

La Trobe University

Workplace Gender Equality

Strategic Plan 2013-2017

Preamble

The University recognises that equal opportunity for working women is about ensuring that women have equal access to the rewards and opportunities available in the workplace. This means that women must be treated with fairness and respect and are not subject to discrimination or harassment. It is a whole of organisation issue, not a human resources issue. Women must be afforded the same opportunities as men in the organisation, and must be embedded in all processes of the organisation. The University is committed to the recruitment, retention, development, support and promotion of women in academic, professional and administrative staff roles at the University. This Plan indicates a strong commitment to identifying key issues for, and supporting women with particular workplace issues for example Indigenous women, women who are carers, and staff from diverse backgrounds.

The La Trobe University Strategic Plan *World Ready: La Trobe 2017* recognises the importance of improving workforce diversity and capability. This Plan is fundamental to enhancing the contribution of women through employment equity which will assist and benefit the University in achieving its goals.

Implementation, Review and Evaluation

The Committee for Equality Diversity and Wellbeing (CEDW), chaired by the Pro Vice-Chancellor (Equity and Student Services), has responsibility for monitoring the plan. CEDW will report directly to the Vice-Chancellor, and in addition the equal opportunity components will be reported to the Human Resources Planning Committee.

The Equality and Diversity Centre (EDC) and the Human Resources Planning Committee are responsible for ensuring that the processes and policies are adhered to. The evaluation process will also be reviewed by the above groups to ensure initiatives are effective and meet objectives.

The Equality and Diversity Centre has responsibility to provide information, advice and support and will be available for consultation to ensure objectives are achieved.

Priority 1: To consult with women

Objective	Possible Strategies	Measures/Targets	Timeframe	Responsibility
1.1 To provide a forum for networking and consultation with women	1.1.1 Ensure regular meetings of the Women's and Senior Women's Network.	Women's Networks meets a minimum of 4 times per year.	Review annually	Manager (EDC)
	1.1.2 Develop a regional women's network	Women's Networks meets a minimum of 3 times per year.	Review annually	Manager (EDC)
	1.1.3 Conduct focus groups on issues concerning equality in the workplace based on workforce participation data.	Senior management proactively initiates action to address any identified weaknesses	Review annually	ED (P&C) Manager (EDC)

Priority 2: To advance the agenda for women in the organisation

Objective	Possible Strategies	Measures/Targets	Timeframe	Responsibility
2.1 Equal opportunity for women is addressed by senior University committees	2.1.1 Develop a policy on gender representation on senior University committees and monitor implementation.	Representation on University senior committees shall have a minimum membership of 33% of each gender and supporting a commitment to achieving increased representation for women in leadership roles;	Review annually	Manager (EDC) Executive Deans; Chairs of Committees; Division Heads;
	2.1.2 Ensure equal opportunity for women is a standing agenda on	Gender equity standing item on agenda	Review annually	Executive Deans; Division Heads

	Faculty and non-Faculty Management Committees.			
	2.1.3 Faculty and Non-faculty CEDW report annually on actions and progress to the Equality, Diversity and Wellbeing Committee.	Report provided annually	December each year	Executive Deans; Chairs of Faculty CEDW and Non-Faculty CEDW Division Heads
2.2 Equal opportunity for women is addressed by senior staff of the University	2.2.1 The Vice Chancellor will meet annually with the Equality Diversity and Wellbeing Committee	The Vice Chancellor attend one meeting annually	Ongoing	Chair CEDW; Vice Chancellor
	2.2.2 Executive Deans and Division Heads implement the gender equity strategy by developing a Gender Equality Plan for their area.	Gender Equality Plan developed and implemented in respective areas	EOWW Strategy Guide for faculties to be developed by EDC by February 2013 Review annually	Executive Deans; Division Heads; ED (P&C) Manager EDC
2.3 Raise the profile of La Trobe senior women	2.3.1 La Trobe senior staff women profiles developed and disseminated	4 profiles developed, promoted and available online	Review annually	Manager (EDC)

Priority 3: To ensure merit-based recruitment and selection

Objective	Possible Strategies	Measures/Targets	Timeframe	Responsibility
3.1 Ensure equitable recruitment and selection of women	3.1.1 Continued monitoring of recruitment trends and investigate strategies to address low recruitment levels.	Selection panels continue to maintain gender balance	Ongoing with annual reporting	ED (P&C) Manager (EDC) Committee for Equality, Diversity and Wellbeing (CEDW)
	3.1.2 Identify new strategies where applicable to develop a stronger	People and Culture policies and procedures to be developed for: <i>Gender Representation on Recruitment Selection Committees</i> and <i>Gender Representation on</i>	February 2013	Faculty CEDW Non-Faculty CEDW

	culture of support for women aspiring to senior management roles.	<i>University Committees</i> People and Culture policies and procedures are developed and reviewed by the Committee for Equality Diversity and Wellbeing		
3.2 Increase the representation of women in senior positions.	<p>3.2.1 Continue to develop and implement programs which support the development of women</p> <p>3.2.2 Develop an organisational culture that attracts and retains women</p> <p>3.2.3 Ensure that staff involved in recruitment, selection and promotion have an awareness of how to avoid unconscious bias in their deliberations.</p>	<p>Specific programs developed and delivered</p> <p>Number of women across the university participating:</p> <p>* Number of women in Level D and E positions increases (*see Table 1)</p> <p>Develop an module for staff to access</p> <p>Attracting and retaining the best and brightest staff Employer of Choice awarded</p> <p>Improved climate survey results</p> <p>Improved ranking against national and international benchmarks, eg, "QUT Selected inter-institutional gender equity statistics"</p>	Review annually	<p>ED (P&C)</p> <p>VP (Admin)</p> <p>Executive Deans;</p> <p>Division Heads;</p> <p>DVC's</p> <p>Executive Director (P&C)</p> <p>Manager (EDC)</p>

*** Table 1: Gender staff equity targets 2013-2017**

	2013	2014	2015	2016	2017	2020
Social – staff						
Female academic staff at Professor and Associate	38%	39%	40%	41%	42%	

Professor levels						
Senior female professional staff (HEO 10 and above)	44%	47%	50%	50%	50%	

Priority 4: To ensure merit-based promotion, transfer and termination

Objective	Possible Strategies	Measures/Targets	Timeframe	Responsibility
4.1 Develop an action plan to address inequalities in promotion, transfer and termination of women in underrepresented areas	4.1.1 Monitor the revised promotions and reclassification processes: <ul style="list-style-type: none"> - success rates of women for promotion - rates of reclassification and higher duties for women in professional and administrative roles - termination data 	Analysis completed and action plan developed where appropriate	Review annually	ED (P&C)
	4.1.2 Analyse exit interview and 'Leaving La Trobe Electronic Exit Survey' data for possible gender issues and develop responses to issues identified.	Analysis and response completed	Annual Reporting	ED (P&C) Manager (EDC)

Priority 5: To improve training and development opportunities to women

Objective	Possible Strategies	Measures/Targets	Timeframe	Responsibility
5.1 Ensure equitable access to professional	5.1.2 Monitor and review participation in staff development	Staff development strategy developed by areas as appropriate	June 2013	ED (P&C) Executive Deans Division Heads

development for women	5.1.3 Develop a University Women in Leadership Program which includes: <ul style="list-style-type: none"> - A mentoring program - A leadership training program - A training program for women entering the professoriate - Shadowing opportunities 	Program implemented	Review annually	Manager (EDC) in conjunction with ED (P&C) Executive Deans; Division Heads,
	5.1.4 Investigate the criteria and implementation of the Outside Studies Program and potential effects on academic women staff	Investigation to be undertaken	Mid 2013	Manager (EDC) Executive Deans ED (P&C)

Priority 6: To maintain and improve access to flexible and equitable organisation of work

Objective	Possible Strategies	Measures/Targets	Timeframe	Responsibility
6.1 Ensure equitable workloads for academic women staff	6.1.1 Analyse the Workload Management System for potential issues relating to women.	Identified areas of gender inequity	2013	Workload Management System Steering Committee DVC VP (Admin) Executive Deans
6.2 Improve managers and staff awareness of rights and obligations to effectively manage and support flexible	6.2.1 Review and monitor the usage of flexible work arrangements as well as requests for flexible arrangements refused at the local level.	Strategy developed and implemented	2013	ED (P&C) Manager (EDC)

working arrangements	6.2.2 Ensure that statutory committees and other meetings are scheduled, as far as practicable, in regard for the family and caring responsibilities of the committee members.			
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Priority 7: To ensure equitable conditions of service for staff

Objective	Possible Strategies	Measures/Targets	Timeframe	Responsibility
7.1 Develop a comprehensive gender equity workforce profile including pay equity audit, career progression analysis	7.1.1 Analyse the Gender Pay Equity Audit and investigate possible actions to address inequities across all areas of the University. 7.1.2 Review the number of discretionary pay, eg, allowances, performance payments, merit payments, bonus payments 7.1.3 Monitor workforce participation data for all staff identifying any particular areas that requires action to be undertaken. 7.1.4 Analyse the biennial staff climate survey conducted by People and Culture regarding issues for women undertaken biennially	Gender Equality Plans to be developed by each area. Gender pay gap diminishes The number of discretionary allowances are offered equitably, in comparable circumstances Creation of a harmonious and supportive work environment	Review annually	DVCs VP (Admin) Executive Deans Division Heads; Manager (EDC); ED (P&C)
7.2 Maintain La Trobe University conditions of service for staff	7.2.1 Maintain high quality paid parental leave entitlements 7.2.2 Maintain communication with staff on extended maternity/family leave as	Maintain parental leave entitlements Communication with staff on extended parental leave supports their return to work	Review annually	ED (P&C) Manager (EDC)

	supporting their return to work.			
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Priority 8: To ensure adequate measures for dealing with sex-based Harassment

Objective	Possible Strategies	Measures/Targets	Timeframe	Responsibility
8.1 The workplace is safe from sex-based harassment and discrimination	8.1.1 Analyse staff climate survey results regarding experiences of harassment and/or discrimination	Climate survey outcomes reported to Faculties and Divisions for action	Biennially	Manager (EDC) in conjunction with ED (P&C) Executive Deans; Division Heads
	8.1.2 Increased participation in the Equality and Diversity Awareness Training Program	Participation rate increased by 20% over 2011 rates	Review annually	Executive Deans; Division Heads Manager (EDC)
	8.1.3 Monitor and report on harassment and discrimination complaints by gender	Complaints report submitted annually	Review annually	Manager (EDC)
	8.1.4 Maintain Harassment and Discrimination Contact Officer network	Network of officers on each campus	Ongoing	Manager (EDC)
	8.1.5 Maintain the ALLY network for gay, lesbian, bisexual, transgender and intersex staff and students.	ALLY Network activities maintained	Ongoing	Manager (EDC)

Priority 9: To ensure adequate arrangements for dealing with pregnant, potentially pregnant and breastfeeding employees

Objective	Possible Strategies	Measures/Targets	Timeframe	Responsibility
9.1 Staff who are pregnant and utilising	9.1.1 Maintenance of the Breastfeeding Friendly Workplace Accreditation.	Annual accreditation maintained	Review annually	Manager (EDC)

maternity leave provided with adequate information and support	9.1.2 Publicise and disseminate information on flexible work practices, including maternity leave	Information disseminated Work Life Balance Toolkits for staff developed	Review annually Toolkits developed and launched	Manager (EDC) in conjunction with ED (P&C)
	9.1.3 Ensure information is readily available and that online information is updated regularly and is accessible		Review annually	
	9.1.4 Seminars to be undertaken to raise awareness of flexible work practices available	At least two seminars per year	Review annually	Manager EDC
	9.1.5 Ensure Parenting Room/Special Needs Room available in all new buildings.			ED (I&O)