















## CRE/FAMILY VIOLENCE REPRESENTATIVE RESPONSIBILITIES

The prevention of family violence requires a team effort but having a chosen representative can ensure that family violence and CRE initiatives are actioned and followed up.

CRE/Family Violence Representative responsibilities include, but are not limited to:

-  Understanding the primary prevention of family violence, the [change the story framework](#), and the need to take action within the workplace.
-  Ensuring internal and external communications (emails, newsletters, posters, social media etc) are used to promote the organisations commitment to the CRE Agreement, gender equality and the prevention of family violence.
-  Ensuring that the CRE Agreement actions are being implemented and maintained.
-  Attending CRE meetings to ensure that you are kept up to date with what is happening within the project and amongst other CRE organisations.
-  Auditing and overseeing to ensure that CRE Agreement workplace posters and family violence brochures are updated and replaced as needed.
-  Ensuring the induction process is consistently used to inform staff about the workplace's commitment to the CRE Agreement, the Agreed Values and Codes of Behaviour, and gender equality.
-  Seeking additional resources and training, in addition to what is provided in the CRE Toolkit, that educate and support staff to take bystander action and understand the primary prevention of family violence.
-  Ensuring good governance of the CRE process within your organisation and keeping the CRE Project Coordinator up to date with accurate contact information and CRE Representative details in the event of change of personnel.
-  Attending training to be confident in responding and referring staff appropriately should they disclose experiences of sexism, harassment, discrimination and/or violence.
-  Consider what policies and practices need to be in place to support staff experiencing violence, such as paid family violence leave and appropriate referral processes to services.
-  Advocating to leaders within the organisation for staff surveys and consultation with staff regarding how policies, plans, programs and facilities may be adapted to support cultural change within your workplace.
-  Attending and promoting both community and organisational events/campaigns, which raise awareness of the prevention of family violence, and encouraging all staff, including management to attend.

**Focusing on cultural change, tracking your progress, and reflecting regularly to learn from experience can help make lasting change in your workplace**