follow up with participants who were unable to attend, and possibly provide them with a link to the online survey.

Summarise Phase



As part of the Summarise phase you should:

- Share images from your consultation on social media in a safe way (if everyone has agreed to have their images shared).
- Check your summary with participants – providing a relevant summary of what was discussed to participants after each consultation allows people to add further thoughts after they have had time to reflect on the discussion.
- Write up your draft Consultation Summary (a report [template](#) is provided). This template includes:
 - Part A – Consultation information (what was discussed).
 - Part B – Demographics (who attended).
 - Part C – Evaluation (how it went).

Share Phase



As part of the Share phase you should:

- Finalise the report and send it and all relevant information such as pictures to the Communities team women@communities.wa.gov.au.
- Monitor your email: there will be on-going contact with toolkit users throughout the process to keep you informed of progress.
- Keep participants informed regarding the progress of the Women's Strategy, helping them to understand the value of their contributions from the consultation process.

Consultation tips

Each community consultation should be tailored to the needs of those that you are engaging with. The section provides prompts to help you deliver a great consultation. It builds on the steps provided in the 'Consult' phase in the [Consultation Planning Checklist](#).

Be prepared

<p>Have you got the right agenda?</p>	<ul style="list-style-type: none"> • Does the agenda show that you understand your community? • Does the agenda flow from beginning to middle to end? • Will the planned approach help participants feel safe and confident before moving onto more challenging and open discussions? • Have you considered how you will set up the room?
<p>Do you know the outcome you want?</p>	<p>At the end of the consultation, what do you want each participant to:</p> <ul style="list-style-type: none"> • Feel? (e.g. emotionally engaged, motivated, confident, secure, certain, and happy). • Think? (e.g. knowledge, information or understanding in relation to women's issues). • Do? (e.g. any follow up activities).
<p>Have you reviewed the materials?</p>	<ul style="list-style-type: none"> • Are the supporting materials suitable for your intended audience? (e.g. easy to understand with the right level of detail). • Do you need any additional supporting material to help your consultation?

Get the right start

<p>Have you got a great opening?</p>	<ul style="list-style-type: none"> • Have you considered whether you will include an Acknowledgement of Country? • Have you thought about how you will introduce yourself and your role? • Have you thought about how you will explain why everyone is there and what they are about to do?
<p>Will your kick-off be engaging?</p>	<ul style="list-style-type: none"> • Have you got an interesting way to open the session – it could be a question, story, visual image or aid? • Have you thought about an activity which gets people talking within the first fifteen minutes of the session?

<p>Will the expectations be clear?</p>	<ul style="list-style-type: none"> • Have you thought about how you will clarify guidelines? You could have these already written up and chat about them to get participants on board. • Have you considered how you will manage resistance and obligations?
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Guide the thinking

<p>Will your facilitation approach draw information from participants?</p>	<ul style="list-style-type: none"> • Is the structure that you will use for responses clear? (e.g. “We need three ideas about how we can increase opportunities for women”). • Have you got strategies that you could use if the group grows restless? This could include a short ice-breaker, breaking into smaller groups or getting people active.
<p>Have you thought about how you will pull it all together?</p>	<ul style="list-style-type: none"> • Is it clear how will you explore ideas? This includes exploring patterns, themes and on-going summaries. • Do you know how you will identify where there is agreement, consensus or disagreement? • Have you considered how you will identify which ideas are more important to the group than others?
<p>Have you thought about how you will sustain the mood?</p>	<ul style="list-style-type: none"> • How you will build a bond between yourself and participants as well as participants with each other? • How will you adjust your approach if you notice that people are not paying attention? • How will you put energy into the room so that people are active and interacting?

Provide a way forward

<p>Will key messages be clear?</p>	<ul style="list-style-type: none"> • Have you considered how to make sure that participants feel that their contributions were valuable? • Have you thought about how you will wrap up and capture the major points at the end?
<p>Will what happens next be clear?</p>	<ul style="list-style-type: none"> • Have you clarified what will happen with the information after participants leave? • Have you explained how the outcomes of the day will be communicated?

Your success as a facilitator is helped by selecting of the right mix of consultation methods

Using the right techniques for the right audience has the power to get to the heart of women's issues and aspirations. Just using one type of consultation method may not work for everyone. This section provides an overview of several useful consultation methods:

Before deciding on which consultation method(s) to use, it is helpful to consider the following:

- What do you want to know?
- Who do you need to ask?
- What information is already available?
- Does the method promote the level of desired participation?
- Should multiple methods be used?

Icebreakers

Description	Ice-breakers, for example a small game, can help people get to know each other. They can get the consultation off to a good start and set the tone for the engagement. The more comfortable participants feel with each other, the better the environment. Ice-breakers can also be used to energise the group in the middle of a consultation. Make sure you know what you're trying to achieve with your ice-breaker. And as much as possible, tie it in with the purpose of your consultation.
How it works	There are lots of icebreaker activities that can be used and tailored to the interests of the group.
Best for	Groups that haven't met before.
Further information	https://www.aidsalliance.org/resources/467-100-ways-to-energise-groups

Open Space Technology

Description	Open Space Technology is a facilitation technique designed to canvas ideas and stimulate interesting, important conversations. With no predetermined speakers or topics, Open Space Technology invites all participants to create and manage their own agenda of parallel working sessions and involve themselves in issues that matter to them.
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How it works	<p>Effective Open Space Technology sessions have:</p> <ul style="list-style-type: none"> • A compelling theme to focus discussion. • Interested and committed participants. • Comfortable space. • The right time allocated.
Best for	<p>Great for exploring issues requiring creativity, such as how we might address gender equality. Useful for highly diverse groups of people with different backgrounds, experiences and expertise.</p>
Further information	<p>http://www.openspaceworld.com/users_guide.htm</p>

Gallery walk

Description	<p>Gallery walks are an effective way for groups to offer feedback on the issues being raised. Initially, a group will discuss a pre-assigned topic and write their findings on a large sheet of paper. These pages are then hung around the room and groups rotate through them adding comments or other ideas to each page. Voting systems, like stickers, can also be used to highlight priorities.</p>
How it works	<ul style="list-style-type: none"> • Stick topics on the walls around the room (e.g. A3 or A1 poster, or written text on a flipchart, or use easels). • Ask participants to rotate through the sections individually and add content or comments to each section on post-it notes. • Ask them not to repeat ideas - if they agree with or have the same idea as a post-it note from another participant, they should tick it or place a dot sticker on it. • Encourage participants to read everyone's post-it notes so they understand the different ideas in the room. • Facilitate a discussion with the whole group on key themes from each poster.
Best for	<p>Synthesising ideas; useful to get people up and moving.</p>

Focus group

Description	<p>Focus groups are semi-structured discussions among a group of people. Ideally, there should be no more than ten people in each group. The semi-structured nature allows for the discussion to explore themes that emerge, but still ensures all topics are covered. Focus groups require skilled facilitation to make sure the group stays on track without being too prescriptive and that</p>
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	the group dynamics are managed to ensure everyone participates equally.
How it works	<p>A good focus group requires:</p> <ul style="list-style-type: none"> • focus and purpose; • careful consideration of attendees; • creation of the right environment; • creative facilitation (where necessary) and knowing how to manage boundaries; and • clarity about the key conversation topics and an outline of next steps.
Best for	Targeting specific audiences, e.g. a culturally and linguistically diverse women's focus group.

Appreciative Inquiry

Description	Appreciative Inquiry is an approach that builds on a community's strength and potential. Instead of focusing on problems, Appreciative Inquiry sets out to discover how a community has achieved success in the past and builds on this to help create a positive future.
How it works	<p>An Appreciative Inquiry approach steps through:</p> <ul style="list-style-type: none"> • Define – affirmative topic. • Discover – ask about the best of what is. • Dream – imagine what could be. • Design – plan what will be. • Deliver – create what will be.
Best for	Identifying strengths, positive experiences and good news stories within your community.
Further information	https://appreciativeinquiry.champlain.edu/

World Cafés

Description	A meeting process with simultaneous conversations among groups, using predetermined questions. World Cafés utilise an informal small group setting (like a table in a café) to discuss an assigned issue. The table takes notes of their discussion which can be used to draw out findings. Tables can be rotated through several issues to ensure everyone gets a say on a topic.
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How it works	<p>The World Café format typically includes:</p> <ul style="list-style-type: none"> • Introduction. • Small group discussions. • Report-back. • Next steps. <p>It is useful to have a scribe on each table who can help facilitate each table group.</p>
Best for	Large groups.
Further information	http://www.theworldcafe.com/

Acknowledgement of Country promotes respect for Aboriginal and Torres Strait Islander culture

Incorporating an Acknowledgement of Country into your community consultation pays respect to Aboriginal and Torres Strait Islander people's culture and heritage as the original custodians of the land. Both Aboriginal and non-Aboriginal people can perform an 'Acknowledgement of Country'. It doesn't need to be elaborate and two wording suggestions are provided below:

Specific: I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today, the (people) of the (nation) and pay my respects to Elders past, present and emerging.

General: I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past, present and emerging.

Regions and Aboriginal and Torres Strait Islander Country are not always clearly defined or may be disputed and acknowledging one people over another may unintentionally exclude and offend some people. If you are unsure about which people or nation to acknowledge, you should contact the local Native Title Representative Body/Aboriginal or Torres Strait Islander Land Council. The National Native Title Tribunal provides a [map](#) that shows which Native Title Representative Body operates in different regions of WA, and the Department of Prime Minister and Cabinet provides a [list](#) of contact details. Mobile apps are available to assist you to identify the appropriate people or nation to acknowledge. Search "welcome to country mobile app" in your browser.

You may also wish to consider a Welcome to Country, a ceremony where a traditional Aboriginal or Torres Strait Islander Custodian or Elder welcomes visitors to their traditional land. This may be more appropriate for large consultation events that have official guests and dignitaries in attendance. It can take many forms, and can include singing, dancing, smoking ceremonies or a speech in a traditional language or English. Consider the venue and negotiate a Welcome to Country that is suitable for the space.

Additional online resources are available to provide support

The methods detailed in this guide only provide a teaser for the many and varied ways that you can consult with your community. There are a diverse range of resources available – several of these are detailed below.

<p>Towards Whole of Community Engagement: A Practical Toolkit</p> <p>Murray-Darling Basin Commission</p>	<p>https://www.mdba.gov.au/sites/default/files/archived/mdbc-S-E-reports/1831_towards_whole_of_community_engagement_toolkit.pdf</p>
<p>Better Together – A practical guide to effective engagement with young people</p> <p>Office for Youth</p>	<p>http://www.officeforyouth.sa.gov.au/_data/assets/pdf_file/0008/39680/Final-Better-Together-Youth-Engagement-Guide-V3-2016-02-09.pdf</p>
<p>Community Consultation Toolkit for Local Drug Action</p> <p>Alcohol and Drug Foundation</p>	<p>https://adf.org.au/wp-content/uploads/2017/05/ADF_Community-Consultation-Workbook_Digital-download_190517.pdf</p>
<p>Community Engagement Toolkit for Planning</p> <p>Department of Infrastructure, Local Government & Planning</p>	<p>https://dilgpprd.blob.core.windows.net/general/Communityengagementtoolkit.pdf</p>
<p>Community Engagement Toolkit</p> <p>Collective Impact Forum</p>	<p>https://collectiveimpactforum.org/sites/default/files/Community%20Engagement%20Toolkit.pdf</p>
<p>Effective Engagement: building relationships with community and other stakeholders</p> <p>National Resource Management Program</p>	<p>http://www.nrm.wa.gov.au/resources/professional-development/community-engagement.aspx</p>

Additional support

Please contact women@communities.wa.gov.au if you would like to request a hardcopy version of the toolkit.

There are additional resources available to support your community consultation. Further information is available at:



- Web: www.communities.wa.gov.au



- Email: women@communities.wa.gov.au

Glossary

Facilitator	Describes toolkit users responsible for leading community consultation activities. They should have a good understanding of the community that they are planning to engage, whether this be through personal or professional experience or the know-how provided by their supporting organisation.
Family and domestic violence	Refers to the intentional and systemic use of violence and abuse to control, coerce or create fear. It most commonly refers to violence and abuse against an intimate partner but can also occur between other family members. It may include emotional/psychological abuse, physical assault, sexual assault, social isolation, financial abuse and spiritual abuse.
Gender	Refers to socially constructed differences between women and men. These social differences are learned, changeable over time and vary within and between contexts and cultures. Gender is learned through social systems, cultural beliefs and attitudes.
Gender equality	Means that all people have the same rights, resources, opportunities and protections, regardless of gender. Gender equality also means that attributes which have been socially constructed as intrinsic differences between women and men, for example nurturing qualities or assertiveness, are equally valued and rewarded.
Gender equity	Recognises that, because of historical disadvantages, different steps may need to be taken to create fair and equal outcomes.
Intersectionality	Means taking into consideration the many ways that different social categories can overlap or intersect resulting in some people experiencing multiple layers of discrimination or disadvantage.
LGBTQI+	Used to refer to lesbian, gay, bisexual, trans, intersex, questioning and queer identifying people. It is recognised that this acronym has limitations in accurately representing the diversity of identities, sexualities, genders and lived experiences.
Sex	Identifies biological differences, typically categorised on the basis of reproductive organs.
Sex-role stereotyping	Refers to entrenched and pervasive expectations and beliefs about the roles of women and men.

Supporting organisation	The organisation that has received the Community Consultation Toolkit from Communities for the purpose of undertaking community consultation in relation to WA's 10 Year Women's Strategy.
Toolkit User	Refers to anyone in the community who is involved in planning, consulting, summarising and sharing conversations in relation to WA's 10 Year Women's Strategy.
Women	In the context of WA's 10-year Women's Strategy includes anyone who identifies and lives as a woman.

Consultation Summary Report

This template is for you to provide a summary of your community consultation. Depending on the group you are consulting, you may not wish to disclose some of this information.

Name of organisation submitting report	
Name of representative submitting report on behalf of organisation	
Geographical region in which consultation took place	Region(s) in which community consultation took place
Email address for follow-up activities during development of the Women's Strategy	

Part A – Consultation questions

What were the three main issues for women in Western Australia that were identified by participants at your consultation session?	
What did participants think needs to change to achieve gender equality in Western Australia?	
Please list any ideas for actions identified by your participants that could be taken to address any aspect of gender inequality? This should consider actions for individuals, organisations and government.	

Part B – Demographics

Gender	<ul style="list-style-type: none"> • Number of participants across the following groups: • Men • Women • Diverse gender identity • Prefer not to say • Other _____
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<p>Aboriginal or Torres Strait Islander origin</p>	<ul style="list-style-type: none"> • Number of participants of Aboriginal or Torres Strait Islander origin: • Neither Aboriginal nor Torres Strait Islander • Aboriginal • Torres Strait Islander • Both Aboriginal and Torres Strait Islander
<p>Culturally and Linguistic Diversity (CaLD)</p>	<ul style="list-style-type: none"> • Number of participants who identify as Culturally and Linguistically Diverse • If appropriate, please note diversity information
<p>Age group</p>	<ul style="list-style-type: none"> • Under 18 • 18-29 • 30-39 • 40-49 • 50-59 • 60-69 • 70 and over
<p>Disability</p>	<ul style="list-style-type: none"> • Number of participants with disability, if appropriate
<p>LGBTQI+</p>	<ul style="list-style-type: none"> • Number of participants who identify as a gender identity other than heterosexual, if appropriate
<p>Geography</p>	<p>Location of consultation</p> <ul style="list-style-type: none"> • Metro • Regional • Remote
<p>Consultation host</p>	<p>Who hosted the consultation?</p> <ul style="list-style-type: none"> • Community organisation • Service organisation • Networking organisation • Peak body • Advocacy group • Other – please specify • Please provide a name if appropriate.

Part C – Evaluation

Planning

Theme	<ul style="list-style-type: none"> • Did you choose a specific theme? If so, what theme did you select and why? • Did the community help you to choose the theme? Did you think it was useful?
Target audience	<ul style="list-style-type: none"> • What was the target audience for your consultation? Why did you choose this group?
Event planning	<ul style="list-style-type: none"> • What considerations (if any) did you apply to plan your event?

Event format

Facilitation	<ul style="list-style-type: none"> • Did you use facilitators for your consultation? Why/why not? Who did you use? • What was your experience of the benefits and limitations of using (or not using) a facilitator?
Approach	<ul style="list-style-type: none"> • What method/process did you use for your session (world café, Q&A forum)? Do you think it was useful?
Lessons learned	<ul style="list-style-type: none"> • Would you do differently in the future?

Participation

Level of participation	<ul style="list-style-type: none"> • How engaged were participants during the consultation?
Perspectives	<ul style="list-style-type: none"> • Was there general consensus among your participants or were there divergent views?
Specific insights	<ul style="list-style-type: none"> • Were there any specific insights raised during your consultation process that you feel were unique to women in your community/organisation?

Reflection

Objectives	<ul style="list-style-type: none"> • Do you feel that the consultation achieved the consultation principles? If not, which specific principles were not achieved and why?
Lessons learned	<ul style="list-style-type: none"> • What worked well? Why? • What didn't work as well? Why? • Would you do differently in the future?

[Title Firstname Surname]
[Job title]
[Organisation (if applicable)]
[Address]
[SUBURB] WA [Postcode]

Dear [Title Surname]

Women's Voices: Building a stronger WA together

I recently announced the development of a plan to advance gender equality in Western Australia over the next 10 years. The plan will provide a coordinated approach to addressing systemic gender inequalities and creating cultural change to ensure women are empowered to fully participate in their communities.

Western Australia is home to a modern, energetic and diverse population. We have seen significant advances towards gender equality and women's empowerment, however, with economic modelling revealing gender parity is over 200 years away, there is still a long way to go. Now is an ideal time to build on our progress with a new plan that sets the agenda for Western Australia for the next 10 years.

Extensive consultation will be undertaken to inform development of the plan. Women's Voices: Building a stronger WA together will include a range of consultation methods to support all members of the Western Australian community to have their say and get involved. This is particularly important given the cultural and geographic diversity of our community and the unique needs faced by Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with disability, LGBTQI+ people and people living in regional and remote areas.

The consultation is being led by the Department of Communities (Communities), with information and regular updates available on the Communities' website at www.communities.wa.gov.au. Additionally, if you have any questions or comments, you are able to direct them to Communities via email at women@communities.wa.gov.au.

Gender equality benefits everyone and I hope that you will encourage your constituents to participate in these consultations and share any experiences and ideas they have about work that is needed.

Yours sincerely

HON SIMONE McGURK MLA

**MINISTER FOR CHILD PROTECTION; WOMEN'S INTERESTS;
PREVENTION OF FAMILY AND DOMESTIC VIOLENCE; COMMUNITY SERVICES**

Letter to Stakeholders

[Title Firstname Surname]
[Job title]
[Organisation (if applicable)]
[Address]
[SUBURB] WA [Postcode]

Dear [Title Surname]

Women's Voices: Building a stronger WA together

I recently announced the development of a plan to advance gender equality in Western Australia over the next 10 years. The plan will provide a coordinated approach to addressing systemic gender inequalities and creating cultural change to ensure women are empowered to fully participate in their communities.

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Extensive consultation will be undertaken to inform development of the plan. Women's Voices: Building a strong WA together will include a range of consultation methods to support all members of the Western Australian community to have their say and get involved. This is particularly important given the cultural and geographic diversity of our community and the unique needs faced by Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, people with disability, LGBTQI+ people and people living in regional and remote areas.

The consultation is being led by the Department of Communities (Communities), with information and regular updates available on the Communities' website at www.communities.wa.gov.au. Additionally, if you have any questions or comments, you are able to direct them to Communities via email at women@communities.wa.gov.au.

Letter to Stakeholders

I encourage you to contribute to the plan by participating in the consultation process and sharing information with your stakeholders and networks. Further, I invite organisations and community groups to hold consultation sessions with members of their communities, to enable everyone to have their say.

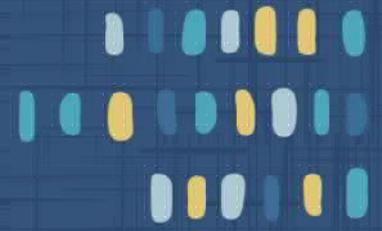
Information to assist your organisation in engaging with the community is available by emailing Communities at women@communities.wa.gov.au. I hope that you will work with your community and stakeholders to participate in these consultations and share any experiences and ideas they have about work that is needed.

Thank you for your continuing work to support and empower women within our community. I look forward to hearing your views about the critical issues for women and your suggestions to advance gender equality in Western Australia.

Yours sincerely

HON SIMONE McGURK MLA

**MINISTER FOR CHILD PROTECTON; WOMEN'S INTERESTS;
PREVENTION OF FAMILY AND DOMESTIC VIOLENCE; COMMUNITY SERVICES**



Discussion Paper

Women's Voices: Building a stronger WA together

Minister's message

Western Australia is home to a modern, energetic and diverse population. We have seen significant advances towards gender equality and women's empowerment. Progress has been achieved through community activism, as well as through policy and legislative change.

In recent years there has been growing global momentum calling for gender equality and women's rights. Australians have contributed to the activism taking place around the world, including women's marches and the #metoo and #timesup campaigns. However, with economic modelling revealing that gender parity is over 200 years away, there is still a long way to go. Now is an ideal time to build on our progress with a new framework that sets the agenda for Western Australia for the next 10 years.

The Western Australian Government is developing a plan to address this gender inequality. Addressing systemic gender inequalities requires significant cultural change. There is no quick fix. A strategic, multi-faceted approach is essential to bringing about lasting solutions.

The plan will provide a coordinated approach and framework across government agencies and Ministerial portfolios. It will also outline the role that individuals and organisations can play to advance gender equality.

Women deserve equality in all aspects of life — from schools to the workplace, during retirement, at home and in our communities. Empowering women to wholly participate in all aspects of society is the smart thing to do and will ensure that we harness the full potential of WA's population.

Hon Simone McGurk MLA
Minister for Women's Interests





Priority areas

Health and wellbeing

Gender is a social determinant which can have a negative impact on women's health and wellbeing outcomes. Women are more likely than men to experience family and domestic violence, which can lead to trauma, injury, mental health issues and death. Women's lower average earnings across the lifespan and lower superannuation balances on retirement reduce their access to health care choices. Women are more likely than men to undertake unpaid family care responsibilities and domestic work, which impacts on their ability to prioritise their own health needs.

Women are at higher risk than men of experiencing mental illness, such as anxiety, depression, self-harm, attempted suicide and eating disorders. Health and mental health problems impact upon, and are impacted by, economic and social engagement.

Reproductive and maternal health issues intersect with other health risks for women. These include osteoporosis, which is linked to decreased oestrogen levels after menopause, and sexually transmissible infections such as chlamydia, which can lead to infertility. Other health issues as such obesity and diabetes can cause complications during pregnancy and birth.

Safety and justice

Women are much more likely than men to experience violence and abuse in their own homes, at the hands of their partners. Family and domestic violence puts women at increased risk of poverty and homelessness, and contributes to negative health outcomes.

There are substantial costs to the community in relation to family and domestic violence, but it is usually women who bear the social and financial costs. Western Australia is developing a Family and Domestic Violence Strategy that will be closely aligned to this plan.

Women are also more likely than men to face the risk of sexual assault, harassment and discrimination in public, in the workplace, at places of education and at places of entertainment. Young women are particularly likely to experience significant levels of sexual harassment and violence in nightclubs, live music venues, pubs and at music festivals. Fear of experiencing violence, harassment and abuse can negatively affect women's ability to participate in their communities.



Women's Voices: Discussion Paper

Economic independence

Australia has slipped 24 places down the global gender equality ladder, from 15 in 2006 to 39 in 2018. The World Economic Forum reports that this is largely due to the persistent gender pay gap.¹ Women's participation in the workforce is affected by the unequal distribution of unpaid labour. Women still undertake the majority of caring duties for children and other family members, as well as an unequal share of domestic labour.

The gender pay gap starts early, with girls receiving less pocket money than boys, on average, despite contributing more to their homes and communities.² This inequality continues throughout the lifespan and contributes to women's significantly lower levels of superannuation and increased risk of poverty and homelessness in older age.

Women's earning capacity is further affected by unequal gender distribution across workplaces and industries. Fields that have traditionally been male-dominated, including science, technology, engineering and maths (STEM), generally have higher levels of pay than professional caring roles which have traditionally been female-dominated, such as child care and nursing.

Leadership

Increasing women's leadership opportunities positively impacts on economic independence across the lifespan, including retirement. There is a well-established business case for gender diversity in leadership and decision-making roles³, but women still encounter barriers to reaching senior levels, especially across the corporate and government sectors. This is despite women scoring, on average, higher than men across all indicators of educational achievement for at least the last two decades.⁴

Research by the Committee for Perth⁵ has suggested that Perth has a particularly masculinised corporate and social culture, which is quite different to other Australian cities. This is evident in the continued gendered stereotypes in the workplace and in the home, which can create discrimination against women who want to be leaders. Lack of flexible work practices for both women and men, limited child care options and unconscious bias in selection and promotion processes all impede women's career progression.

¹ The Global Gender Gap Report (2018). Switzerland, World Economic Forum.

² Mark Doman (2018). Home is where the hard work begins. ABC news 29 May 2018.

<http://www.abc.net.au/news/2018-05-29/home-is-where-the-hard-work-begins/9770986>

³ McKinsey Quarterly: Is there a payoff from top-team diversity, McKinsey & Company, April 2012
<https://www.mckinsey.com/business-functions/organization/our-insights/is-there-a-payoff-from-top-team-diversity>

⁴ Olsen, A, *The Gender Agenda: Gender Differences in Australian Higher Education*, Strategy Policy and Research in Education P/L, September 2013

⁵ Fitzsimmons, T.W., & Callan, V.J. (2015). *Filling the Pool*. Perth, the Committee for Perth.



Women's Voices : Discussion Paper

Intersectionality

Gender inequality does not affect all women in the same way. Many women experience other types of discrimination or disadvantage that are interrelated with gender inequality and have an additional impact on women's ability to fully participate in their communities.⁶ Some of the groups most affected include:

- women from culturally and linguistically diverse (CaLD) backgrounds
- women from Aboriginal and Torres Strait Islander backgrounds
- women with disability
- younger and older women
- LGBTQI+ women, and
- women from regional and remote areas.

Support is available if you need it

- **1800 Respect National Helpline:**
1800 737 732
- **Women's Domestic Violence Helpline:**
(08) 9223 1188
1800 007 339
- **Men's Domestic Violence Helpline:**
(08) 9223 1199
1800 000 599
- **Lifeline (24 hour crisis line):**
131 114
- **Relationships Australia:**
1300 364 277

Further information

To find out more, please visit our website www.communities.wa.gov.au or email women@communities.wa.gov.au.

⁶ Australian Human Rights Commission (2017). A conversation in gender equality. Sydney, AHRC.