Rainbow Ready
roadmap

Guide B2: Setting guide
for local government

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About the Rainbow Ready roadmap

The *Rainbow Ready roadmap* is a set of resources for rural and regional communities to build lesbian, gay, bi-sexual, intersex, queer and asexual (LGBTIQA+) inclusion. The resources were developed by LGBTIQA+ communities, for all regional and rural communities to work together to address inequalities experienced by LGBTIQA+ people. The *Rainbow Ready roadmap* responds to calls from rural and regional Victorians for the need to build LGBTIQA+ inclusion by equipping communities with practical resources.

About this setting guide

The setting guide should be read following **Guide A: User guide.**

The setting guide for local government has been developed for rural and regional **local governments** that want to be more LGBTIQA+ inclusive by using the *Rainbow Ready roadmap*.
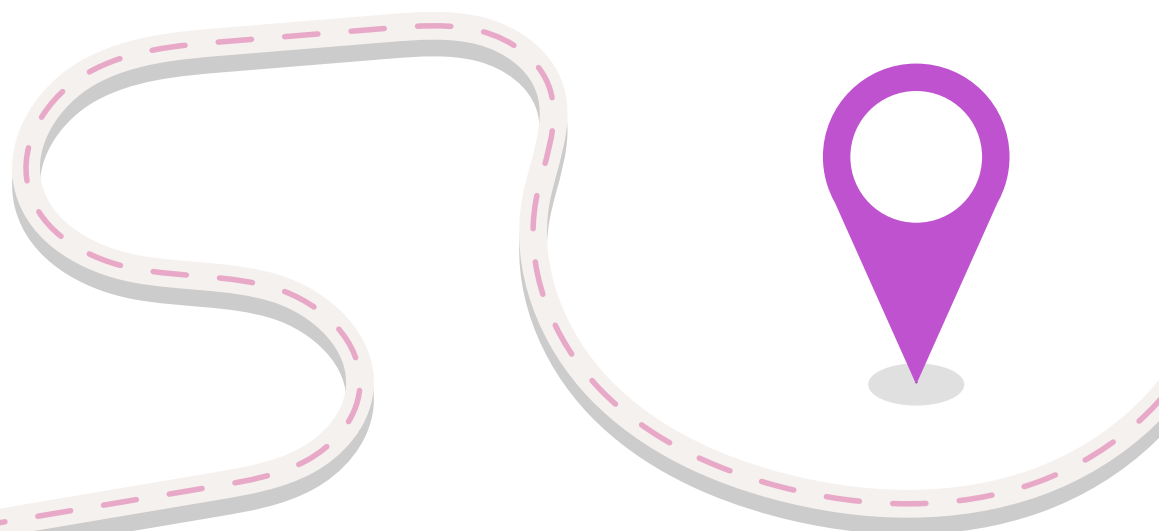
This setting guide includes

A goal for local governments to become LGBTIQA+ inclusive

15 indicators to show that the goal has been achieved

Tips and suggested activities for achieving each indicator

Using the setting guide

This setting guide is used in:

Phase 2	Phase 3	Phase 4
Assess your community group's current state of LGBTIQA+ inclusivity with the assessment and evaluation tool, identifying areas for improvement	**Plan** your activities using the Action Plan	**Evaluate** your progress, again using the evaluation tool to measure project outcomes against the indicators for LGBTIQA+ inclusivity

Steps

Step 1 — Read this **setting guide** including its goal, indicators, tips and suggested activities

Step 2 — Complete an assessment of the current state of your local government against the indicators, using the **assessment and evaluation tool**

Step 3 — Use the assessment results and setting guide to identify areas for opportunity. Develop your **action plan** to improve against the LGBTIQA+ indicators of inclusion

Step 4 — Deliver the activities under your **action plan**

Step 5 — After you have completed your project, use the **assessment and evaluation tool** to again measure your progress against the LGBTIQA+ indicators of inclusion

Step 6 — Discuss evaluation results and findings with your project team and LGBTIQA+ community members. Consider making the evaluation report publicly available to demonstrate progress

Step 7 — Repeat your evaluation to check progress until all indicators have been achieved

ⓘ Demonstrating Rainbow Ready status

As one of the steps to demonstrating Rainbow Ready status, you will need to complete the **evaluation tool** and meet all the indicators in this **setting guide**. Ratings of 'unmet' or 'partly met' mean you cannot show Rainbow Ready status. You will need to undertake further activities to progress in these areas.

In some instances, there may be genuine team, group or organisational constraints that mean you won't be able to meet an indicator for the time being. Where this applies, the indicator should be marked as '**unable to be met**', with an explanation of why the indicator will not be achieved.

Marking indicators as 'unable to be met' will not stop you from achieving Rainbow Ready status. Indicators that are validly marked as 'unable to be met' will not be considered for the purpose of completing the Rainbow Ready checklist.

Refer to the **user guide** for the process on how to demonstrate Rainbow Ready status.

Goals and indicators for local government

Goal

Local government shows leadership in LGBTIQA+ inclusivity to address the needs of LGBTIQA+ constituents and to build a culture of LGBTIQA+ inclusivity in the municipality.

Indicators

Indicators are measures used to understand the ways in which a local government has strengthened its LGBTIQA+ inclusion, and where there might be room for improvement.

Each indicator aligns with one of the four core principles of LGBTIQA+ inclusion.

1 Understanding	1. The council educates its staff and volunteers on LGBTIQA+ inclusion.
2 Inclusion	2. LGBTIQA+ residents take part in council committees and in council planning. 3. Council grants are provided to support local LGBTIQA+ initiatives. 4. The council supports local LGBTIQA+ events. 5. The council provides an inclusive workplace for LGBTIQA+ employees and volunteers.
3 Visibility	6. The council has a strategy or plan for LGBTIQA+ inclusion. 7. The council has a statement of LGBTIQA+ inclusion that is publicly visible. 8. Council information incorporates LGBTIQA+ inclusive language and images. 9. The council takes opportunities to fly the rainbow or trans flags. 10. The council's website and social media accounts profile LGBTIQA+ initiatives, events, people and resources.
4 Safety	11. Bookings and assessment processes are LGBTIQA+ inclusive. 12. LGBTIQA+ groups and services are supported to access council spaces. 13. The council provides all gender bathroom and change room options. 14. Potential risks to the safety of LGBTIQA+ group members are identified and minimised. 15. The council responds to LGBTIQA+phobic incidents by advocating for the rights of LGBTIQA+ members and taking steps to prevent future incidents.

The 15 indicators are used to show the goal has been achieved or areas for improvement.

Tips and suggested activities

The following activities and tips will help you achieve the indicators and progress your *Rainbow Ready roadmap* activities.

An LGBTIQA+ community group, business or other service may want to work in partnership with you in local government. Groups may use the Victorian Government's *Pride in our future: Victoria's LGBTIQA+ strategy 2022-32* as a tool to advocate for inclusion in local government services.

ⓘ **Are you considering intersectionality?**

Intersectionality is an approach to understanding the diverse experiences of people and their identities. It involves recognising that this can create different layers and types of discrimination for an individual or group.

It is important to understand that LGBTIQA+ experiences are not all the same.

As well as being diverse in their sexuality, gender identity or sex characteristics, LGBTIQA+ people are diverse in other ways. This might include their Aboriginality, ethnicity, skin colour, nationality, refugee or asylum seeker background, migration or via status, language, faith, ability, age, mental health, housing status or geographic location. For example, LGBTIQA+ Victorians from ethnic faith communities experience life as LGBTIQA+, as well as being a person of colour and person of faith.

It is critical to consider intersectionality when using the *Rainbow Ready roadmap*. This will help ensure your activities engage, include, support and respond to the needs of all LGBTIQA+ people. Ask the questions: who is not at the table? Are we including LGBTIQA+ people with different identities, and lived experiences in planning and project delivery? How are we enabling the voices of those who we don't usually hear from?

Indicator	Tips	Activities
1. **The council educates its staff and volunteers on LGBTIQA+ inclusion**	• Staff at all levels of council need to be educated on LGBTIQA+ experiences and issues, including councillors. • In education, include intersectionality, and how LGBTIQA+ people with diverse experiences and identities can experience additional layers of discrimination. • Include reflections on the historical treatment of LGBTIQA+ people.	• Invite LGBTIQA+ community members to share their experiences as part of a community gathering or event. • Host a session with an external provider on intersectionality to better understand how the community can celebrate LGBTIQA+ diversity and improve all LGBTIQA+ lives.
2. **LGBTIQA+ residents take part in council committees and in council planning**	• Consultation with LGBTIQA+ residents can help ensure strategies for LGBTIQA+ inclusivity are effective. • Consider LGBTIQA+ involvement in all community engagement, including in childcare, aged care, sport and recreation.	• Councils could create a local LGBTIQA+ committee or group, with representatives invited to attend planning meetings.

	Indicator	Tips	Activities
	3. **Council grants are provided to support local LGBTIQA+ initiatives**	• Supporting LGBTIQA+ groups and services with council grant funding to undertake inclusive activities can benefit the whole community. community.	• Consider a grant program or initiative specifically for LGBTIQA+ activities or events. • Provide LGBTIQA+ groups and services with information on existing grant programs, and offer support in the application process.
	4. **The council supports local LGBTIQA+ events**	• Supporting local events is an important way of demonstrating LGBTIQA+ inclusivity.	• Participate in a local pride march, picnic or existing LGBTIQA+ event. • Share images of LGBTIQA+ events on your social media to demonstrate support.
	5. **The council provides an inclusive workplace for LGBTIQA+ employees and volunteers**	• Read the Victorian Government's *Inclusive workplaces guidelines*. • Communicate the council's commitment to LGBTIQA+ inclusivity. • Understand that microaggressions, (for example, misgendering or getting a person's name wrong), can contribute to an unsafe workplace.	• Conduct an all staff survey to understand feedback on strategies to improve LGBTIQA+ inclusivity. • Create and embed a policy that responds to LGBTIQA+phobic incidents and supports staff effectively.
	6. **The council has a strategy or plan for LGBTIQA+ inclusion**	• A plan is a useful way of ensuring LGBTIQA+ inclusion initiatives do not rely on one person and are not at risk of ceasing if that person leaves. • A plan can also ensure LGBTIQA+ inclusivity is embedded into the council's systems and valued as core business. • Consult with LGBTIQA+ community members on developing the plan.	• Review core sources of health and wellbeing evidence, such as Private Lives 3[2] and Writing Themselves In 4[3] to inform strategies. • Circulate a draft plan to key stakeholders, and ask for feedback. • Make the plan accessible on the council's website.

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1   Visit the Department of Education and Training's website <https://www2.education.vic.gov.au/pal/lgbtiq-inclusive-workplaces/overview>.
2   Visit the La Trobe University website <https://www.latrobe.edu.au/arcshs/publications/private-lives/private-lives-3>.
3   Visit the La Trobe University website <https://www.latrobe.edu.au/arcshs/publications/writing-themselves-in-publications/writing-themselves-in-4>.

Indicator	Tips	Activities
7. **The council has a statement of LGBTIQA+ inclusion that is publicly visible**	• Statements of commitment can communicate to LGBTIQA+ community members that you are working to be LGBTIQA+ inclusive. • Statements of commitment can educate other council staff that you do not tolerate LGBTIQA+phobia.	• Develop a statement of commitment and make sure it is publicly visible.
8. **Council information incorporates LGBTIQA+ inclusive language and images**	• Review the Victorian Government's *Inclusive language guide*[4]. • LGBTIQA+ council staff and volunteers will value the use of inclusive language and images. • Inclusive language and images can have a positive impact for people who don't feel safe disclosing their LGBTIQA+ identity.	• Include inclusive language and images in printed and online materials. • Using images of local LGBTIQA+ people can be a powerful way of showing LGBTIQA+ inclusion. Make sure to get their consent. • Consider how images and language can be inclusive of diverse LGBTIQA+ communities. For example, you could include images of people of colour on your website, or offer translation services for materials for people who speak another language.
9. **The council takes opportunities to fly the rainbow or trans flags**	• For some people, flying the Rainbow Flag has become a measure of council commitment to LGBTIQA+ inclusivity.	• Fly the Rainbow Flag on an LGBTIQA+ day of significance, or the Trans flag on Trans Day of Visibility, to complement other celebratory and educational activities.
10. **The council's website and social media accounts profile LGBTIQA+ initiatives, events, people and resources**	• Council social media is an important vehicle for communicating tolocal residents.	• Publish the history behind a local LGBTIQA+ initiative on social media.

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4   Visit the Victorian Government website <https://www.vic.gov.au/inclusive-language-guide>.

Indicator	Tips	Activities
11. **Bookings and assessment processes are LGBTIQA+ inclusive**	• Ensuring booking forms and processes are LGBTIQA+ inclusive will ensure inclusive language is used and assumptions aren't made about gender, relationships, sex or families. • Consider whether information requested in a booking or form is necessary for the service being provided.	• Host an education session for reception and other staff who engage with the public on LGBTIQA+ inclusive language and greetings. • Audit current booking forms and processes to ensure they are inclusive of LGBTIQA+ people.
12. **LGBTIQA+ groups and services are supported to access council spaces**	• LGBTIQA+ groups and services play a pivotal role in promoting the wellbeing of LGBTIQA+ community members.	• Provide discounted or free use of Council spaces for LGBTIQA+ groups, services and artists. • Forge a partnership with a local group, and undertake a Rainbow Ready activity together.
13. **The council provides all-gender bathroom and change room options**	• Providing all-gender bathroom options is important for trans and gender diverse people who may feel unsafe in public toilets or change room facilities.	• Update bathroom and change room signage to include facilities that are both LGBTIQA+ inclusive and accessible. • Include trans-friendly attendance times at your local swimming and recreation centres.
14. **Potential risks to the safety of LGBTIQA+ residents are identified and minimised**	• Consult with LGBTIQA+ community members about their safety concerns. • Consider any risks to LGBTIQA+ people who take part in council initiatives.	• Create a risk management plan to ensure LGBTIQA+ residents are supported and able to feel safe. • Forge partnerships with health and emergency service providers to undertake a joint Rainbow Ready project, addressing safety concerns collaboratively.
15. **The council responds to LGBTIQA+phobic incidents by advocating for the rights of LGBTIQA+ members and taking steps to prevent future incidents**	• Take immediate steps to stop the incident. Offer support to the LGBTIQA+ person. • Provide feedback or discuss consequences of actions with the perpetrator.	• Create a policy for responding to LGBTIQA+phobic events and a system for keeping a record of incidents, responses and follow-ups.