

Building Futures



**2012
SUSTAINABILITY
REPORT**

SUSTAINABILITY VISION 2020

La Trobe University will be at the forefront of addressing key global issues and developing graduates with the skills and knowledge required to address social, environmental and economic sustainability challenges in their chosen field.

Our Sustainability Vision 2020 is informed by our Sustainability Principles and our belief that social, environmental and economic sustainability need to be integrated across everything we do and embedded in our daily work.

Because sustainable development is a key global issue of our times, we believe our success in realising our sustainability principles will be central to how we are judged.

SUSTAINABILITY PRINCIPLES

The University will seek to develop responsible leaders, professionals and citizens by:

Recognising that sustainability encompasses economic, social and environmental dimensions

Integrating sustainability across all operations, curriculum and research

Embedding sustainability in the culture and practices of the University, through the broadest engagement with staff, students, employers and partners in the community and government

Becoming known as the leading sustainable university in Australia and a leader internationally.

REPORTING FRAMEWORK

Building Futures:

- reports against the Global Reporting Initiative's G3.1 Sustainability Reporting Guidelines at A+ level
- follows AccountAbility's AA1000 Principles
- reports against our own targets and actions set out in our previous sustainability reports
- has undergone limited assurance in line with the AccountAbility AA1000 Assurance Standard (2008) and ASAE3000.

What is sustainable development?

Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

It contains within it two key concepts:

- the concept of 'needs', in particular the essential needs of the world's poor, to which overriding priority should be given; and
- the idea of limitations imposed by the state of technology and social organisation on the environment's ability to meet present and future needs.

Thus the goals of economic and social development must be defined in terms of sustainability in all countries – developed or developing, market-oriented or centrally planned.

Interpretations will vary, but must share certain general features and must flow from a consensus on the basic concept of sustainable development and on a broad strategic framework for achieving it.

Development involves a progressive transformation of economy and society.

A development path that is sustainable in a physical sense could theoretically be pursued even in a rigid social and political setting.

But physical sustainability cannot be secured unless development policies pay attention to such considerations as changes in access to resources and in the distribution of costs and benefits.

Even the narrow notion of physical sustainability implies a concern for social equity between generations, a concern that must logically be extended to equity within each generation.

Gro Harlem Brundtland
Chair World Commission
on Environment and Development
Our Common Future (1987)

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LA TROBE UNIVERSITY 2012 SNAPSHOT

AT A GLANCE

- Capital works across our campuses included \$140 million spent in 2012
- \$83 million of this was spent on new facilities at the Melbourne Campus
- AgriBio, the Centre for Agribioscience, opened at the Melbourne Campus
- Works neared completion on the new La Trobe Institute for Molecular Science at the Melbourne Campus.

352.5
HECTARES

Over six campuses

24,174
STUDENTS

Equivalent full-time student load from 104 countries

3,203
STAFF

Full-time equivalent, including casuals

5
FACULTIES

Business, Economics and Law; Education; Health Sciences; Humanities and Social Sciences; and Science, Technology and Engineering

\$140
MILLION

Spent, including \$83 million on facilities at Melbourne Campus

CAMPUSES AND STUDENTS (EFTSL)



STUDENTS ¹	2008	2009	2010	2011	2012
Number of students (headcount)	29,273	30,858	32,373	33,448	33,731
Commencing enrolments	11,986	13,358	13,907	14,198	13,881
Students with a disability	1,273	1,125	1,250	1,412	1,298
Non-English speaking background	614	692	705	690	637
Rural/remote	7,500	7,735	7,815	8,151	7,878
Low socioeconomic status	3,844	4,074	3,974	4,290	4,250
Low socioeconomic status as proportion of total student cohort ²	17.4%	17.7%	16.6%	17.3%	17.8%
Indigenous Australian	111	139	117	141	162
TEACHING AND LEARNING					
Market share of Victorian Tertiary Admissions centre first preferences ³	10.9%	10.6%	11.5%	12.4%	12.6%
Retention rate ⁴	0.78	0.78	0.78	0.79	NA
RESEARCH ⁵					
Research income (\$000)	40,845	38,627	41,726	43,739	46,505
Research publications	1,009	961	1,083	1,101	NA
Research higher degree load (EFTSL)	876.6	972.8	1,058.8	1,114.8	1,134.7
Research degree completions	92	157	152	174	167

¹ 2008–2011 data as submitted to the Australian Government for 31 March that year; 2012 provisional data from the University student information systems as at February 2013.

² The criteria and calculation method for low socioeconomic status is set out as a note on page 40 (Human rights, equality and diversity).

³ Applications lodged with the Victorian Tertiary Admissions Centre as at 30 September each year.

⁴ Retention Rate is the proportion of students commencing who re-enrol at an institution in the following year. It excludes those students who take a leave of absence in the entire following year or transfer to another university.

⁵ Research and finance data relate to year ending 31 December.

NA Not available at time of publication.

EFTSL Equivalent full-time student load.

MESSAGE FROM THE VICE-CHANCELLOR AND PRESIDENT

Our commitment to sustainability



PROFESSOR JOHN DEWAR

Vice-Chancellor and President

My first year as Vice-Chancellor and President has been both challenging and rewarding.

It was with a great sense of optimism that the year culminated in the launch of *Future Ready: Strategic Plan 2013-2017*. The plan was developed in collaboration with the University community and has the unanimous support of staff and senior management. *Future Ready* asks us to regain our enthusiasm to make a difference and become known for excellence and innovation in relation to the big issues of our time.

Aspects of *Future Ready* highlight the University's ongoing commitment to sustainability. Sustainability thinking is a La Trobe Essential for all coursework degrees, so our graduates are equipped with the skills and knowledge needed in the workplaces of today and tomorrow. New Research Focus Areas – Securing Food, Water and the Environment, Building Healthy Communities, and Population Movement and Human Security – will address the big social and environmental problems of our time. We continue our commitment to operate sustainably and ethically.

From 2013, students will be encouraged to learn more about sustainability through the flexible teaching options of the redesigned student volunteering program, the La Trobe Award, with a sustainability 'stream' designed to complement the existing modules of University Leadership and Community Engagement, and by developing sustainability skills through the La Trobe Essential.

We continued our support of global sustainability initiatives by signing the Commitment to Sustainable Practice of Higher Education Institutions, which was ratified at the Rio +20 UN Conference on Sustainable Development. We continue to be a signatory to the Talloires Declaration and the United Nations Global Compact. As Vice-Chancellor and President, I welcome the reaffirmation of the University's commitment to these principles through this 'Communication on Progress'.

We are deeply committed to the transparent and honest reporting of our social and environmental performance through external assurance of our sustainability report. To provide stakeholders with a high level of confidence in our sustainability report, we appointed Ernst & Young to provide limited assurance in line with the AccountAbility AA1000 Assurance Standard (2008) and ASAЕ3000. This report is based on the AA1000 Principles and the G3.1 guidelines published by the Global Reporting Initiative (GRI). In 2012, La Trobe has again reported to an A+ level.

Achievements

The University engaged with the Greener Government Buildings program, aiming to reduce the University's environmental impact, achieve operational savings and engage students and staff with learning and research projects. Siemens, our chosen provider for the program, is undertaking a detailed facility study to outline proposed water and energy efficiency retrofitting measures across the University.

We completed several major infrastructure projects, including the buildings and infrastructure for AgriBio in Melbourne and the Rural Health School (including 200-bed student accommodation) in Bendigo. The La Trobe Institute for Molecular Science opened in early 2013.

Our ability to influence the wider community was apparent through an improvement in the Excellence in Research for Australia (ERA) ratings that showed La Trobe is clearly number three in Victoria; we also became the first Australian university to launch courses on iTunesU. The 13 available courses received over 400,000 subscribers, totalling over five million downloads in 2012.

La Trobe staff won first place in the NAFSA (Association of International Educators) video competition for *Making the World Our Campus*, which highlighted the University's Urban Planning mobility program in Sri Lanka. We were also pleased to receive 'Best First Time' sustainability report award from the global CorporateRegister.com Corporate Responsibility Reporting Awards, announced at the Royal Society in London, for our 2010 Sustainability Report *Responsible Futures*.

We delivered improved ICT infrastructure, including doubling the number of WiFi connections, increasing data storage and upgrading 45 teaching spaces. A Public Transport Strategy was developed for the Melbourne Campus and the Connect Mentor Program was launched with more than 700 students signing up to connect with their more advanced peers.

OUR COMMITMENT TO SUSTAINABILITY



FROM THE CHANCELLOR

I am pleased to introduce the third sustainability report *Building Futures*. This sets out the achievements of the University and continues to build a strong foundation for sustainability. The success of our first report, *Responsible Futures*, in winning 'Best First Time' report from the CorporateRegister.com Corporate Responsibility Reporting Awards signals the global reach of our commitment and the importance of these strong values in tackling social and environmental issues. In signing the Commitment to Sustainable Practices of Higher Education Institutions, La Trobe highlights its commitment to the development of sustainability in higher education.

Embedding sustainability is an ongoing process for La Trobe University – as such, it is a significant element in our new *Future Ready: Strategic Plan 2013–2017*. Sustainability thinking is now a La Trobe Essential, to be included in all our coursework degrees. This will ensure graduates are equipped with the skills and knowledge appropriate for current and future social, economic and environmental interactions.

We aim to be responsible leaders by engaging in the Greener Government Building program to minimise our environmental footprint. We provide on-campus learning and research opportunities for our students, and we are introducing sustainability learning into our student enrichment and leadership programs.

I am delighted to be a part of the continued commitment to our sustainability principles and look forward to seeing this journey continue.

Adrienne E Clarke AC
Chancellor

Challenges

In 2012, the deregulated higher education market presented significant challenges to the University, requiring an increased vigour in domestic student recruitment and a continued focus on profitability in a challenging economic environment. A strong Australian dollar, combined with aggressive marketing from other countries, affected international student enrolments.

Following a review of the challenges facing the Faculty of Humanities and Social Sciences, a series of changes were made including a reshaping of the Bachelor of Arts degree and a restructuring of organisational arrangements to give effect to curriculum changes and to make better use of resources. This involved some staffing reductions. We believe this restructure will lead to positive outcomes for the Faculty, reversing falling student enrolment and retention numbers and offering a strengthened and more sustainable curricula and program of research. New Victorian Government legislation required changes to the composition of University Councils in Victoria, including prohibiting the inclusion of elected student and staff representative positions on Councils. The University Council and management have responded to change this to ensure that all stakeholders have appropriate input into the direction of the University.

The implementation of the Federal Government's Clean Energy Future legislation in 2012 meant La Trobe became the first university directly liable for the carbon price, however, the University was proactive in developing processes to manage these impacts and is on track to meet its obligations. See the Greenhouse emissions section of this report for details.

Changes and future plans

After the resignation of Professor Carol Adams, Pro Vice-Chancellor (Sustainability), sustainability was included in the portfolio of the Senior Deputy Vice-Chancellor, Professor John Rosenberg. Professor Rosenberg and other senior managers will be supported by a Director of Sustainability in 2013. Governance restructuring resulted in replacement of the Sustainability Management Committee with a high-level Sustainability Policy and Planning Group, led by Professor Rosenberg.

In late 2012, the University announced a renewed senior management team to progress our new *Future Ready* strategy. As part of changes to the University's senior management team, our sustainability commitment has evolved – our ambition is that sustainability becomes embedded within the University such that sustainability values become the norm for all of us.

We are proud to have met most environmental targets for 2012 (water, emissions, energy and paper), and have plans in place to work towards achieving our waste, recycling and commuting targets in future. Our targets for Indigenous Australian and low socioeconomic background students have been achieved, as have our targets on education and research. While we have only achieved one of the three targets for women in senior roles, we are committed to gender equality and our *Equal Opportunity for Women in the Workplace Strategic Plan 2012–2015* will provide guidance to move the University's gender equality forward.

Sustainability achievements in 2012

The following is a list of La Trobe University achievements in sustainability in 2012.

- the draft Sustainability Plan was developed as part of the new planning framework, with sustainability as an item on the template for Division and Faculty plans
- a new University Waste Minimisation Policy was published
- sustainability as a concept was included in guidelines for performance development plans and the La Trobe University Careers Framework; it is to appear incrementally in position descriptions as new positions become available
- *Responsible Futures* received the 'Best First Time' sustainability report award from the CorporateRegister.com Corporate Responsibility Reporting Awards
- *Responsible Futures* was a finalist in the Australasian Reporting Awards Sustainability Reporting Awards – Public Sector category (placing second to the City of Stirling from 40 entries)
- *Creating Futures* was successfully launched in front of high-profile attendees, including John Thwaites (former Victorian Minister for Environment), Andrew Dyer (former Commissioner to the Americas), Alison Rowe (Global Chief Sustainability Officer, Fujitsu) and Damien Walsh (Managing Director, bankmecu)
- the La Trobe Institute for Social and Environmental Sustainability awarded three small grants in 2012 for a total of \$29,527
- the Pro Vice-Chancellor (Sustainability) visited the University of the Sunshine Coast, which has a Sustainability Research Centre co-located with a Cleantech incubator, and co-locates staff from different schools; facilities staff visited La Trobe University in November to compare approaches
- Siemens was engaged to complete Level 3 energy and water audits for the University through the Greener Government Buildings Program; Siemens proposed significant funding for learning and research projects
- commenced development of a Master in Sustainability Leadership
- a consultation paper was published, followed by two workshops on embedding sustainability in education
- a Fairtrade Expo was run by students as part of Fairtrade Fortnight, with assistance from the Office of the Pro Vice-Chancellor (Sustainability)
- Adjunct Professor Simon Molesworth AM QC was recognised on the Queen's Birthday Honours List for distinguished service to conservation and the environment, heritage preservation at national and international levels, the professions and natural resource sectors, and community health organisations
- students organised the annual Australian SoS (Students of Sustainability) conference at Bendigo
- a live panel discussion was held, with OurSay, at the Melbourne Campus as part of the Asia-Pacific Model United Nations Conference
- an approach to student volunteering was developed, including sustainability within the La Trobe Award and the Infinity Leadership Program
- the Pro Vice-Chancellor (Sustainability) was invited by the Sustainable Futures Academy to join 20 other higher education and sustainability leaders in a special planning meeting in Austria, to inform the design of a Sustainable Futures Leadership Academy.

SUSTAINABILITY ACHIEVEMENTS IN 2012

QUANTIFIED TARGETS	2012	2013	2014	2015	2020
ENVIRONMENTAL (AGAINST 2010)					
Greenhouse gas emissions (facility tCO ₂ -e/GFA; staff business travel tCO ₂ -e/FTE)	5% ▼	8% ▼	11% ▼	15% ▼	30% ▼
Energy consumption (GJ/GFA)	5% ▼	8% ▼	11% ▼	15% ▼	30% ▼
Car use – single occupant (staff and students)	7.5% ▼	10% ▼	12.5% ▼	15% ▼	30% ▼
Water use (kilolitres per EFTPL)	3.5% ▼	4% ▼	4.5% ▼	5% ▼	10% ▼
Waste to landfill (kg per EFTPL)	7.5% ▼	10% ▼	12.5% ▼	15% ▼	30% ▼
Recycling (as combined % of recycling and general waste to landfill)	7.5% ▲	10% ▲	12.5% ▲	15% ▲	30% ▲
Paper use (reams per EFTPL)	10% ▼	12% ▼	12% ▼	15% ▼	30% ▼
SOCIAL – STUDENTS¹					
Low socioeconomic status student participation rate ²	17.24%	18.0%	18.5%	19.0%	-
Indigenous Australian student participation rate	160 students	0.70%	0.75%	0.80%	-
SOCIAL – STAFF¹					
Female academic staff at Professor and Associate Professor levels	-	38%	39%	40%	-
Senior female professional staff (HEO 10 and above)	-	44%	47%	50%	-
New employment opportunities for Indigenous Australians	-	25	30	35	-
Staff engagement – intention to stay	-	73%	-	73%	-
SUSTAINABILITY EDUCATION					
Cross-faculty Master's courses with a (social and environmental) sustainability focus	1	-	-	2	4
Cross-faculty undergraduate minor(s)/major(s) in (social and environmental) sustainability	2	-	-	3	4
SUSTAINABILITY RESEARCH³					
Staff involved in the La Trobe Institute for Social and Environmental Sustainability				100	
Staff with active participation in the Institute			50 per annum		
Research publications from active staff			50 per annum		
Successful contracts, grants and research consultancies for staff with active participation in the Institute			3 per annum		

¹ Targets have not been set for each year in some cases where medium and long-term targets have been set.

² Targets for 2020 are not yet set for some indicators.

³ The targets in this section relate to the La Trobe Institute for Social and Environmental Sustainability.

EFTPL the sum of all full-time equivalent hours for staff and the equivalent full-time student load hours at all of the University's Victorian campuses (excludes international offshore, off-campus and external)

GJ/m² of GFA gigajoules per square metre of gross floor area

HEO Higher Education Officer

tCO₂-e/GFA tonnes of carbon dioxide-equivalent per gross floor area

tCO₂-e/FTE tonnes of carbon dioxide-equivalent per full-time equivalent staff workload

MEETING TARGETS

Some of our key sustainability achievements for 2012

**0.14
TONNES CO₂-e**

Facility greenhouse gas emissions (per GFA)

**2.25
REAMS**

Paper use (reams per EFTPL)

**17.8%
OF STUDENTS**

Low socioeconomic status student participation rate

DID WE MEET OUR TARGETS?			ACTUAL		TARGET		PLANS/ACTIONS
ENVIRONMENTAL			2010	2011	2012	2012	MET?
Facility greenhouse gas emissions (tCO ₂ -e/GFA)	0.18	0.13	0.14		0.17	✓	Participate in Greener Government Buildings program (see pages 26 and 31)
Staff business travel greenhouse gas emissions (tCO ₂ -e/FTE)	2.45	2.60	2.07		2.33	✓	Improve data reporting and monitoring, develop faculty targets (see page 26)
Energy consumption (GJ/m ² of GFA)	0.99	1.01	0.89		0.94	✓	Participate in Greener Government Buildings program (see pages 28 and 31)
Commuting (%) by car, single occupant (staff and students)	46%	50%	49%		43%	✗	Promote cycling, public transport and carpooling (see page 30, Commuting)
Water use (kilolitres per EFTPL)	8.72	9.33	8.16		8.41	✓	Participate in Greener Government Buildings program (see pages 31 and 32)
General waste to landfill (kilograms per EFTPL)	34.54	36.04	38.14		31.95	✗	Refurbish bins, implement waste management plan and compostable waste pilot (see page 34, Waste and recycling)
Recycling (as % of combined recycling and landfill waste)	28.0%	25.0%	24.6%		30.1%	✗	Provide new/renewed recycling facilities, implement waste management plan (see page 34, Waste and recycling)
Paper use (reams per EFTPL)	3.19	2.59	2.25		2.87	✓	Limit printer purchase and promote paperless meetings (see page 36, Paper use)
SOCIAL – STUDENTS							
Low socioeconomic status student participation rate	16.6%	17.3%	17.8%		17.24%	✓	Initiatives to encourage students to consider university (page 43) and support services on campus (Human rights, equality and diversity, page 40)
Indigenous Australian student participation rate (number of students)	117	141	162		160	✓	Indigenous student support services (Human rights, equality and diversity, page 40)
SOCIAL – STAFF							
Female academic staff at Professor level	37%	33%	36%		37%	✗	University Council has established a Human Resources Planning Committee (established in 2012), which will consider gender representation at senior levels. (see Women in leadership on page 49)
Female academic staff at Associate Professor level	34%	39%	38%		37%	✓	
Senior female professional staff (HEO 10 and above)	40%	39%	37%		42%	✗	
SUSTAINABILITY EDUCATION							
Cross-faculty Master's courses with a (social and environmental) sustainability focus	-	-	1		1	✓	A program to support this will be developed in 2013
Cross-faculty undergraduate minor(s)/major(s) in (social and environmental) sustainability	-	-	2		2	✓	

2011 results have been altered slightly due to improved data availability (confirmed student numbers and revised Melbourne Campus water use).

Please note that the commuting and waste targets currently only cover the Melbourne Campus.

The 2012 low socioeconomic status student participation rate is provisional and may be updated in next year's report.

Course targets for sustainability education only relate to development of courses within that year, not offering them for enrolment.

The criteria and calculation method for each target is noted in the relevant section (page numbers listed under Plans/Actions in the table above).

Our approach to sustainability and our material impacts

When La Trobe University was established in 1967, its constitution embedded within the University a culture of social responsibility and care for its community.

We recognise the contribution the University sector can make to global change towards a more sustainable future, and our 2013–2017 strategic plan *Future Ready* articulates the ways we aim to contribute. *Future Ready* was released in late 2012 with ambitious aims to grow and strengthen the University, including a commitment to operate sustainably and ethically, and to embed sustainability thinking within our curriculum.

For more information, see:
latrobe.edu.au/about/vision

Globally, universities and other organisations must respond to pressing sustainability issues in economic, environmental and social arenas, and not only through education and research:

- Economic – universities have a role in promoting good governance and management for cooperation, benefit sharing and poverty alleviation, and in recognising and taking advantage of opportunities in a low-carbon economy.
- Environmental – as part of the built environment, universities affect and are responsible for waste and natural resource management, and energy generation and consumption.
- Social – universities can make a difference in promoting social justice, peace and equality, health and wellbeing, and good design of human settlements and the associated infrastructure.

In addition to our management and governance committees, we consulted a wide range of sources to identify key performance indicators, and established short (2012), medium (2015) and long-term (2020) targets.

Policies to support achievement of our sustainability principles and targets can be found at:

latrobe.edu.au/policy

For details on our approach to developing these indicators, please see our previous reports *Responsible Futures* and *Creating Futures*:
latrobe.edu.au/sustainability/report

Material impacts and sustainability planning

In developing our approach to sustainability, we have drawn on the AccountAbility AA1000 standard series, namely the Principles of Inclusivity, Materiality and Responsiveness and the Stakeholder Engagement standard. The contents of this report reflect topics the University, in consultation with its stakeholders, have deemed material (important).

The University undertook a comprehensive review of university sustainability reports from around the world prior to drafting our first report, *Responsible Futures*. La Trobe developed a list of material issues and targets that drew from these reports and the relevant industry frameworks, refining these based on feedback from key stakeholders. More information is available in *Responsible Futures*, pages 6 and 7.

The University's key material impacts determined in this review included: considering sustainability within curriculum and research, resource consumption and services (water, energy, waste and paper), women in senior staff roles, staff places for Indigenous Australians, and participation in studies by Indigenous Australian and low socioeconomic background students. These particular topics are highlighted by our targets on page 6, while additional material topics are covered throughout the report (including student engagement).

To keep La Trobe abreast of current sustainability reporting trends for universities, the Pro Vice-Chancellor (Sustainability) commissioned a review of recent university sustainability reports from around the world. Potentially material items identified in this review were added to the list of existing material items for the University, along with others identified during stakeholder consultation.

The November 2012 Sustainability Forum was broadened to include additional staff, student and staff union representatives from across our campuses. These participants reviewed the list of potentially material items. Their choices have helped guide the coverage of items in this report; for example, the addition of new sections on community (page 38) and green ICT (Information and Communications Technology, page 37). We aim to revise this stakeholder review in 2013, ensuring a broader representation of our key stakeholder groups.

LaTrobe aims to inspire future generations to lead by example, challenge the status quo, and make a difference on issues of social justice and environmental sustainability.

Continual feedback from stakeholders on our progress with these areas is fed into the regular review of the University's *Sustainability Plan*, providing guidance for action on our key material impacts.

Sustainability mission and goals

In developing plans for the future, we are mindful of the influence universities have on equipping graduates for leadership and other roles in society, and the important role of academic research in developing solutions to climate change, world poverty, food security and other sustainability challenges.

We will focus on our most substantial impacts to:

- engage with students on contemporary social and environmental issues
- develop our interdisciplinary research capabilities
- ensure we offer opportunities to students from a diverse range of backgrounds and are sensitive to issues arising from our cultural diversity
- develop curriculum on social and environmental sustainability issues
- reduce water and energy consumption, and carbon emissions from travel, and invest in energy efficiency.

See the inside front cover of this report for our sustainability principles and 2020 vision; details of La Trobe University's 2015 and 2020 sustainability goals can be found in *Creating Futures* (pages 6 and 7).

La Trobe University drafted a *Sustainability Plan* in 2012, to collect actions that support our targets. This draft plan will be reviewed in 2013 to ensure it covers the material impacts of the University.

The *Sustainability Plan* is an important component of the University's Planning Framework and its priorities are considered in the divisional business plans. These business plans are updated each year and link to the budget process, to ensure priorities are appropriately resourced. Faculties and service divisions develop their own business plans based on identified institutional priorities in the *University Operational Plan* and, in the case of sustainability, additional actions identified in the *Sustainability Plan*.

Sustainability governance and management

Strong supporting committees and governance structures are crucial to the achievement of our sustainability goals and targets. In recognition of our sustainability imperatives, the Vice-Chancellor and President established a Sustainability Taskforce in 2009, comprising senior managers from key University functions.

The Office of the Pro Vice-Chancellor (Sustainability) was created in 2010 and the Sustainability Taskforce was replaced with a formal Sustainability Management Committee, chaired by the Pro Vice-Chancellor (Sustainability) and reporting to the University's Planning and Resources Committee.

The Pro Vice-Chancellor (Sustainability) led La Trobe University's sustainability focus and had responsibility for embedding sustainability in the University's planning and resource allocation processes. Our current operational plan focuses on developing sustainability education and achieving operational targets.

This work has been supported by an External Sustainability Advisory Board and a Sustainability Forum. These governance and management committees enable us to engage with staff, students, the National Tertiary Education Union and key external stakeholders. The External Sustainability Advisory Board and Sustainability Forum will continue in 2013, but the Sustainability Management Committee was disbanded in late 2012, along with a number of other committees reporting to the senior management Planning and Resources Committee.

The Pro Vice-Chancellor (Sustainability) resigned in October 2012 and the University will reorganise sustainability management and governance in 2013. Information on our sustainability governance and management structure is available on our website: latrobe.edu.au/sustainability/governance

La Trobe University's overall management and governance is detailed on our website: latrobe.edu.au/about/management

ONGOING ACTIONS	RESPONSIBILITY
Integrate sustainability into all University policies and strategies as they come up for review	Deputy Vice-Chancellors; Pro Vice-Chancellors; VPs; General Counsel
Include sustainability performance targets in the performance goals of senior managers	Vice-Chancellor
Allocate funding and staff resources for planned changes and improvements in sustainability performance	Vice-Chancellor; VP Finance and Resources; Chief Financial Officer

OUR APPROACH TO SUSTAINABILITY AND OUR MATERIAL IMPACTS

Sustainability risks

Key social, environmental and economic sustainability risks facing the university sector can be categorised as reputational, financial, regulatory and governance, with many risks falling into more than one of these categories.

Risks are identified and monitored on a regular basis, with annual discussions held between the Office of the Pro Vice-Chancellor (Sustainability) and the Director of Risk Management. These are reported in the University Risk Profile to senior management and the University Council's Corporate Governance, Audit and Risk Committee (including a range of sustainability and climate change risks). The Internal Audit Program also examines the risk and control environment relating to a range of sustainability issues.

The potential amplifying impact of climate change on a range of financial, infrastructure, people, and health, safety and environment risks are also examined in separate reporting, including:

- the Planning and Resources Committee (the highest-level management committee) requires consultation on sustainability for any papers presented to the committee
- annual plans for all divisions include sustainability considerations
- sustainability is included in the template for cyclical review of plans.

*These risks were realised in 2012 and the impacts managed.

RESILIENCE

- failure to protect the health and wellbeing of staff and students
- failure to provide a safe and secure environment
- unplanned cost impacts of losses due to external corrupt or fraudulent activities
- disruption of core operations due to effects of increasing adverse natural events and utility interruption.

REPUTATIONAL

- greenwash: overstating positive impacts and actions, while understating or omitting negative ones
- impact of perception of listing as a major carbon emitter
- loss of status as an employer of choice for women
- negative publicity on environmental performance of a supplier
- perception of changes to sustainability governance and management
- perception of poor accountability for use of public funds
- perception of poor governance/corruption
- poor performance on equal opportunity, gender and cultural diversity issues leading to an inability to attract and retain quality staff
- poor performance on social, environmental and economic sustainability key performance indicators
- negative portrayal of the Faculty of Humanities and Social Sciences restructure*
- racist/anti-religious incidents.

FINANCIAL

- failure to invest in infrastructure improvement, resulting in increasing inefficiency and waste
- increase in energy prices, travel and cost of goods that emit carbon in production/transport
- introduction of the Student Services and Amenities Fee*
- lack of investment in reducing energy consumption, travel and other emissions
- effects of competition arising from a deregulated market (Australian Government-funded domestic university student places)*
- potential legal action resulting from non-compliance with legislation, such as the National Greenhouse and Energy Reporting Act 2007 (Cth), Equal Opportunity Act 2010 (Vic) and the Clean Energy Act 2011 (Cth).

REGULATORY

- potential restrictions on air travel (through regulation of price) particularly given the importance of international fee income to universities and the sector's place as Australia's fourth-largest exporter
- punitive actions resulting from serious compliance breaches.

GOVERNANCE

- decreasing efficiency of resource utilisation, due to poor governance and a lack of strategic decision making
- increasingly restrictive governance requirements, resulting in increasing compliance costs
- inefficiency and corruption costs and waste associated with inadequate governance practices.

We will embed social and environmental sustainability into our operations, curriculum and research, reduce our environmental footprint, maintain principles of equality and diversity, and provide a responsible and viable economic presence to support and contribute to our communities.



Education Building, Melbourne Campus

2012 ACTIONS/RESPONSIBILITY	PROGRESS
Amend the terms of reference of cyclic functional and faculty reviews to ensure sustainability is appropriately included, and identify potential risks and opportunities Director, Planning and Institutional Performance Unit; Pro Vice-Chancellor (Sustainability)	Complete: the <i>Faculty Review Policy, Procedure and Generic Terms of Reference</i> were updated in October 2012; sustainability aspects were explicitly included
Conduct a review of operations to identify the potential climate change, and social, environmental and economic sustainability risks to operations and the provision of services Director, Risk Management; Pro Vice-Chancellor (Sustainability)	Ongoing review, with reporting to the University Council's Corporate Governance, Audit and Risk Committee
Ensure high-level governance committees consider the risks/opportunities that climate change/sustainability presents Director, Risk Management; General Counsel, Legal and Governance; Pro Vice-Chancellor (Sustainability)	Ongoing reporting to the University Council's Corporate Governance, Audit and Risk Committee, as well as consideration in papers presented to the Planning and Resources Committee; incorporated into the committees' terms of reference

2013 ACTIONS	RESPONSIBILITY
Identify risks and opportunities posed by climate change that have potential financial implications	Director, Risk Management Director, Sustainability
Ensure (where appropriate) high-level governance committees consider the risks/opportunities that climate change/sustainability presents to the organisation	Director, Risk Management; General Counsel, Legal and Governance Director, Sustainability

Engaging with stakeholders on sustainability

Information about La Trobe University's key stakeholders, their stake in our sustainability performance and how we communicate with them is available online: latrobe.edu.au/sustainability/report/2012/data

We communicated our two previous sustainability reports widely, and sought feedback from internal and external stakeholders. This feedback helped guide the current report, along with the future actions listed in the University's draft *Sustainability Plan*.

The *La Trobe University Stakeholder Engagement Strategy on Sustainability Issues* explains the process we used to identify and communicate with our stakeholders. The key stakeholder groups we identified include: current students, the University Council, academic and professional staff, regional communities and advisory boards, funding bodies, staff and student unions, potential staff, and local and state government.

We aimed to integrate our sustainability engagement approach into the University's overall process in 2012; however, the process was postponed due to staffing changes. With the development of an overarching stakeholder engagement framework and the creation of a Chief Marketing Officer position in 2013, the Office for Sustainability aims to increase alignment of its work with the University's overall approach to stakeholder engagement.

2013 ACTIONS	RESPONSIBILITY
Monitor sustainability communications (internal and external) in line with targets set in the Sustainability Communications Plan	Director, Sustainability
Respond to climate change and other sustainability-related policy papers released by all levels of government	Executive Deans Director, Sustainability
Increase internal and external awareness through applications for sustainability awards, including Sustainability Reporting Awards, Premiers Sustainability Awards and Green Gown Awards	Director, Sustainability
Promote sustainability messages, research and conversations through a range of external communication channels, such as media releases, opinion pieces, podcasts and videos	Director, Sustainability; Chief Marketing Officer, Marketing and Engagement
Inform secondary schools about the University's sustainability objectives	Chief Marketing Officer, Marketing and Engagement Director, Sustainability
Provide sustainability information to each student upon enrolment	Pro Vice-Chancellor (Equity and Student Services) Director, Sustainability
Develop knowledge and skills in managing events in a way that fulfils our sustainability principles, supported by a sustainable events guideline for the University community	Chief Marketing Officer, Marketing and Engagement Director, Sustainability
Build on the Sustainability Communications Plan to communicate the University's focus on sustainability, and link it to branding and issues identified in the University's strategic plan, <i>Future Ready</i>	Director, Sustainability Chief Marketing Officer, Marketing and Engagement
Collaborate on community engagement initiatives with a focus on sustainability, linked to the Stakeholder Engagement Strategy on Sustainability Issues	Chief Marketing Officer, Marketing and Engagement Director, Sustainability
Market sustainability courses together, regardless of their sponsor Faculty	Chief Marketing Officer, Marketing and Engagement; Executive Deans



Students, Albury-Wodonga Campus

Contributing to public policy

La Trobe University's contribution to public policy debate includes making submissions to a range of inquiries and reviews on issues affecting the community, and on more specific higher education policy issues. In addition to research publications, a number of our staff regularly publish and have regular columns in *The Conversation*.

To see more public contributions by the University, visit: latrobe.edu.au/news

Forums and events in 2012

JANUARY

This lunchtime learning seminar featured a TED talk by Captain Charles Moore, who first discovered the *Great Pacific Garbage Patch*, followed by discussion.

FEBRUARY

Advancing sustainability in education and research, which brought together work from a range of disciplines. The symposium included presentations by two eminent academics: Professor Daniella Tilbury, Director of Sustainability, University of Gloucestershire, and Professor David Karoly, ARC Federation Fellow, University of Melbourne. Presented by the La Trobe Institute for Social and Environmental Sustainability.

Sustainable development: Beyond carbon, which included experts in sustainable development from industry and academia, including Charles Berger, Director of Strategic Ideas, Australian Conservation Foundation; Alison Rowe, Global Executive Director Sustainability, Fujitsu; and Maria Sillanpaa, Founding Director, Sustainability Advisory Group. Presented by the La Trobe Institute for Social and Environmental Sustainability.

Student and employer attitudes to sustainability education. The Office of the Pro Vice-Chancellor (Sustainability) and the Ipsos Social Research Institute presented the findings of market research exploring student and employer perspectives on sustainability and social responsibility relevant to the higher education sector.

MARCH

Lunchtime seminar presented by the La Trobe Institute for Social and Environmental Sustainability: *Navigating interdisciplinary terrain*. Dr Gunilla Öberg, former Director, Institute for Resources, Environment and Sustainability, University of British Columbia, Canada, related her experiences with a focus on her current research on sustainable (waste) water management in growing urban areas.

Business and human rights seminar.

Alexandra Guáqueta and 2011 Australian of the Year, Simon McKeon, discussed the need for business schools to engage in systematic and critical discussion of the relationship between business and human rights.

APRIL

Lunchtime seminar presented by the La Trobe Institute for Social and Environmental Sustainability: *Trade-offs between agriculture and the environment: how do we decide what to protect?* Dr Anna Roberts, Senior Research Scientist, Department of Primary Industries, explored the interactions among science, economics, politics and policy, and how to get more effective discussion around aspects of the environment that are sufficiently important and feasible to protect at acceptable cost.

MAY

Lunchtime seminar presented by the La Trobe Institute for Social and Environmental Sustainability: *From Scotland to South Australia: comparing relationships between academia, industry, government and non-government organisations*. Dr Campbell Gemmell, Chief Executive of the Environment Protection Authority, South Australia, provided a Scottish–South Australian comparison of the relationship between academia, industry and government. He discussed useful techniques for encouraging true collaboration and the effective sharing of knowledge.

Lunchtime seminar presented by the La Trobe Institute for Social and Environmental Sustainability: *Transdisciplinarity research in corporate sustainability*. Professor Stefan Schaltegger, Head of the Centre for Sustainability Management, Leuphana University of Lüneburg, Germany, discussed different transdisciplinarity approaches that are emerging in the area of corporate sustainability and Corporate Social Responsibility.

JUNE

Big FAT Ideas presents *Focused, Ambitious and Transformative* talks by La Trobe University academics: Dr Mary Debrett, Senior Lecturer, Strategic Communication Program, spoke on *The media on climate change: a perfect storm of miscommunication* and challenged the audience to engage with an issue they hadn't explored before.

JULY

The Launch of 2011 Sustainability Report, *Creating Futures*, was held at the Melbourne Museum. The report was officially launched by David Atkin, with an introduction by Professor John Dewar, Vice-Chancellor of La Trobe University. This was followed by a panel discussion.

The transformative role of universities in creating a more sustainability society and the role of accounting was discussed by a distinguished panel consisting of Professor Carol Adams, Pro Vice-Chancellor (Sustainability); David Atkin, Chief Executive Officer of Cbus; Professor Kate Auty, Commissioner for Environmental Sustainability; and Des Pearson, Auditor General, State of Victoria.

ENGAGING WITH STAKEHOLDERS ON SUSTAINABILITY

Fate or free will: Can we create our future?

In partnership with OurSay, La Trobe invited the community to pose questions online. After voting, the top three questions were put to the panel as part of the Asia-Pacific Model United Nations Conference (AMUNC). The panel discussed climate change, global poverty, food security and human rights, and included Professor Carol Adams, Pro Vice-Chancellor (Sustainability); Professor Kate Auty, Victorian Commissioner for Environmental Sustainability; Professor Dennis Altman, Director of the Institute of Human Security at La Trobe University; and Andrew Hewett, Executive Director, Oxfam Australia.

La Trobe University was active in the 2012 *Fairly Educated Conference* in a consortium of universities. University staff ran several workshops for students to understand more about Fairtrade accreditation and the key departments involved in making decisions around Fairtrade at their universities.

Science and its role in solving global problems. Chancellor Adrienne E Clarke AC presented the Faculty of Science, Technology and Engineering's second Dean's public lecture in Bendigo. Professor Clarke discussed problems related to population growth, unprecedented demands on scarce natural resources, food security and public health - and that the solutions to these problems depend on science.

AUGUST

The annual Wodonga Sustainable Living Fair was held at the Albury-Wodonga Campus and included a wide range of exhibits and activities that focus on sustainable living and practices. See page 39 for more information.

Developing Sustainability Education think tank. The Office of the Pro Vice-Chancellor (Sustainability) developed a consultation paper encouraging radical thinking as part of the University's commitment to developing sustainability education. Following on from the paper, two think tanks were held to discuss options for implementing the sustainability thinking as part of the curriculum.

Big FAT science ideas was held in National Science Week and presented *Focused, Ambitious and Transformative* talks to challenge the audience. Jeremy Baskin, Principal Research Fellow, Education for Sustainable Development, presented *Geo-engineering the climate: The troubling rise of intervention as an alternate climate policy*, in which he offered some insights into the idea of sending particulates up into the stratosphere to protect our planet from incoming solar radiation.

Climate, sustainability and society public lecture series: *Researching climate impact and risk.* Dr Penny Whetton, Senior Principal Research Scientist in the Climate Projections Science Team at CSIRO Marine and Atmospheric Research, spoke at the Bendigo Campus on *Projections of future regional climate change: what may we expect in Victoria.*

SEPTEMBER

Climate, sustainability and society public lecture series: *Climate Change Adaptation in North Korea.* Dr Ben Habib, Lecturer in Politics and International Relations, spoke at the Albury-Wodonga Campus about his research on international politics of climate change, in particular in North Korea.

OCTOBER

STEM education and what it means for Australia's future. Australia's Chief Scientist, Professor Ian Chubb, presented the final 2012 Dean's Public Lecture on *Science, Technology, Engineering and Mathematics (STEM) education, and what it means for Australia's future.*

Climate, sustainability and society public lecture series: *Environmental Refugees – What chance?* Julian Burnside AO QC spoke on the regional effects on arable land and the consequent effects on world food supplies; the effect of rising sea levels on population in low-lying areas, and islands that will become uninhabitable because of climate change.

NOVEMBER

Big FAT rural health ideas presented *Focused, Ambitious and Transformative* talks to challenge the audience. Speakers included Associate Professor Mandy Kenny, Rural and Regional Nursing: *Community participation - Rural health services that meet community need* and Jane Farmer, Head of La Trobe Rural Health School: *Wellbeing and the spaces we inhabit - exploring and measuring the relationship.*

MILESTONES

Some highlights from a busy and active year

**21
FEBRUARY**

Sustainable Development:
Beyond Carbon forum
at the Marriot Hotel
in Melbourne

**31
JULY**

David Atkin launched our
2011 Sustainability Report,
Creating Futures at the
Melbourne Museum

**05
AUGUST**

The annual Wodonga Sustainable Living Fair was held at the Albury-Wodonga Campus

2012 ACTIONS/RESPONSIBILITY	PROGRESS
Communicate outcomes of public sustainability events through iTunesU, the La Trobe Generations Facebook page, email and Twitter, to allow participants an opportunity to provide feedback Pro Vice-Chancellor (Sustainability)	Ongoing: regular communications continue, following the Sustainability Communications Plan approved by the Sustainability Management Committee
Organise a Sustainability Symposium: Advancing Sustainability in Education and Research and a Business Forum: Sustainable Development: Beyond Carbon Pro Vice-Chancellor (Sustainability)	Complete, these events were held in February 2012
Partner with online engagement organisation OurSay to encourage sustainability dialogue with internal and external stakeholders Pro Vice-Chancellor (Sustainability)	Complete, this event was held in July 2012 as part of the La Trobe student-led Asia-Pacific Model United Nations Conference
Develop informal and informed sustainability learning opportunities for students, staff and the community outside the classroom Pro Vice-Chancellor (Sustainability); Pro Vice-Chancellor (Equity and Student Services)	In progress: Student Enrichment is working with the Office for Sustainability to introduce extracurricular experiences focused on sustainability through the La Trobe Award, Infinity Leadership Program, Volunteering Expo and introduction of the Green Steps program for students in 2013

ONGOING ACTIONS	RESPONSIBILITY
Communicate outcomes of public sustainability events through iTunesU, the La Trobe Generations Facebook page, email and Twitter, to allow participants opportunities to provide feedback	Director, Sustainability
Develop and provide informal and informed sustainability learning opportunities for students, staff and the community outside the classroom	Director, Sustainability; Pro Vice-Chancellor (Equity and Student Services); Executive Deans



Julian Burnside AO, presenting at our public lecture series

ENGAGING WITH STAKEHOLDERS ON SUSTAINABILITY

Student sustainability leadership activities

The Office of the Pro Vice-Chancellor (Sustainability) has worked with a number of student groups to promote and implement sustainability initiatives on all our campuses. The following list highlights some of the activities in 2012.

JANUARY

Australian Student Environment Network

Anna Boddenberg and Erin Pelly from the Equality, Sustainability and Peace (ESP) student group attended the Australian Student Environment Network Training Camp at Caloola Farm in the ACT. This is an annual event put on by the network of student environment collectives comprising five days of information sessions, workshops, skill-shares and planning sessions for the coming year. The aim of the camp is to build links between students throughout Australia and give them the skills and knowledge to run campaigns and events at their home universities.

MAY

Student Fairtrade Expo

The Federal Minister for Education, Senator Chris Evans, visited the University's Fairtrade Expo. Ten stalls offered Fairtrade products and information throughout the day to celebrate Fairtrade Fortnight. The students conducted a survey on Fairtrade awareness, and retailers around the Campus also supported the event. Oxfam and Seven Women also participated in the Expo. See page 39 for more information.



2012 Fair Trade Expo at Melbourne Campus

JULY

Students of Sustainability (SoS)

SoS is an annual, student-run conference aimed at engaging students in issues relating to environmental sustainability and social justice, through sharing knowledge and skills, and facilitating open, non-prejudiced discussion. This year, 350 students from around Australia attended the conference, held on Dja Dja Wurrung country at La Trobe University, Bendigo Campus.

It involved a week of workshops, forums, fieldtrips and presentations by prominent Australian and international guest speakers. The local community also facilitated learning and teaching opportunities.

SoS has been described by participants as one of the most inspirational and rewarding student-organised conferences, and provides a support network for young environmentalists around Australia.

The 18th annual Asia-Pacific Model United Nations Conference (AMUNC)

La Trobe students hosted over 600 participants for AMUNC 2012. The conference ran for seven days and encompassed a variety of activities, including role-playing committees, guest speakers, career information stalls, and an extensive evening social activities program.

To achieve the goal of being the most sustainable AMUNC to date, the students gained financial support from across the University to reduce the amount of waste produced, their impact on resources and the overall carbon footprint.

350 students from around Australia attended the SoS conference, held on Dja Dja Wurrung country at La Trobe University, Bendigo Campus. The conference engages students in issues relating to sustainability and social justice, through sharing knowledge and facilitating non-prejudiced discussion.

OCTOBER

Keep the Cup Project

As part of the subject Community Health Promotion, five students from the Faculty of Health Sciences ran a project on the Melbourne Campus to raise awareness of the issues of recycling and waste reduction, by targeting the recycling and reuse of coffee cups. The initiative was directed at staff and students. Participants were engaged in games and were able to purchase a KeepCup.

Other student groups ran Ban the Bottle and Butt it Out stalls, highlighting sustainability issues of bottled water use, and passive smoking and butt waste.

La Trobe Student Union and Generations Social and Environmental Sustainability Award 2012

Rachel Kelson, an Animal and Veterinary Science student who spearheaded the rejuvenation of the Melbourne Campus Community Garden, was awarded the inaugural La Trobe Student Union and Generations Social and Environmental Sustainability Award.

By being instrumental in the rejuvenation and development of the garden, Rachel promoted sustainable living, sustainable food and education. The benefits of the community garden span across all facets of triple bottom-line sustainability, through the building of social networks and social capital, the creation of a new local economic income stream that is put back into the development of the garden, and by using almost no energy or water, and producing zero waste. In fact, Rachel has also partnered up with Life Skills, the Juice Bar and different staff areas around the University to collect their food scraps to use as compost.



Rachel Kelson, Social and Environmentally Sustainability award recipient

Rachel also accessed funding to help build the infrastructure of the community garden, to keep the garden in a functioning state over summer. The money was used to purchase bird netting and equipment for an automatic watering system.

NOVEMBER

La Trobe International Relations Association (LIRA)

The annual LIRA Politics and International Relations Program Dinner is the key social calendar event for Politics and International Relations staff and students. Students accessed funding to initiate sustainable practices at the dinner, including recycled-material event tickets, the provision of locally sourced vegetarian meals, promotion of tram network use, recycled paper serviettes and the hire of a solar-powered generator.

Youth Leading the World (YLTW)

YTLW is a three-day annual leadership conference, conducted simultaneously in 50 locations across the globe via the web. It aims to promote learning and leadership for sustainability, social innovation and community-driven change. La Trobe students coordinated the program held on the Bendigo Campus after completing facilitator training earlier in the year.

Fifty high school and university students participated in a program to engage, educate and empower them to become active and educated in issues concerning or affecting them directly. At the end of the three days, they had a detailed action plan to implement into their local community, school or university.

Education for future generations

Sustainability Thinking Essential

As part of *Future Ready*, three Essentials will be required features of all La Trobe University coursework degrees, either embedded in the curriculum or as required subjects. These will ensure University graduates are equipped with the skills and knowledge they can apply in the workplaces of today and tomorrow.

Through the La Trobe Essentials of Global Citizenship, Innovation and Entrepreneurship, and Sustainability Thinking, our students will address major current social, economic, technological and political issues, and be able to adapt and apply their learning to the challenges of the future. A question has also been added to the New Course Approvals forms to check how the principles of sustainability are embedded in new courses.

Embedding sustainability

Supported by lecturer Angie Black, students of the Media Arts: Screen and Sound Production subject developed a series of short information sessions on different aspects of sustainability, which were shown on Channel 31. Each episode consisted of a discussion between the hosts, an expert from La Trobe University, and some people on the streets, followed by a short documentary (see case studies on page 19 for more information).

The successful subject Climate, Sustainability and Society (ENVICSS) continued to be taught in conjunction with a public lecture series presented over three campuses with video links. See the top of page 19 for details on the lectures presented in 2012.

Faculty Sustainability Coordinators

Each of the five faculties appointed Faculty Sustainability Coordinators to promote sustainability education and the development of new majors/minors and postgraduate courses. They also contributed to the development of a consultation paper, which included a framework and concrete proposals for the development of sustainability education at La Trobe University. These proposals seek to develop new undergraduate and graduate course options in sustainability, extra-curricular learning, placement and volunteering opportunities aimed at improving employability, and interdisciplinary teaching and research. Following on from the paper, two think tanks were held to discuss options for implementing these proposals.

Education for Sustainability development grants

Over \$5,000 was provided for two projects. Dr Mary Debrett, Dr Michael Angove and Dr Susan Lawler recorded conversations between a media lecturer/practitioner and a science lecturer discussing various topics and related media texts to be used for the subject Science in the Media: an online, cross-campus and cross-disciplinary elective exploring why and how science reporting poses difficulties for the mainstream media.

Dr Joan Stewart attended the World Federation of Teacher Education Associations in Kenya. Her presentation, *Balancing local and global issues, knowledge creation, pedagogy, curriculum, professional experiences*, demonstrated how children's literature can be used to introduce and develop sustainability topics across all ages and stages of development, producing sustainability-literate graduates in teacher education.

Development of new courses

A new course was developed in 2012, to be offered in 2013: the Bachelor of Arts Major in Sustainable Development. This is an interdisciplinary program that aims to provide students with the knowledge of sustainability issues, understanding of practical and policy approaches, and development of sustainability as a concept and practice in different cultural and political settings.

This course includes three core subjects:

- Climate, Sustainability and Society
- Nature, Conservation and Society: The Human Impact
- Australian Environmental History: From Gondwana to Global Warming.

Sustainability and global warming are significant contemporary issues addressed by our electronic engineering and civil engineering courses in Sustainable Engineering. In electronic engineering's sustainable energy production specialisation, students study zero-emissions power generation, conversion technologies, and transmission line and other communications technologies for the renewable energy industry.

In our civil engineering course from 2013, students study climate, sustainability and society; environmental law; civil construction and environment; environmental case studies; and sustainable infrastructure. The aim is to gain an understanding of the role of engineering technologists in the community, and develop an awareness of the social and environmental effects of their decisions.

La Trobe University's Master of Civil Engineering (Sustainable Infrastructure) aims to respond to the growing worldwide need to move towards sustainable civil engineering practices.

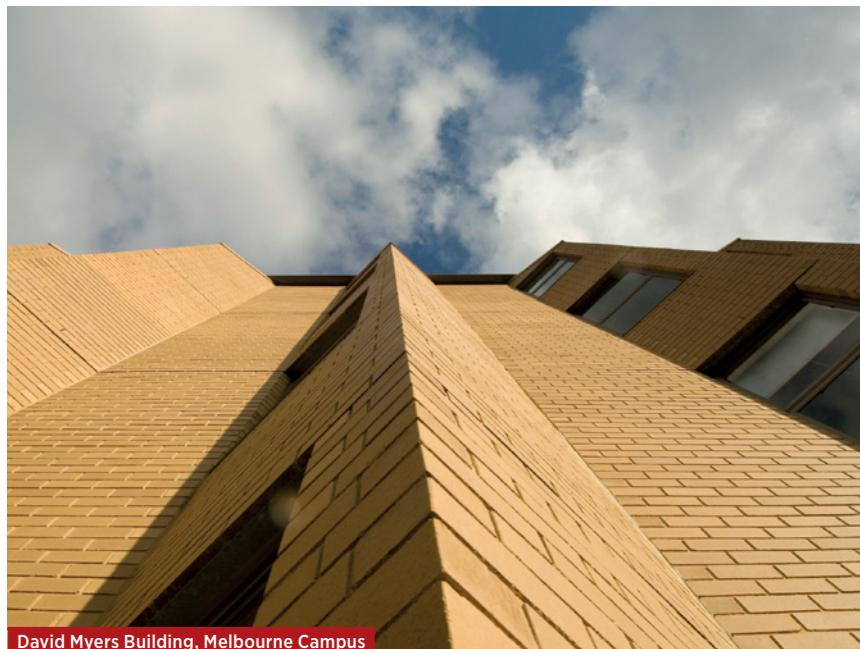
LECTURES IN 2012

Climate, Sustainability and Society continued to be taught in conjunction with a public lecture series.

Researching Climate Impact and Risk, Dr Penny Whetton, CSIRO (Bendigo Campus)

Climate Change Adaptation in North Korea, Dr Ben Habib (Albury-Wodonga Campus)

Environmental Refugees – What Chance? Julian Burnside AO QC (Melbourne Campus)



The aim is to produce multi-skilled graduates capable of applying a diverse range of knowledge and abilities to the analysis and solution of sustainability issues in civil engineering

A new Master of Sustainability Leadership is planned for enrolments in 2014 and proposes to be about leadership in a context of sustainability and related global challenges.

Staff professional development

The Graduate Certificate in Higher Education Curriculum, Teaching and Learning has recently been reviewed and restructured with the focus on educational sustainability. The Graduate Certificate teaches University policy, including sustainability in the curriculum, but further discussion and definition of what is meant by sustainability in this context is required.

Additionally, a bank of resources is available to all staff, which includes theories and frameworks, curriculum design, material relevant to each faculty, and information about other institutions.

Student activities

Facilitated by Ngaere Blair of Student Enrichment, a group of third-year students participated in the Curriculum, Teaching and Learning Centre Colloquium *Being Future Ready: Educating, Engaging and Connecting 21st Century Graduates*. Students talked about their experiences at university, and which aspects of the teaching were most important and had the most significant effect on them. This included being involved in extra curricula activities and staff talking about their own research.

CASE STUDY

Media students talk sustainability on REAL television

Supported by lecturer Angie Black, Media Arts: Screen and Sound Production students developed a series of short information sessions on different aspects of sustainability, which were shown on Channel 31 late in 2012.

Each episode consisted of a discussion between the hosts, an expert from La Trobe University, and some people on the streets, followed by a short documentary.

Every Last Bite by Amanda Hoole, featured Dr John Morgan discussing food and environmental sustainability.

Murugo (Home) by Taya Grainger, featured Professor Robert Manne discussing sustaining a better immigration practice for refugees.

Turn it Up Melbourne by Naz Mavili and Ana Boado, featured Ms Siann Bowman discussing human endurance and cultural sustainability.

Comfortable Living by Hieu Chau, featured Dr Warwick Grant discussing sustaining family and cultural traditions.

Waste Not Want Not by Emma Buglisi, featured Dr Jan Libich discussing sustainable fashion practices and necessity versus splurging.

Alternative to Money by Ana Gonzalez, featured Professor Ken McPhail discussing sustaining skills, DIY and personal finance.

latrobe.edu.au/news/announcements/students-talk-sustainability-on-realty

La Trobe Award

In 2012, there were 302 active La Trobe Award participants, of which 63 also completed their studies at the end of 2012. The decrease in active members is due to the phasing out of the old program and the introduction of a new structure in 2013.

A new La Trobe Award was designed with defined activity streams, including University Leadership, Community Engagement and Sustainability. In 2013, the emphasis will be on recruiting new and current students to the new La Trobe Award, to increase overall participation. Each student will engage in volunteering as part of their award and may include what they have achieved in their local community.

Our International Student Services team has a coordinator responsible for developing community engagement opportunities, including volunteer work that counts towards the La Trobe Award and provides work experience, as well as a great way to meet people, both local and international.

Infinity Leadership Program

Since 2009, over 200 La Trobe University students and recent graduates have participated in the Infinity Leadership Program. It provides an opportunity for participants to use and develop knowledge of leadership and extend skills and experiences by putting leadership into practice. It also provides more opportunities for students to engage with University alumni and staff. The Infinity Leadership Program consists of three components: a Student Leadership Conference, a series of leadership seminars by guest speakers and a Leadership in Action project.

For more information, see:
latrobe.edu.au/students/get-involved/infinity-leadership-program/experience



Student ambassadors

Student ambassadors are enthusiastic and passionate about La Trobe University. They are friendly, approachable and genuinely committed to helping future students reach their own career goals, through a range of recruitment and promotional activities. Student ambassadors represent La Trobe University at career expos, visit secondary schools and conduct campus tour programs.

All student ambassadors receive comprehensive training to further develop their public speaking, communication, team participation and organisational skills.

One of the roles of student ambassadors is to assist in the School Partnerships Program.

For more information, see the case study on page 43 and visit:
latrobe.edu.au/students/get-involved/student-ambassadors

Connect Mentor Program

The Connect Mentor Program provides support and advice to all new students in their transition to university and on how to make the most out of student life at La Trobe University. The program uses current students (undergraduate and postgraduate) as peer mentors to support new students.

Mentors participate in a Connect Mentor Training Program, attend Orientation Week and meet with a mentor group to welcome new students to the University and conduct a campus tour. They also provide ongoing support to students with face-to-face contact, via email and other forms of communication, throughout the first six weeks of the semester.

For more information, visit:
latrobe.edu.au/students/get-involved/connect

LA TROBE AWARD

In 2013 a new La Trobe Award has been designed with defined activity streams, including University Leadership, Community Engagement and Sustainability.

**302
STUDENTS**

participated in the La Trobe Award in 2012, of which 63 also completed their studies

**461
STUDENTS**

participated in 2011

**317
STUDENTS**

participated in 2010, (73 students in 2009)

2012 ACTIONS/RESPONSIBILITY**PROGRESS**

Incorporate Sustainability in Graduate Certificate in Higher Education Curriculum, Teaching and Learning

In progress: sustainability as featured in University policy has been included, but there is more work to follow

Executive Dean, Education; Pro Vice-Chancellor (Curriculum and Academic Planning)

Develop one cross-faculty (social and environmental) sustainability Master's course

In progress: a proposal for a Master's in Sustainability Leadership has been drafted and is being discussed by the Faculty of Humanities and Social Sciences

Pro Vice-Chancellor (Sustainability); Executive Deans

Develop two cross-faculty undergraduate minor(s)/major(s) in (social and environmental) sustainability

Completed: majors were developed with the Faculty Sustainability Coordinators for the BA and BBus; implementation will be at the Faculty level; the major in sustainability is available within the Bachelor of Arts (Faculty of Humanities and Social Sciences) for 2013

Pro Vice-Chancellor (Sustainability); Executive Deans

Develop a process for ensuring (social and environmental) sustainability is embedded in new subjects where appropriate

Ongoing: a question was added to the New Course Approvals forms on how the principles of sustainability are embedded in new courses (an action initially planned for 2013); there is also a curriculum Essential, Sustainability Thinking, for 2013 onwards

Pro Vice-Chancellor (Sustainability); Pro Vice-Chancellor (Educational Partnerships and Quality); Executive Deans

Offer grants to staff to assist in embedding sustainability into existing curriculum

Completed: the Office of the Pro Vice-Chancellor (Sustainability) provided academic staff with grants in 2012

Pro Vice-Chancellor (Sustainability)

Promote sustainability capstone experiences as part of the University-wide development of capstones for our Design for Learning initiative

In progress: this is to be realised through *Future Ready*, particularly the Sustainability Thinking curriculum Essential

Pro Vice-Chancellor (Sustainability); Pro Vice-Chancellor (Curriculum and Academic Planning)

Review the Student Feedback on subjects/teaching process to ensure sustainability is included in the subject-related items

Not yet completed: the Student Feedback on subjects and teaching process is currently being revised to move online as the default administration method; once this project has been completed, a review of the survey instruments is to be undertaken, and this matter will be addressed at this time

Director, Planning and Institutional Performance Unit

Allocate Sustainability Faculty Coordinators to work with the Pro Vice-Chancellor (Sustainability) on the development of new postgraduate courses/majors and embedding (social and environmental) sustainability in the curriculum

Complete: all faculties had Coordinators in place in 2012

Executive Deans

CASE STUDY**La Trobe University students volunteering**

A Banyule initiative offering young people the chance to lend a charitable hand and the elderly a home-cooked meal is still going strong 20 years on.

Ivanhoe East's St George's Anglican Church has been operating its Sunday Lunch Club for two decades, providing isolated elderly residents with transport, a wholesome meal and some company one day every month.

This is the first year the volunteer group included local and international students from La Trobe University to work with parishioners and students from Ivanhoe Girl's Grammar, offering time to pick up and drop off guests, set tables, shop, cook, wash dishes and clean up while providing friendly company.

The service provides a meal for up to 40 people on the first Sunday of the month, but has the capacity to cater for up to 80 guests.

Rosanna resident Dorothy Dolly said she had developed some great relationships at the lunches: 'It's great for people who are a bit on the lonely side, I've got a friend who comes with me and we are more or less on the same table every time and have a great chat.'

La Trobe University business student and Bundoora resident Maddison Smith said she relished the chance to volunteer through the program this year.

'If it was my grandparents, I'd want someone to spend some time with them,' Ms Smith said. 'It didn't feel like volunteering and I think they really appreciated it and it was very fulfilling'.

Adapted from an article in the *Heidelberg Leader*.

CASE STUDY

International students volunteering in the community

Through an innovative university-community partnership, international students are provided with the opportunity to participate in community engagement projects to address issues of social isolation and build resilience. Ultimately, students gain professional development designed to develop their communication, leadership and conflict management skills, and this provides credits towards the La Trobe Award volunteer program.

Importantly, local councils and community groups gain a multicultural, multilingual workforce for their events, and international students get training, practical experience, networks, and intense exposure to Australian culture and community.

The initiative has seen students gain valuable experience and skills, connect with expatriate communities and local Australian groups, practice their English, and share their culture and knowledge widely. Communities have gained an insight into the experiences and contexts experienced by international students, and eager and willing helpers on a range of projects.



Students outside LIMS, Melbourne Campus

2013 ACTIONS	RESPONSIBILITY
Develop cross-faculty sustainability majors (ongoing)	Director, Sustainability; Executive Deans
Implement a process to ensure (social and environmental) sustainability is embedded in new subjects where appropriate (ongoing)	Deputy Vice-Chancellor (Academic); Director, Sustainability; Executive Deans
Promote sustainability capstone experiences as part of the University-wide development of capstones for our Design for Learning initiative (ongoing)	Deputy Vice-Chancellor (Academic) Director, Sustainability
Review the student feedback on subjects/teaching process to ensure sustainability is included in the subject-related items	Director, Planning and Institutional Performance Unit
Explore opportunities to provide Executive Education programs in social (responsibility) and environmental sustainability (ongoing)	Executive Deans
Develop a La Trobe Award stream focusing on sustainability and that is unique to La Trobe University	Director, Sustainability; Director, Student Enrichment Pro Vice-Chancellor (Equity and Student Services)
Include a requirement to say how sustainability issues have been addressed where appropriate in the new course proposals form	Deputy Vice-Chancellor (Academic)

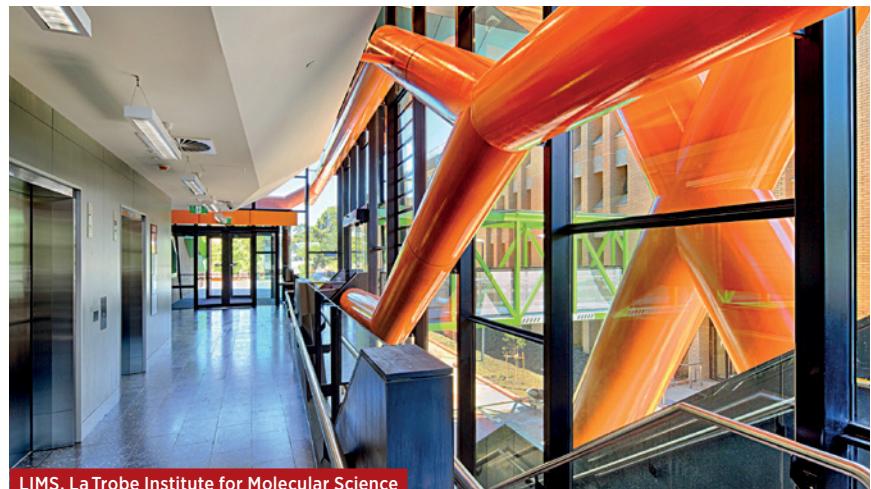
Research for future generations

In 2012, the Research Services Division facilitated researchers' connection with the Innovative Research Universities network and a newsletter on sustainability issues.

The La Trobe Institute for Social and Environmental Sustainability provided seminars and seed grants to foster multidisciplinary research, and encouraged research collaboration by distributing research resources and running events for over 100 subscribed researchers. In 2012, 287 people were affiliated with the Institute, some via membership of affiliated centres, 202 were subscribed to the mail distribution lists and 63 were active members.

Three new competitive grants for 2012 were related to Institute activities and arose from Generations Grants (small grant) funding awarded in 2011:

- National Climate Change Adaptation Research Facility grant awarded to Professor John Martin from the Centre for Sustainable Regional Communities: 'Australia's Country Towns 2050: What will a Climate Adapted Settlement Pattern Look Like?'
- Helen Macpherson Smith Trust awarded to Professor John Martin and Dr Bradley Jorgensen from the Centre for Sustainable Regional Communities: 'Building the Health of Regional Communities through Hands on Involvement in Landscape Repair'
- Australian Research Council Linkage Project awarded to Professor Jeni Warburton, the John Richards Chair of Rural Aged Care Research, and Dr Rachel Winterton and Dr Suzanne Hodgkin from the John Richards Initiative: 'The relationship between rural living and wellness: what services and supports do older people need?'



The Institute awarded three Generations Grants in 2012:

- 'Cultivating health and wellbeing in vegie gardens: A regional city case study'
- 'Conducting a third round of the Gen Green Survey with Apprentices and Trainees competing in the 2012 Australian National WorldSkills competitions'
- 'Rural retirement migration: exploring the challenges and opportunities for local governments and communities'.

The Centre for Water Policy and Management made a submission for funding to the Australian Research Council Linkage program for the project *Improving the productivity of environmental water*.

The Centre received funding for the projects *Non-market valuation of drought response measures for the Lower Hunter and Greater Sydney regions* (from the NSW Metropolitan Water Directorate), *Expert advice on the effectiveness of a market readiness framework for water resources* (from the National Water Commission), and *Incentives for ensuring sustainable water use in agricultural policy: lessons for Australia and Japan* (an OECD Fellowship). Each of these funding applications were supported by the Institute.

CASE STUDY

Emission reduction tyre pump project

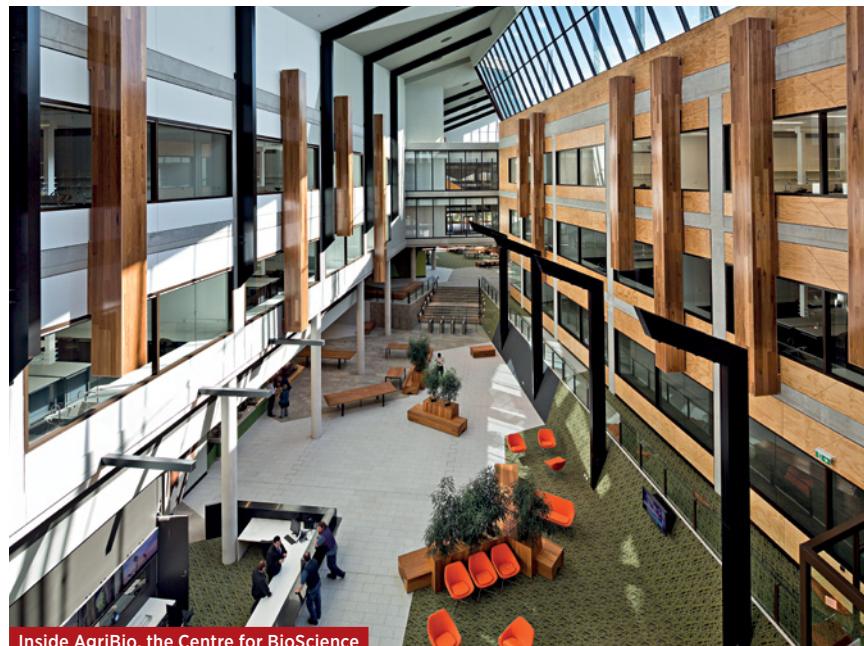
The emission reduction tyre pump project brought together an industry partner (Airtec) with researchers from La Trobe University's School of Engineering and Mathematical Sciences, under a grant provided by the La Trobe Institute for Social and Environmental Sustainability.

If a vehicle has under-inflated tyres, more friction results between the tyres and the road. More friction means more fuel is consumed and more carbon emissions produced. Pumping up tyres to the correct pressure saves wear and tear, fuel, money and carbon emissions.

This project placed a digital tyre pressure station in a car park of the University's Melbourne Campus. The station enabled drivers to check their tyre pressure, record the value, select and apply a target pressure, and inflate or deflate to achieve this pressure. The final pressure data was saved. A wireless link enabled near-real-time data collection and reporting, and a web platform so that the driving community could see their impact as a whole.

A six-month trial period saw a positive impact from a single tyre pressure station for checking and inflating tyres. The strong response resulted in 100 tonnes of savings in carbon emissions at the end of the trial period, and between 20 and 60 individual pump operations on an average weekday.

latrobe.edu.au/news/articles/2012/article/tyre-pressure-station-lowers-emissions



Inside AgriBio, the Centre for BioScience

Through the Greener Government Buildings program's Learning and Research Working Group, all areas of the University are being encouraged to collaborate on sustainability learning and research projects. If La Trobe enters the next stage of the program, a number of these projects will be implemented from 2014 onwards.

Former Foreign Minister in the Australian Government, Gareth Evans, launched *Why Human Security Matters: Rethinking Australian Foreign Policy* in October 2012. This book sets a framework for understanding human security, from food supply to drug cartels, setting Australian issues in a regional context. Two of the four editors, with expertise in anthropology, politics and international relations, are from La Trobe University: Dennis Altman, Professor of Politics and Director of the Institute for Human Security, and Joseph Camilleri, Professor of International Relations and Director of the Centre for Dialogue.

Collaboration across disciplines, between faculties, and with industry, government and other organisations will be boosted through the University's new Research Focus Areas – these were introduced in the last two months of 2012 following extensive consultation with staff:

- Securing Food, Water and the Environment
- Sport, Exercise and Rehabilitation
- Understanding Disease
- Building Healthy Communities
- Population Movement and Human Security.

The Research Focus Areas will provide a framework to develop and support researchers, particularly Early Career Researchers and Higher Degree by Research students, by matching proven internal research capability with significant external partners and facilitating multidisciplinary research projects.

2012 ACTIONS/RESPONSIBILITY	PROGRESS
Provide opportunities for sustainability researchers to collaborate across disciplines Deputy Vice-Chancellor (Research); Pro Vice-Chancellor (Sustainability); Institute Directors; Executive Deans	Ongoing: supported by the work of the La Trobe Institute for Social and Environmental Sustainability and Research Services
Submit a major bid for sustainability research funding that requires more than one discipline or approach Pro Vice-Chancellor (Sustainability); Research Centre Directors	Ongoing: the La Trobe Institute for Social and Environmental Sustainability continues to support other Institutes and Centres with funding applications; three projects have been assisted by introductory work funded through research seed grants (total just under \$150,000 for 2012)
Engage in at least one sustainability research activity per year with a clear benefit to regional Victoria Pro Vice-Chancellor (Sustainability); Research Centre Directors	Ongoing: La Trobe University is working with North Central Catchment Management Authority on developing 'The New Dryland Strategy' (with Australian Government funding)
Engage in public advocacy and knowledge transfer on sustainability issues Pro Vice-Chancellor (Sustainability); Research Centre Directors; Academic staff	Ongoing: La Trobe University academics regularly contribute articles in the media and in academic journals
Link researchers to sustainability issues in operations and education Pro Vice-Chancellor (Sustainability)	Ongoing: the learning and research component of the Greener Government Buildings program and sustainable supply chain work connects our academics and professional staff on collaborative projects

2013 ACTIONS	RESPONSIBILITY
Provide opportunities for sustainability researchers to collaborate across disciplines	Deputy Vice-Chancellor (Research); Research Focus Area Leaders; Executive Deans Director, Sustainability
Engage in public advocacy and knowledge transfer on sustainability issues	Director, Sustainability; Research Focus Area Leaders; Academic staff
Encourage faculty staff to participate through Research Focus Areas	Deputy Vice-Chancellor (Research) Executive Deans; Research Focus Area Leaders
Link researchers to sustainability issues in operations and education	Director, Sustainability
Invest senior academic staff in identified sustainability research areas	Deputy Vice-Chancellor (Research) Vice-Chancellor
Implement actions identified in the Research Plan to further develop multidisciplinary research capability in sustainability	Deputy Vice-Chancellor (Research) Vice-Chancellor

CASE STUDY

Research ethics processes at La Trobe University

La Trobe University is committed to abiding by the relevant Australian and state legislation, and has established clear policies and procedures for staff and students on general research, and on research and teaching involving humans, animals and genetically modified organisms.

The research compliance policies and procedures at La Trobe University are structured into the following components:

- **Conduct of research:** the integrity of research, responsible practices in research and dealing with departures from best practice, including the misconduct of research.
- **Human research ethics:** research involving human participants, including the assessment of real or potential risks to the health or wellbeing of human participants.
- **Animal ethics:** research involving the use of animals, including the humane treatment of animals and the responsibilities of researchers towards their welfare.
- **Recombinant DNA research:** research involving genetically modified organisms, in particular the assessment of risks to human health and the environment, and the informed management of potential risks.

To learn more about research ethics processes at La Trobe University, visit the Research Compliance website.

We aim to reduce our energy use and greenhouse emissions in the years to come through participation in the Greener Government Buildings program (see the case study on page 31).

Our environmental impacts

Greenhouse gas emissions

Our greenhouse gas emission inventory includes Scope 1, 2 and 3 emissions, as defined by the Greenhouse Gas Protocol. Since 2009, we have reported our Scope 1 and 2 emissions to the Australian Government under the *National Greenhouse and Energy Reporting Act 2007 (NGER Act)*. In 2012, we resubmitted our 2009–10 NGER submission to correct errors identified during the independent assurance of our 2010–11 submission.

In 2012, La Trobe was identified as the only university to be liable for the carbon price under the Australian Carbon Pricing Mechanism (CPM). As the largest consumer of natural gas out of all Australian universities, our emissions from natural gas use reached the large gas consuming facilities threshold (25,000 tCO₂-e) triggering participation in the CPM.

In anticipation, the University had estimated the annual cost to be approximately \$1 million due to energy purchases. In May, a paper was prepared for the Sustainability Management Committee by the Office of the Pro Vice-Chancellor (Sustainability), Infrastructure and Operations, and Finance, quantifying the impact of the CPM on the University. External media was proactively engaged on the issue, with the Pro Vice-Chancellor (Sustainability) quoted in a number of internal and external articles.

The University participated in government workshops to prepare for the CPM, sought expert advice, registered for an Obligation Transfer Number to manage direct liability and discussed procedures for the purchase and acquittal of carbon credits. In 2013 responsible divisions will draft procedures to manage these credits in order to meet obligations.

EMISSIONS AND TARGETS	2009	2010	2011	2012	2012				2013	2015	2020	
					5% reduction	8% reduction	15% reduction	30% reduction				
TYPE OF GREENHOUSE GAS/METRIC					RESULT				TARGET			
Facility tCO ₂ -e per gross floor area m ²	0.22	0.18	0.13	0.14	0.17	0.17	0.15	0.13				
Staff business travel tCO ₂ -e per full-time equivalent staff workload	2.73	2.45	2.60	2.07	2.33	2.33	2.08	1.72				
Staff and student activities tCO ₂ -e per full-time equivalent person load	0.01	0.04	0.04	0.04	0.04	0.04	0.04	0.03				

Our greenhouse gas emissions can be categorised into specific areas of our operations, including:

- facilities: emissions from the use of our buildings, including stationary fuel use, electricity and heat
- staff business travel: emissions from vehicles used for business travel, including our fleet, private cars, hire cars, taxis and aeroplanes
- staff and student activities: emissions from activities such as paper use and waste to landfill.

In calculating facility greenhouse gas emissions for this report, we have assumed that our GreenPower purchases are a zero emissions source (although they are not treated as such under the NGER Act).

While the Sustainable Campus Group (SCG) allows offsets and GreenPower as an emissions-neutral power source for benchmarking, the Tertiary Education Facilities Management Association (TEFMA) does not recognise offsets in the same way. While the SCG excludes student residential buildings from its benchmarks, the University and TEFMA include them if they are managed by the University.

Applying the emissions intensity of normal Victorian grid electricity to our GreenPower purchases, facility emissions were 0.17 tCO₂-e/GFA (19% more than the TEFMA Australian 2011 mean at 0.14 tCO₂-e/GFA). Even with a lower level of GreenPower purchases than in 2011 (47%), our electricity emissions were lower overall as the Melbourne Campus cogeneration plant operated at full capacity (see Energy consumption, page 28).

The University supported a big drive to reduce the number of flights in 2012, leading to clear achievement of the staff business travel target. Staff business travel emissions exclude sources where our data are inadequate, including some domestic flights, business travel in novated lease vehicles and a proportion of travel in hire cars. Emissions associated with the University's vehicle fleet are offset through GreenFleet (this is not considered for our emissions inventory).

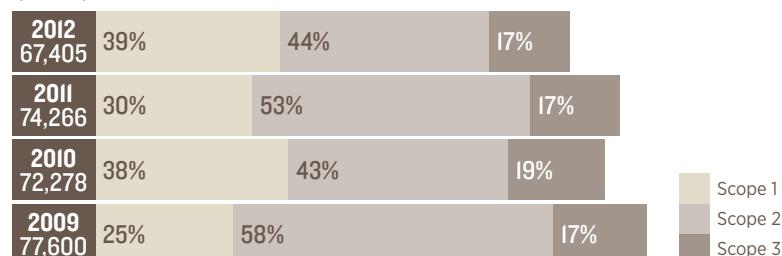
Staff are not required to use contract travel providers for domestic travel, and it is not feasible to track business travel emissions from non-contracted providers. While we cannot reliably track University use of business-subsidised novated lease vehicles, we could account for more business flights in future (due to improvements identified through our 2012 travel tender process).

Our staff and student activities greenhouse gas emissions include emissions associated with general waste-to-landfill (Melbourne Campus only), domestic postage and paper. We have been unable to source reliable data on gas cylinders, so this will not be included. We currently exclude staff and student commuting between home and the University. The University investigated ways to calculate this in 2012 and aims to develop a measure in 2013. As we increase our ability to collect general waste data for other campuses, we will revise this target in future.

Improvement in our data collection methods means that we have been able to state more precisely (or restate) the volume of greenhouse gas emitted in 2009 and 2010.

La Trobe University reports to the National Pollution Inventory as the cogeneration plant at our Melbourne Campus is a source of air emissions. Its greenhouse gas contributions are accounted for in the natural gas component of our greenhouse gas emissions inventory. More data are available on the *Building Futures* data webpage.

GREENHOUSE GAS EMISSIONS BY SCOPE (tCO₂-e)



EFTPPL equivalent full-time person load; the sum of all full-time equivalent hours for staff workload and the equivalent full-time student hours at all the University's Victorian Campuses (excludes international offshore, off-campus and external)

GFA gross floor area in metres squared

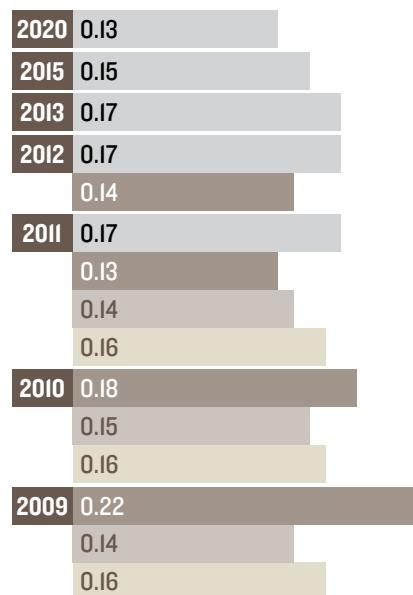
SCG Sustainable Campus Group

tCO₂-e/EFTPPL kilograms of carbon dioxide equivalent gases per EFTPPL

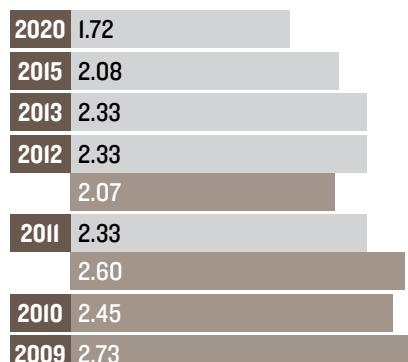
tCO₂-e/GFA tonnes of carbon dioxide equivalent gases per GFA

TEFMA Tertiary Education Facilities Management Association (only 2009 mean data available)

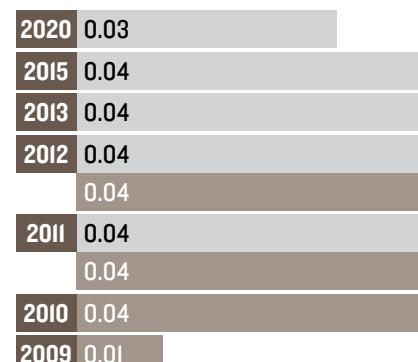
FACILITY (tCO₂-e/GFA)



STAFF BUSINESS TRAVEL (tCO₂-e/FTE)



STAFF AND STUDENT ACTIVITIES (tCO₂-e/EFTPPL)



2012 ACTIONS/RESPONSIBILITY

Conduct a study that quantifies the financial implications to the University of a carbon tax and emissions trading scheme
Pro Vice-Chancellor (Sustainability); Vice-President, Finance and Resources/Chief Financial Officer

PROGRESS

Completed: carbon price impacts were assessed and reported to internal committees; our impacts and response have been reported in the media, and work on complying with the regulations continues

2013 ACTIONS

Prepare procedures for the financial management of carbon credits and other emission units to enable the university to meet its obligations

RESPONSIBILITY

VP Finance and Resources/Chief Financial Officer Executive Director, Infrastructure and Operations; Director, Sustainability

Target
La Trobe University
TEFMA Australian mean
SCG university mean

Energy consumption

Facility energy consumption decreased in 2012 by eight per cent overall and by ten per cent on a gross floor area basis. The University again reached the facility energy efficiency target in 2012.

The energy sources included in our total energy consumption by operation, and the facility energy efficiency target, include the electricity produced by the cogeneration plant, electricity used from the grid, stationary fuels and natural gas, but exclude the energy from natural gas used in our cogeneration plant. This allows us to compare our facility energy efficiency with other universities that do not have an operating cogeneration plant, but differs from NGER reporting.

The balance of electricity use changed in 2012 as we moved from 50 per cent to 25 per cent GreenPower and the cogeneration plant was back online. The University consumed 66,852 GJ of normal grid electricity (62,159 GJ in 2011), 22,102.03 GJ of GreenPower (55,888 GJ in 2011) and 65,235 GJ of electricity from the cogeneration plant (24,996 GJ in 2011).

The emissions intensity of electricity from our cogeneration plant (0.75 kg CO₂-e/kWh in 2012) is lower than Victorian grid electricity (1.19 kg CO₂-e/kWh in 2012), helping us to reduce our overall greenhouse gas footprint.

The University began Level 3 energy and water audits for the Greener Government Buildings program in 2012, identifying projects to reduce consumption within a seven-year payback period; the audits are scheduled for completion in March 2013. Subject to internal approvals, the audits will be reviewed and used to support a business case for presentation to University Council. For more information on the Greener Government Buildings program, see the case study on page 31.

If La Trobe University enters the next stage of the Greener Government Buildings program, a number of learning and research projects, selected from staff and student expressions of interest, will be implemented from 2014 onwards.

Academics also worked with our procurement area to develop a framework for assessing sustainability in the supply chain.

GFA gross floor area in metres squared

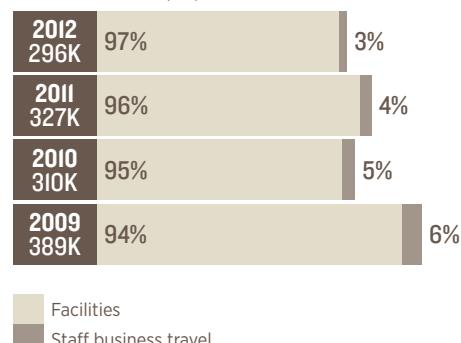
GJ gigajoules

SCC Sustainable Campus Group

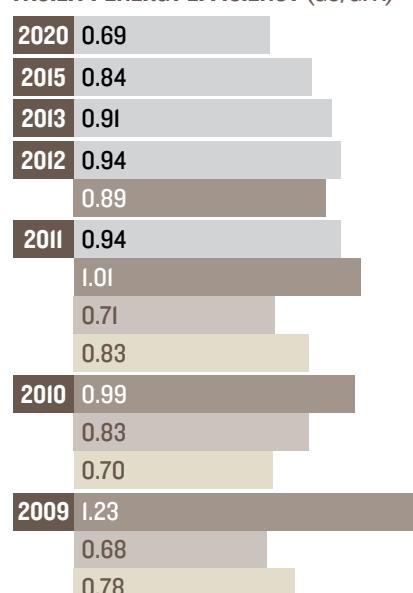
TEFMA Tertiary Education Facilities Management Association

GFA excludes Shepparton (2009–10), the Beechworth Campus, and other facilities away from main campus locations.

TOTAL ENERGY CONSUMPTION BY OPERATION (GJ)



FACILITY ENERGY EFFICIENCY (GJ/GFA)



Target

La Trobe University

TEFMA Australian mean

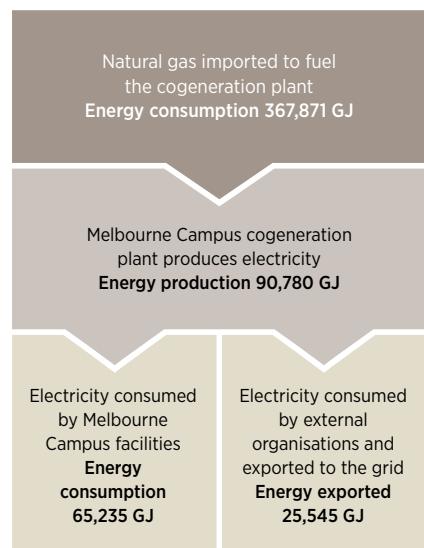
SCG university mean

Energy production

Our cogeneration plant produced 25,216,710 KWh of electricity in 2012 (double the production in 2011), supplying 53 per cent of the electricity used on the Melbourne Campus. The plant uses natural gas to produce electricity and heat (as high-temperature hot water). Electricity not used by other organisations located on our grounds, or exported to the grid, is not included in our inventory of greenhouse gas emissions (as other organisations within the University's grid were identified, they have been added to these exports for 2012).

For more information about our cogeneration plant see: latrobe.edu.au/sustainability/report/2010/case-studies/co-generation-plant

MELBOURNE CAMPUS COGENERATION PLANT ENERGY FLOW CHART



2012 ACTIONS/RESPONSIBILITY	PROGRESS
Ensure the purchase of 25% GreenPower is implemented across all University electricity accounts Executive Director, Infrastructure and Operations	Complete for all major electricity accounts
Complete Level 2 and 3 energy audits and identify ways to improve energy efficiency across all campuses Executive Director, Infrastructure and Operations	Level 2 complete; Level 3 due to be complete and received by 31 March 2013
Engage in an energy performance contract through the Victorian Government Department of Treasury and Finance's Greener Government Buildings program, implementing energy, carbon emissions and water use reduction programs Executive Director, Infrastructure and Operations	Not complete: if approved, anticipate engagement in 2013
Conduct a lighting trial in one building of each of the Melbourne and Bendigo campuses, swapping existing light globes for more efficient LED globes Executive Director, Infrastructure and Operations	Bendigo Library completed; Melbourne Campus trial cancelled due to budget constraints, but lighting is a consideration in the Greener Government Buildings program
Where possible, limit the rollout of split system air conditioning/heating to be planned through the Greener Government Buildings program and the ten-year Capital Development Plan (within requirements of the University's Thermal Comfort Guidelines and occupational health and safety) Executive Director, Infrastructure and Operations	Ongoing: energy efficient solutions are under review as part of the Greener Government Buildings program; the University will continue efforts to balance staff and student comfort with energy consumption.
Plan energy reduction initiatives that are not covered under the Greener Government Buildings program for 2013 Executive Director, Infrastructure and Operations	Not complete: planning for remaining items will commence following energy performance contract engagement (late 2013)
Link researchers and students with operational projects and initiatives concerned with energy reduction and renewable energy use Pro Vice-Chancellor (Sustainability)	Ongoing: the learning and research component of the Greener Government Buildings program connects our academics and professional staff on collaborative projects
2013 ACTIONS	RESPONSIBILITY
Review the purchase of 25% GreenPower across the University's large electricity accounts for 2014	Executive Director, Infrastructure and Operations Director, Sustainability
Link researchers and students with operational projects and initiatives concerned with energy reduction and renewable energy use (ongoing)	Director, Sustainability Executive Director, Infrastructure and Operations
2012 ACTIONS/RESPONSIBILITY	PROGRESS
Collect data on high-temperature hot water production by the cogeneration plant (Melbourne Campus) for inclusion in future reports Executive Director, Infrastructure and Operations	Ongoing: data collected monthly, with a full year of results available in 2013 (for internal reporting only)

Commuting

Transport surveys for staff and students were conducted at the Melbourne and Bendigo Campuses, counting the final mode people used to reach campus. There was a slight increase in car travel to the Melbourne Campus (up from 67 per cent to 68 per cent) but a decrease for the Bendigo Campus (down from 67 per cent to 55 per cent).

The target for reducing single-occupant car trips to the Melbourne Campus was not met, although the number of multiple-occupant car trips rose. Bendigo had a large increase in pedestrian trips in 2012 (38 per cent compared to 25 per cent in 2011) with smaller changes in other modes.

In support of reducing single-occupant car trips, a new online carpooling system was introduced in February 2012 for use by staff, students and the wider University community at all Victorian campuses. It has been promoted at University events such as enrolment days, leading to 249 users registered at the end of 2012 (mainly students at the Melbourne Campus).

To improve public transport access and increase its uptake, a Public Transport Strategy was developed for the Melbourne Campus early in 2012. The strategy focused on the importance of providing easy access to public transport for students considering enrolment at La Trobe University. Improved public transport services will assist with student recruitment and retention at the Melbourne Campus.

The Public Transport Strategy was presented to internal committees, including the Planning and Resources Committee, and a communications plan is in development for launch in semester one 2013. Discussions with Public Transport Victoria and bus providers for the Melbourne Campus are ongoing, as an outcome of the strategy.

The commuting and sustainable travel website (TravelSmart) is being improved, and will become Transport Central in 2013. One improvement will be the inclusion of statistical reporting, which will identify the information most useful to visitors to the website.

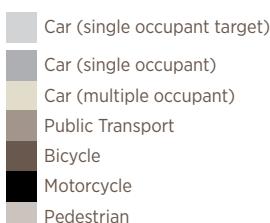
In 2013, two Flexicars (a car rental service) will be available for the University community at the Melbourne Campus. The program includes discounted and flexible rates for staff and students, and is intended as an alternative to individual car ownership.

To meet increased bicycle parking demand, 12 new bike racks were installed on the Melbourne Campus and 25 at the Bendigo Campus in 2012. The University plans to install an additional ten racks at the Melbourne Campus in early 2013.

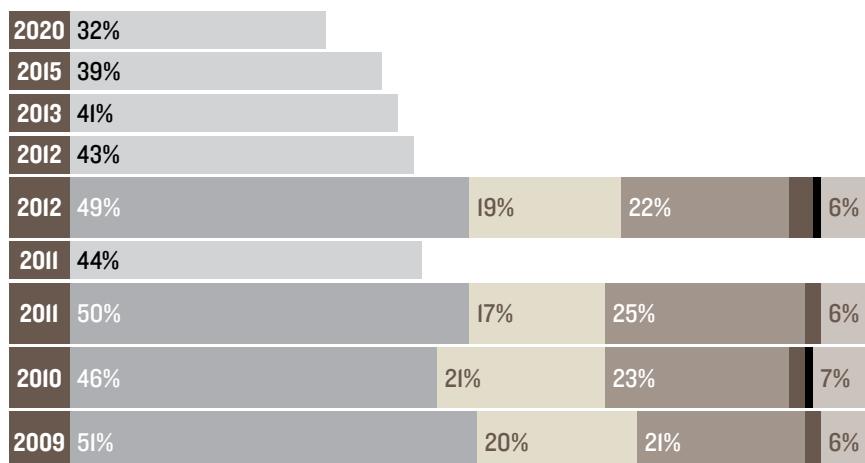
A bike-share pilot, in partnership with Life Skills, will be trialled in semester one 2013 at the Melbourne Campus. A fleet of bicycles will be provided for the University community to travel around the Campus, with bike docking stations located at priority origin and destination points. The pilot will be launched during O-Week 2013 and promoted through regular University communications channels.

The University provides video/teleconferencing facilities that can help reduce travel requirements (see 'Green ICT' on page 37), and we have a Commuter Club that provides access to a discounted annual Myki card for metropolitan public transport.

MELBOURNE CAMPUS TRANSPORT SURVEY RESULTS AND TARGETS



Data collected via an annual visual survey (one morning between 7.45am and midday) at the campus entry points (on-campus residents are not counted).



2012 ACTIONS/RESPONSIBILITY	PROGRESS
Communicate public transport options and benefits to the University community Executive Director, Marketing and Engagement; Pro Vice-Chancellor (Sustainability); Executive Director, Infrastructure and Operations	Ongoing
Conduct a bike-share pilot project on the Melbourne Campus Executive Director, Infrastructure and Operations	Due to be completed in February 2013 in partnership with Life Skills (includes bicycle repair)
Install additional bike racks on the Melbourne and Bendigo Campuses Executive Director, Infrastructure and Operations	12 installed on Melbourne Campus and 25 at Bendigo Campus; additional complete by the end of February 2013
Expand and promote carpooling initiatives, including a phased increase in carpooling parking spaces to meet increased demand Executive Director, Infrastructure and Operations; Pro Vice-Chancellor (Sustainability); Pro Vice-Chancellor (Equity and Student Services)	Ongoing: new carpooling system implemented and promoted; no additional carpool parking spaces were implemented
Continue to work with the Victorian Government to introduce new public transport options to all campuses Executive Director, Infrastructure and Operations; Chief Operating Officer	Ongoing
Seek staff and student involvement and support in sustainable transport options and projects Pro Vice-Chancellor (Sustainability)	Not complete: requires further collaboration on plans with Infrastructure and Operations
Install three additional TramTracker screens across the Melbourne Campus Executive Director, Marketing and Engagement	Ongoing: the Digital Signage project will address inclusion of TramTracker in its business requirements
Review the provision of travel allowances/benefits for senior employees to ensure that more sustainable forms of transport are promoted Executive Director, People and Culture; Pro Vice-Chancellor (Sustainability)	Deferred: 2012 activity will be reviewed in 2013 to ensure it is consistent with intent
ONGOING ACTIONS	RESPONSIBILITY
Continue to work with the Victorian Government to improve public transport options to all campuses	Executive Director, Infrastructure and Operations Regional Campus Directors
Seek staff and student involvement and support in sustainable transport options and projects	Director, Sustainability
Communicate sustainable transport options and benefits to the University community	Director, Sustainability; Executive Director, Infrastructure and Operations
Expand and promote carpooling and car share programs	Executive Director, Infrastructure and Operations Director, Sustainability
Review car parking availability and pricing to ensure the sustainable development of car parking on campus	Executive Director, Infrastructure and Operations Director, Risk Management; Director, Sustainability

CASE STUDY

Greener Government Buildings program

The Greener Government Buildings program supports public sector organisations to identify and undertake large-scale and cost-effective energy and water efficiency projects.

As part of a Detailed Facility Study (DFS), Siemens will undertake energy and water audits on the Melbourne, Bendigo, Albury-Wodonga and Shepparton Campuses.

The broad objectives that the Greener Government Buildings learning and research program seeks to achieve for La Trobe University are:

- to assist the University to deliver on key commitments outlined in *Future Ready*
- the design of learning and research programs that embed sustainability into La Trobe University culture, systems, values and behaviours, including innovative proposals that achieve systemic organisational change
- to foster collaboration across faculty and school boundaries on sustainability-based curriculum development, student participation, research and industry engagement
- to foster the creation of projects that promote links between university, industry, government and community
- to increase La Trobe University's ability to offer students real-life work integrated learning opportunities in sustainability fields.

See our website for more information on our participation in the Greener Government Buildings program.

OUR ENVIRONMENTAL IMPACTS

Water use

After investigations into the University's potable water use, our total potable water use decreased by 11 per cent over the past year. Due to a metering error, water use on the Melbourne Campus was overstated in 2011; overall water use for 2011 has been restated, with a three per cent reduction on the previously reported total.

Stormwater is used for irrigation at our Melbourne Campus, while Albury-Wodonga Campus uses some bore water for irrigation and Bendigo Campus flushes toilets in some buildings with rainwater (see *Creating Futures* page 27). Potential stormwater capture, reuse and measurement, and other potable water reduction projects, will be addressed in the Greener Government Buildings program.

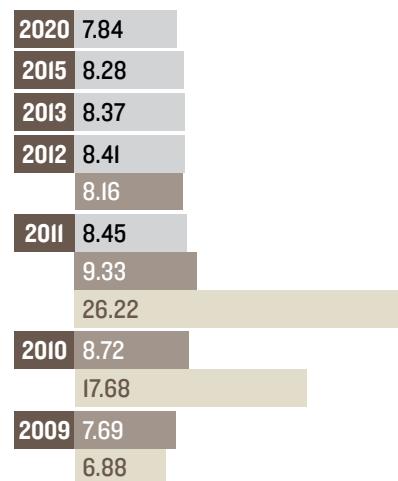
TOTAL POTABLE WATER USE (KILOLITRES)

2012	223,415
2011	251,342
2010	230,055
2009	190,271

Shepparton is excluded from the 2010 result and Mildura from the 2009 results (no data), while the Beechworth Campus is excluded altogether as the Campus closed in 2011.

2012 ACTIONS/RESPONSIBILITY	PROGRESS
Implement priority water consumption reduction projects on the Melbourne Campus	Not complete due to budget constraints
Executive Director, Infrastructure and Operations	
Install residential shower timers in existing Bendigo residences	Complete
Executive Director, Infrastructure and Operations	
Conduct a study to determine the viability of stormwater metering on the Melbourne Campus	Not complete: this was partly considered as part of the GGB; no budget to undertake a full study
Executive Director, Infrastructure and Operations	
Seek staff and student involvement in water projects and initiatives	Not complete: requires further collaboration with Infrastructure and Operations on plans
Pro Vice-Chancellor (Sustainability)	

POTABLE WATER USE (KILOLITRES PER EFTPL)



Target
La Trobe University
SCG university mean

La Trobe University received Green Building Council of Australia 5 Star Green Star design certification for two buildings in 2012: the Shepparton Campus Building and the La Trobe Pathways Building (currently under construction).

Built environment

La Trobe University received Green Building Council of Australia 5 Star Green Star design certification for three buildings in 2012: the Shepparton Campus Building, the LIMS Building and the La Trobe Pathways Building (completion expected 2014). The University is in the process of attaining Green Building Council of Australia 5 Star Green Star design certification for two other buildings: the Clinical Teaching Building (Bendigo) and the Health Sciences Building (Bendigo). Certification is expected to be achieved in 2013.

Three members of University staff are active Green Star Accredited Professionals (Design and As Built), providing support to the project delivery team on the accreditation process.

For existing buildings, the University has undertaken a feasibility analysis for a green wall project at the Melbourne Campus, while a solar PV installation is planned for the Bouverie Centre in 2013. The Greener Government Buildings program will also improve the sustainability of our built environment; see the case study on page 31 for more information. As the University is over forty years old, much of our building stock is aging; the University is developing a master plan to address renewals and new facilities we require over the long term.

The *Disability Action Plan 2005–2010* is being reviewed and will be finalised early in 2013. As part of the review, students with disabilities have been surveyed to provide input on their experiences at La Trobe University. A staff survey has also been distributed and the responses of both surveys are currently being collated. Matters of access to premises will be forwarded to Infrastructure and Operations to include in their budgeting plan.

2012 ACTIONS/RESPONSIBILITY	PROGRESS
All new buildings are to comply with disability standards codes or to have an action plan to ensure compliance with the <i>Disability Discrimination Act</i>	Ongoing: all new buildings will comply with the <i>Disability Discrimination Act 1992</i> and other legal requirements, including the Premises Standards
Executive Director, Infrastructure and Operations; Pro Vice-Chancellor (Equity and Student Services)	
All new buildings and renovations will meet rigorous criteria for sustainability as identified in the Design Standards and in line with Green Star ratings (Green Building Council of Australia)	Ongoing: a review of the Infrastructure and Operations Design Standards will be conducted in 2013
Executive Director, Infrastructure and Operations	
2013 ACTIONS	RESPONSIBILITY
Identify and plan energy reduction initiatives that are not covered under the Greener Government Buildings program for implementation in future years	Executive Director, Infrastructure and Operations
Reduce the need for creating new infrastructure through adaptive reuse and include recognition of embedded energy in any option studies (ongoing)	Executive Director, Infrastructure and Operations
All new buildings and renovations are to meet Infrastructure and Operations Design Standards requirements to reduce energy and water consumption, construction waste, and improve biodiversity of the land (ongoing)	Executive Director, Infrastructure and Operations
Where possible, limit the rollout of split system air conditioning/heating to be planned through the Greener Government Buildings program and the ten-year Capital Development Plan (within requirements of the University's Thermal Comfort Guidelines) (ongoing)	Executive Director, Infrastructure and Operations

As part of the University's partnership with Greening Australia Victoria, several biodiversity collaboration projects are being developed. Some Honours research projects have been identified, for students to consider in September 2013.

Biodiversity

In addition to the 28-hectare La Trobe Wildlife Sanctuary at the Melbourne Campus, the University manages many other areas of remnant and high-value ecological communities across the Melbourne, Bendigo and Albury-Wodonga Campuses.

La Trobe University has implemented the first year of its Land and Water Management Plan on the Melbourne Campus. Actions have included reducing high-threat environmental weeds through spot spraying, bushfire preparation and management, and managing remnant species and non-indigenous animal control. The University did not cause any long-term negative impacts on its land in 2012.

There is a Deed of Covenant for the Conservation of Land within the Wildlife Sanctuary, dated 20 June 2003 by Trust for Nature. The purpose of the Deed is for conservation of the land and native plants and wildlife; natural interest and beauty; ecological significance; historical interest; bushland, trees and rock formations; and watercourses, lakes, ponds, marshes and other bodies of water. The Wildlife Sanctuary has been undergoing vegetation restoration since its creation, but there are no forms of annual measurement or external auditing at this time.

The Wildlife Sanctuary has a partnership with Conservation Volunteers Australia, such that volunteers, under staff direction, conduct weed control activities, assist with plant production and plant indigenous species to restore habitat. For a complete review of works and partnerships at the Wildlife Sanctuary, see the *2012 La Trobe Wildlife Sanctuary Report*.

Waste and recycling

Although the University implemented many waste and recycling initiatives in 2012, we did not achieve our general waste or recycling targets. A new Waste Minimisation Policy was created for the University, and Infrastructure and Operations completed a draft Waste Management Plan (which may be integrated into the Environmental Management System under development).

While the Melbourne Campus had an increase in the volume of comingled recycling (five per cent), we also had a rise in general waste to landfill (seven per cent) and people using the campus (one per cent). We have increased the coverage of our recycling and general waste data, and aim to report on all Victorian campuses from 2013. For furniture recycling at the Melbourne Campus, 1,390 items were provided to the University community for reuse in 2012 (more than recycled in total over the preceding three years).

External bin upgrades continued in 2012 with Bendigo receiving 60 units (30 general waste and 30 recycling), and the interior bin upgrade program will continue at all campuses in 2013. A food waste (organics) recycling trial commenced at Menzies College on the Melbourne Campus. The trial will be broadened to include Glenn and Chisholm colleges in 2013.

Additional water fountains will be installed on the Melbourne and Bendigo Campuses in early 2013 to reduce reliance on purchasing bottled water, and the University is working to increase awareness of other reusable options (such as coffee cups) to reduce waste.

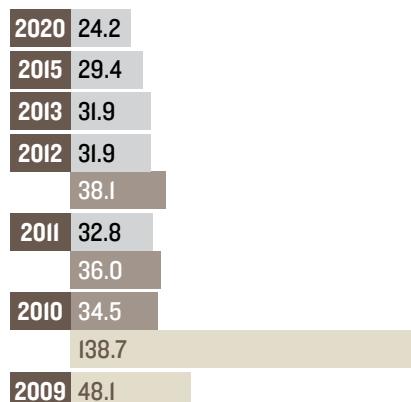
For more information on waste and recycling services offered on our campuses, see: latrobe.edu.au/sustainability/practices/recycling

2012 ACTIONS/RESPONSIBILITY	PROGRESS
Develop a program for implementation of the land and water management plan over five years, starting in 2012 Executive Director, Infrastructure and Operations	First year of program complete
Implement best-practice water and feral fish management procedures in the La Trobe Wildlife Sanctuary Executive Director, Infrastructure and Operations	Ongoing: procedures documented and implemented as needed
Conduct a study to calculate approximate carbon offsets as a result of vegetative areas on the Melbourne Campus Executive Director, Infrastructure and Operations	Not complete: works deemed to not be of value, but may be considered as part of the partnership with Greening Australia Victoria and the Greener Government Buildings program's learning and research component
Seek staff and student involvement in land and biodiversity projects and initiatives and develop research opportunities with Greening Australia Victoria Pro Vice-Chancellor (Sustainability)	Ongoing: discussions continue with Greening Australia Victoria

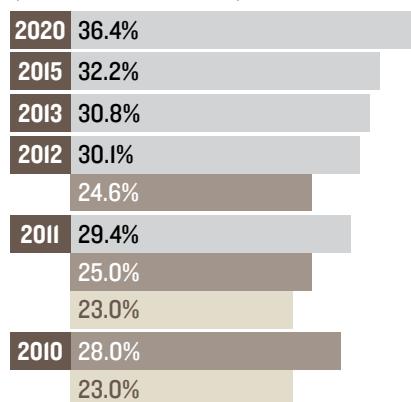
ONGOING ACTIONS	RESPONSIBILITY
Seek staff and student involvement in land and biodiversity projects and initiatives and develop research opportunities with Greening Australia Victoria	Director, Sustainability Executive Deans; Executive Director, Infrastructure and Operations

In 2012, a Marketing Strategy for the Wildlife Sanctuary was completed. The outcomes identified education as the core focus of the Wildlife Sanctuary, supported by land management operations, the indigenous nursery and the nesting box enterprise.

GENERAL WASTE DISPOSED TO LANDFILL (KG PER EFTPL)



RECYCLING RATE (% OF GENERAL WASTE)



Target
 La Trobe University
 SCG university mean

Melbourne Campus data shown

2012 ACTIONS/RESPONSIBILITY	PROGRESS
Develop requirements for waste, composting and recycling in contracts with food service vendors, residential colleges, campus catering and campus child care centres Director, Financial Operations; Executive Director, Infrastructure and Operations	Complete for areas managed by Infrastructure and Operations; to be advanced in other areas in 2013
Develop green cleaning procedures and reduce the use of toxic chemicals in the cleaning process Executive Director, Infrastructure and Operations	Complete
Upgrade external rubbish and recycling bins on the Bendigo Campus Executive Director, Infrastructure and Operations	Complete
Install enviropoles for smokers on the Mildura, Shepparton and Albury-Wodonga campuses and increase the number of water fountains on all campuses Executive Director, Infrastructure and Operations	Enviropoles complete; water fountain installation program under review for partial implementation in 2013
Begin interior bin upgrade program on the Melbourne Campus Executive Director, Infrastructure and Operations	Complete
Source information from other universities/industries on reducing construction and demolition waste, and draft appropriate procedures Executive Director, Infrastructure and Operations	Complete: the draft requirements will be incorporated into the Design Standards review in 2013
Implement communication and engage with students and other stakeholders to reduce bottled water consumption, reduce waste and increase recycling Pro Vice-Chancellor (Sustainability)	Ongoing: a map of water bottle filling facilities on the Melbourne Campus has been produced
Link researchers and students with waste and recycling operational projects and initiatives Pro Vice-Chancellor (Sustainability)	Deferred: requires further collaboration on plans with Infrastructure and Operations
Mandate recycling standards in contracts with food service vendors as leases come up for renewal Director, Financial Operations; Executive Director, Infrastructure and Operations	Complete for areas managed by Infrastructure and Operations; to be advanced in other areas in 2013
2013 ACTIONS	RESPONSIBILITY
Create and implement internal procedures that mandate waste, composting and recycling standards in contracts (as leases come up for renewal) with food service vendors, residential colleges, campus catering and campus childcare centres	Executive Director, Infrastructure and Operations; Director, Service Businesses Director, Corporate Finance
Roll out the pilot organic waste program at all Melbourne Campus colleges (Chisholm, Menzies and Glenn)	Executive Director, Infrastructure and Operations Director, Service Businesses
Link staff and students with waste and recycling operational projects and initiatives (ongoing)	Director, Sustainability
Implement communication and engage with students and other stakeholders to reduce waste and increase recycling (ongoing)	Director, Sustainability Executive Director, Infrastructure and Operations

OUR ENVIRONMENTAL IMPACTS

Products and services

PAPER USE

The University made significant reductions in paper use again in 2012. Although we were still phasing out plantation-based paper in 2012, we have mandated that all future office paper purchases be from 100 per cent post-consumer waste recycled content. At 92 per cent of purchases, we are out-performing the mean for Sustainable Campus Group participants (27 per cent in 2010 and 2011). Our large reductions are supported by efforts to provide online alternatives to processes and people's uptake of the paper reduction initiatives outlined in *Creating Futures*.

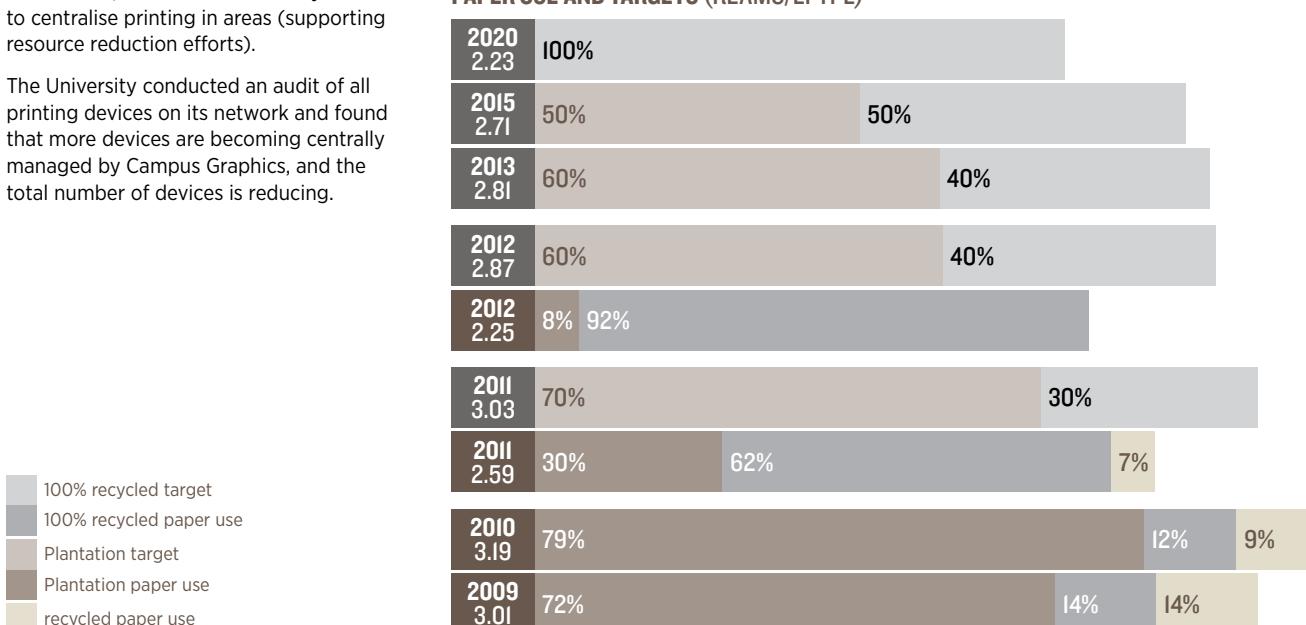
PRINTERS

The number of multifunction printers purchased and leased by Campus Graphics (the University's print provider) continues to decrease, in-line with University efforts to centralise printing in areas (supporting resource reduction efforts).

The University conducted an audit of all printing devices on its network and found that more devices are becoming centrally managed by Campus Graphics, and the total number of devices is reducing.

2012 ACTIONS/RESPONSIBILITY	PROGRESS
Develop business case for including Adobe Acrobat Professional in the standard operating environment to enable the annotation of documents without printing Executive Director/Chief Information Officer	Complete: the software has been packaged and made available for self-service install on all PCs and will be available for Macs in 2013
ONGOING ACTIONS	RESPONSIBILITY
Only purchase printers with full-duplex capability and set all printers to double-sided as default	Executive Directors; Executive Deans Director, Corporate Finance; Executive Director/Chief Information Officer
University faculties and divisions to reduce the number of printers in their areas	Executive Deans; Executive Directors Director, Corporate Finance
Encourage printer consolidation and discourage use of printers for individual desktops	Executive Deans; Executive Directors
Encourage the use of Adobe Acrobat Pro for the creation and annotation of PDF documents to reduce printing	Executive Director/Chief Information Officer

PAPER USE AND TARGETS (REAMS/EFTPL)



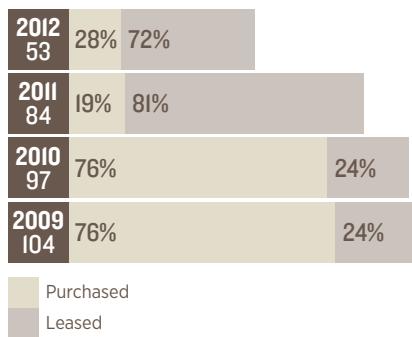
92%

Proportion of paper
with 100% post-consumer
waste recycled content

381%

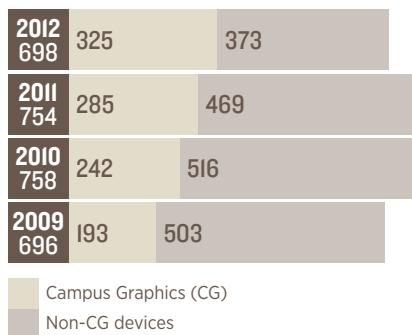
Increase in video-conferencing
sessions scheduled between
2009 and 2012

MULTIFUNCTION PRINTERS PURCHASED AND LEASED BY CAMPUS GRAPHICS

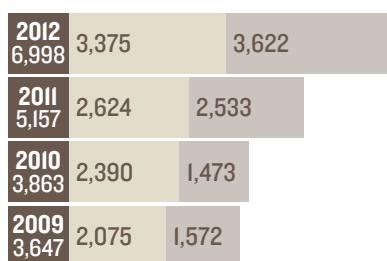


The 2011 data has been restated to reflect the actual number of printers purchased versus leased.

TOTAL PRINTING DEVICES ON THE UNIVERSITY NETWORK



TOTAL VIDEO CONFERENCING HOURS



GREEN ICT

Information and communications technology (ICT) can have positive and negative sustainability impacts in resource use and across potential waste streams, and as a productivity aid and enabler of improved access to education opportunities.

The University measured key 'green ICT' indicators to check the performance of our technology. The University disposed of 100 per cent of our PCs in an environmentally responsible manner (reused or recycled). On the infrastructure side, 74 per cent of servers are virtualised, or consolidated to reduce energy consumption (81 per cent of virtualisation hosts are excluded), and the power use effectiveness (PUE, or total facility power divided by power used by computing equipment) of our data centre is approximately 1.7–1.9.

In 2012, our old PABX phone technology was retired and replaced by VOIP. New VOIP telephones are being deployed and are expected to reduce power usage. In 2013, we will continue roll out of new infrastructure such as new wireless access points that reduce power usage by over 50 per cent, new energy-saving network switches, and upgraded storage and servers in the datacentres with reduced heat output and power usage. To support students' access to lectures at any time, lectures will be recorded by default from 2013.

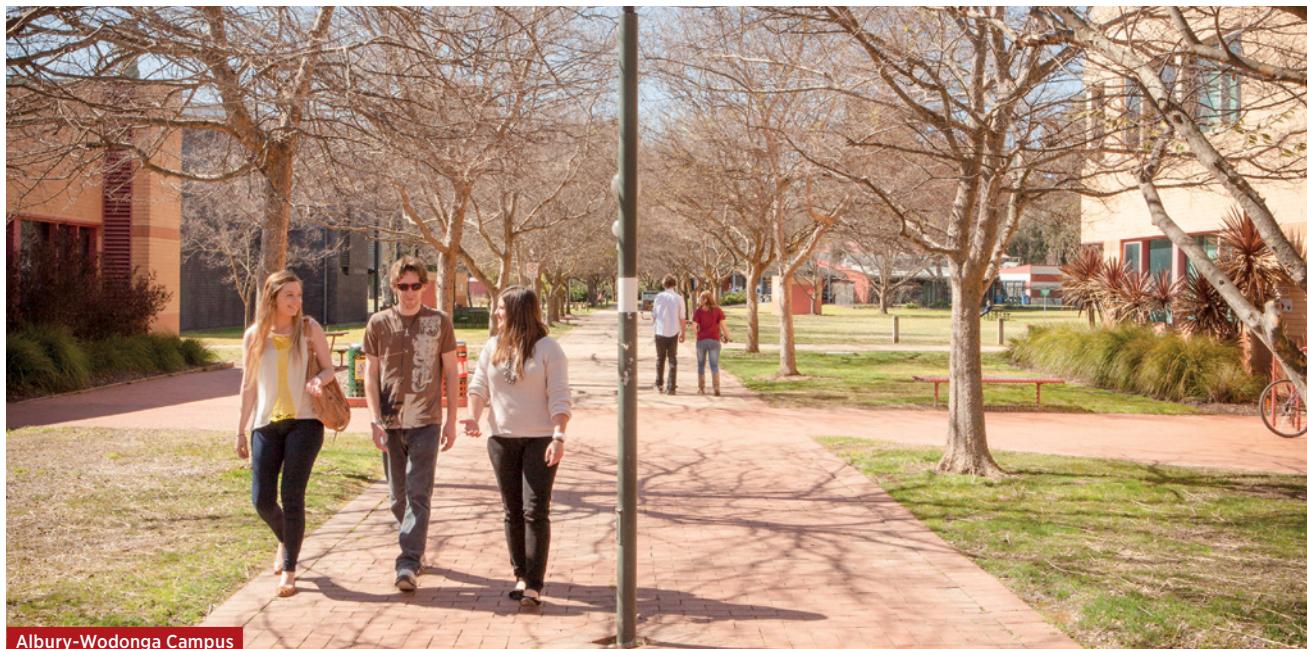
The use of videoconferencing has been increasing for both educational and administrative purposes, reducing resource consumption and travel time, and increasing access to courses across our campuses. The annual number of video conferencing sessions scheduled increased by 381% between 2009 and 2012 (from 4,903 to 18,686), while the total duration of videoconferences within the year has doubled between 2009 and 2012.

2013 ACTIONS

RESPONSIBILITY

Procure more power efficient ICT infrastructure such as VOIP phones and network switches, and data storage where appropriate	Executive Director/Chief Information Officer
Investigate the wider use of power management software for PCs piloted at Bendigo in 2012	Executive Director/Chief Information Officer
Investigate the possible benefits of desktop virtualisation for reducing power use and extending equipment lifetime, thereby reducing e-waste	Executive Director/Chief Information Officer
Encourage the use of desktop videoconferencing to reduce the need for travel as part of the unified communications project	Executive Director/Chief Information Officer

Our social impact – community



It is only through serving the needs of its community that the University maintains its position as a relevant and effective provider of higher education and community engagement.

There is a strong University and community relationship in regional and metropolitan Victoria, but the University must also seek communities nationally and internationally to be sustainable.

This is not to neglect the importance of local reach – 2012 saw the University offer the highest number (1,705) of places to low socioeconomic status students out of all Victorian universities (a growth of 443 since 2009). The University strengthened its online community engagement platforms by constructing a specialised website to provide information and opportunity to its growing communities.

TEN MILLION DOWNLOADS THROUGH iTunesU

In the beginning of 2012, La Trobe University became the first Australian university to launch free online courses through Apple's iTunesU, a service provided through iTunes software. The system enables member institutions to manage, service and distribute online audio and video education material to a global audience.

An institutional member since 2009, La Trobe University recorded its ten millionth download in December 2012. We had 325,000 subscribers to 13 online courses offered free by the University over the course of 2012, including: children's literature, physics, sports economics and ancient history (a single course discussing Ancient Rome received over 100,000 subscribers alone).

NEIGHBOURHOOD JUSTICE IN WEST HEIDELBERG

La Trobe Law School has shown a strong commitment to community justice by providing hands-on legal experience for its students at the West Heidelberg Community Legal Service, and for the local community through case work services and action research projects.

Law students can participate in five Clinical Legal Education programs in Melbourne and Bendigo, where they provide services to the local and wider community while building their understanding of legal theory, learning about the realities of law in practice and gaining academic credit. All students are supervised by highly qualified Law School lecturers and legal practitioners.

iTunesU

La Trobe University became the first Australian university to launch free online courses through Apple's iTunesU

13 COURSES

Offered free online by the University

325,000 SUBSCRIBERS

Including over 100,000 subscribers to Ancient Rome

10 MILLION

Downloads recorded in December 2012

YOUTH FOUNDATION 3081

Joining Banyule Community Health, Banyule City Council and the Bendigo Bank (East Ivanhoe and Heidelberg Community Bank branches) as a partner, La Trobe University made a multi-year commitment to sponsor Youth Foundation 3081. Ten youth-led projects from 2012 received a total of \$13,000 in grants for a variety of programs from anti-bullying stickers to breakfast clubs.

The youth-led programs provide opportunities for young people (between the ages of 12 and 25) to work with an experienced facilitator to gain valuable life skills in philanthropy and community development, building confidence and leadership skills that translate into real actions.

At the project launch, Senior Deputy Vice-Chancellor Professor John Rosenberg stated, 'We are proud to be associated with and sponsor such an innovative program that encourages growth and support for young people across our neighbouring communities.'

In September 2012, the University hosted seven youth teams displaying their community projects and were awarded certificates for their participation.

The project also involved both financial and non-financial support from University staff – fundraising groups from across the University including People and Culture, ICT, Finance, Residential Services and the Women's Network (facilitated through the Student Complaints Office) raised a total of \$6,000 to support two projects in addition to sponsorship funding. This support included a donation of \$1,000 to primary school children of Charles La Trobe College (Olympic Village campus), following the fire that destroyed their art room. Most recently, \$2,000 was donated towards an Indigenous Australian Debutante Ball.

WODONGA SUSTAINABLE LIVING FAIR

The Wodonga Sustainable Living Fair is a partnership between the University, local business and community groups. The fair promotes the community's positive adaptation to global sustainability issues and provides the local community with information and engagement around actions that people can take to preserve natural resources and reduce the negative impacts that humans have on the environment.

The fair is hosted at the Albury-Wodonga Campus of La Trobe University, in conjunction with the Campus Open Day. The 2012 Sustainable Living Fair showcased 34 exhibitors and featured a public lecture and private business lunch featuring Matthew Wright, 2010 Young Environmentalist of the Year and Executive Director of Beyond Zero Emissions.

LA TROBE FAIRTRADE EXPO

In May, the Melbourne Campus hosted a student-run Fairtrade Expo, supporting developing global communities as part of Fair Trade Fortnight running across Australia and New Zealand, and part of the University's ongoing Fair Trade Accreditation. The expo saw 12 different Fairtrade distributors on campus, promoting and selling Fairtrade goods to the University community: Etiko, Seven Women, Carpets for Communities, Lopees, Koguis, Pacific Woman, Care, Puppet Pals, Eternal Creation and Oxfam.

The expo also included public talks from Tamsien West of the Fairly Educated movement, which has a global campaign for universities to adopt Fairtrade; and Stephanie Woollard, a La Trobe alumnus and founder of Seven Women (which provides Fairtrade work opportunities to disadvantaged women in Nepal). The expo was also visited by the Australian Government Minister for Education, Chris Evans.

CASE STUDY

Partnership with the West Heidelberg Legal Service

'What makes this program unique is that it provides opportunities for students to learn in a "real world" setting, with a supervising lecturer based in the community. Our program is strongly defined by its connection with the West Heidelberg community. The Clinical Legal Education program is integrated, both in the curriculum and with the University's neighbourhood. Students also work on law reform in response to local needs, which highlights the mutual benefit to University and community envisaged by the founding advocates.'

Associate Professor Mary Anne Noone, coordinator of La Trobe Law School's Clinical Legal Education Program and Public Interest Law Postgraduate Program

Our social impact – students

STUDENTS CATEGORIES (EFTSL)	2009	2010	2011	2012
Domestic	17,863	18,749	19,367	20,111
International on-shore	5,045	5,602	5,514	4,959
International off-shore	672	757	1,108	1,108
Total	23,580	25,108	25,989	26,178

Student categories

Our student body continued to grow in 2012, with a one per cent increase from 2011 equivalent full-time student load figures. Domestic students made up 77 per cent, international onshore students 19 per cent and international students located at overseas campuses four per cent of our student body.

Students on decision-making committees

Students have a voice in our decision-making committees. Due to challenges in existing practices, we cannot accurately report the 2012 student participation numbers for decision-making committees. Student involvement improves communication between staff and students, and encourages student engagement and learning.

As a result of legislative changes by the Victorian Government at the end of 2012, elected staff and student representative positions are no longer included on any Victorian University Council. Our University Council and management are currently working with the La Trobe Student Union on suitable ways to ensure that students have appropriate input to the direction of the University from 2013 onwards.

Human rights, equality and diversity

As part of our commitment to social inclusion, we offer a range of services for students who may experience difficulties during their time at university, concentrating our efforts on students from low socioeconomic backgrounds and regional areas, and on Indigenous Australian students. Links to many of our support programs can be found on our Equity and Diversity Centre website. To measure the success of our initiatives for these student groups, we track the participation and success of each group.

The 2011 results show the proportion of regional and low socioeconomic students out of La Trobe's total student body (participation rate), and the success of these student groups in passing their courses (success rate), is ahead of the Victorian and Australian means. Although our Indigenous Australian student participation rate is lower than the Australian mean, this is because the proportion of Indigenous Australians in Victoria is lower compared to other states and territories in Australia. Indigenous Australian students at La Trobe University have a much higher success rate than the Victorian and Australian means.

For more information on our Indigenous Australian education and programs, visit: latrobe.edu.au/indigenous

The University provides many resources through our Equality and Diversity Centre website. They include a Muslim Student Guide (support/services on and around the Melbourne Campus), Cultural Diversity Calendar (major events in cultural and religious communities) and a list of its support services. For our support in low socioeconomic areas through outreach to high school students see the case study (page 43).

The Curriculum, Teaching and Learning Centre (and the University's Design for Learning project) promotes inclusive curriculum development and teaching via our courses, workshops and materials. The Undergraduate Curriculum Design Procedure has a specific section titled 'accessibility and inclusive curriculum'. Course and subject templates also require acknowledgement of inclusive curriculum.

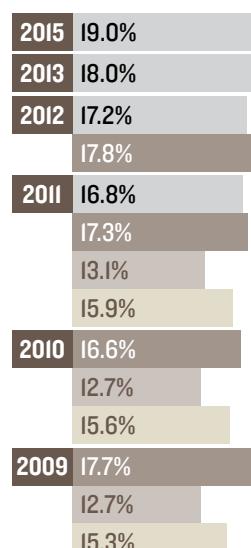
Due to accessibility issues with PDF files, our Digital Marketing team are working with the Information Communications Technology division on the creation and promulgation of a PDF-reduction strategy. Digital Marketing organised Accessibility and Usability workshops via a web forum in 2012, and our Website Operational Procedure is currently being updated to better reflect accessibility implications.

All new policies and procedures relating to teaching and learning include a requirement to be consistent with the *Disability Discrimination Act (1992)*, the *Disability Standards for Education (2005)* and the *Victorian Equal Opportunity Act (2010)*. The *Disability Action Plan 2005–2010* is also undergoing revision and will continue to include inclusive curriculum and teaching practices. The new plan will be finalised early in 2013.

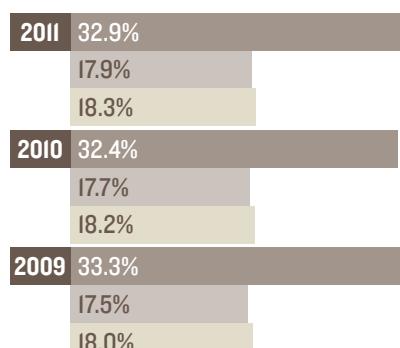
Note: the Victorian and Australian mean for 2012 will not be available until the Australian Government Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) publish them in late 2013. To calculate low socioeconomic status (SES), student postcode data is submitted by La Trobe to DIISRTE who then allocates a SES to each student's postcode using 2006 (for years 2009–2011) and 2011 (for 2012 data) census data. As the official 2012 numbers are not released by DIISRTE until July 2013, the reported number for low SES is provisional; if there is any difference between this and the official value, it will be revised in La Trobe's 2013 sustainability report.

The 2011 results show the proportion of regional and low socioeconomic students out of La Trobe's total student body (participation rate), and the success of these student groups in passing their courses (success rate), is ahead of the Victorian and Australian means.

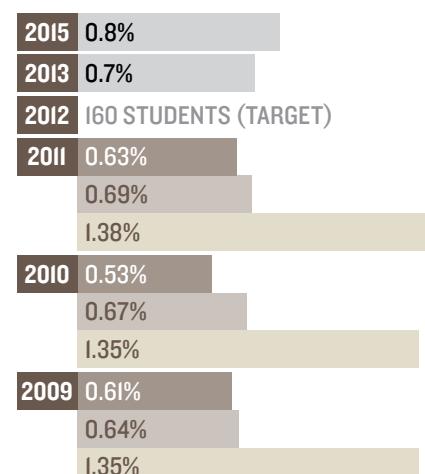
PARTICIPATION LOW SOCIOECONOMIC



PARTICIPATION REGIONAL



PARTICIPATION INDIGENOUS AUSTRALIAN



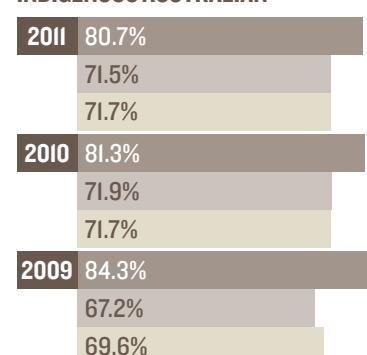
SUCCESS RATE LOW SOCIOECONOMIC



SUCCESS RATE REGIONAL



SUCCESS RATE INDIGENOUS AUSTRALIAN



2012 ACTIONS/RESPONSIBILITY

Increase the participation rate of low socioeconomic students to 17.24% of total student cohort levels and achieve 160 Indigenous student enrolments

Pro Vice-Chancellor (Equity and Student Services); Executive Deans

Disseminate guidelines for teaching, learning and other University communications to comply with *Disability Discrimination Act* provisions on accessibility as per the University *Disability Action Plan 2005-2010*

Executive Director/Chief Information Officer; Executive Director, Marketing and Engagement; Pro Vice-Chancellor (Curriculum and Academic Planning); Pro Vice-Chancellor (Equity and Student Services)

PROGRESS

Achieved for 2012

Target
La Trobe University
Victorian universities mean
Australian universities mean

OUR SOCIAL IMPACT – STUDENTS

The Student Complaints Office produces an annual report provided to Senior Executives, Executive Deans and Heads of Divisions. Executive Deans and Heads of Divisions are offered a detailed briefing and discussion regarding student complaints management and issues arising within their areas.

Grievance management

Staff, students and other members of the University community can have their say and seek resolution for their concerns via a range of offices.

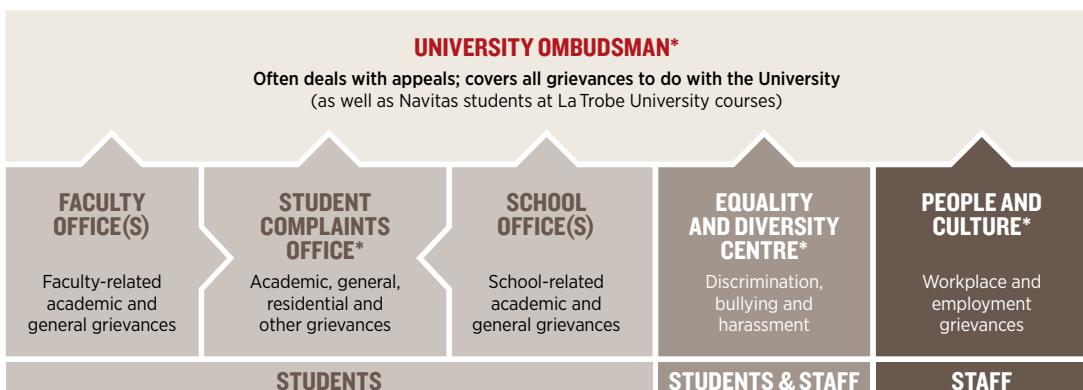
Many divisions of the University (People and Culture, Health and Safety, and Student Complaints) are working to ensure complaints are managed in a consistent manner, and to develop mechanisms to ensure critical information is communicated to relevant areas for appropriate action/response.

The TRIM software system was initially intended to be used to coordinate details and trends related to complaints (as is used in the Student Complaints Office), however this was put on hold for People and Culture in 2012 in view of the University's decision to suspend the TRIM project.

More information on our grievance metrics is available online at:
latrobe.edu.au/sustainability/report/2012/data

2012 ACTIONS/RESPONSIBILITY	PROGRESS
Coordinate regular meetings of complaint advisers to better respond to emerging trends, significant risk issues, and to ensure up-to-date knowledge of issues and processes across the University Pro Vice-Chancellor (Equity and Student Services); Executive Director, People and Culture; Executive Deans	Ongoing: staff within faculties and administrative divisions are nominated as complaints handlers and advisors, they receive updates from the Student Complaints Office and are invited to participate in relevant training related to complaints management
Investigate the potential for developing a coordinated complaints database to track cases and process of resolution Pro Vice-Chancellor (Equity and Student Services); Executive Director, People and Culture	In progress: following initial discussions with ICT in 2012, a detailed investigation of a central system for use in the management of complaints will occur in 2013
2013 ACTIONS	RESPONSIBILITY
Coordinate regular meetings of complaints advisers to better respond to emerging trends and significant risk issues, and to ensure up-to-date knowledge of issues and processes across the University	Pro Vice-Chancellor (Equity and Student Services) Executive Director, People and Culture; Executive Deans
Ensure appropriate processes and mechanisms are in place to enable an integrated approach to managing staff and student complaints (including a coordinated complaints database to track cases and process resolution)	Pro Vice-Chancellor (Equity and Student Services) Executive Director, People and Culture

UNIVERSITY GRIEVANCE MANAGEMENT SYSTEM



*Data on grievances are currently collected by these offices

During 2012, the Student Complaints Office developed a new policy and procedure: *Bullying and Violence Student to Student*. The Office has the expertise to handle complaints from students in relation to bullying and violence, including cyber bullying through electronic methods (e.g. instant messaging, email or text messaging) and inappropriate use of social media (including Facebook and Twitter postings).

UNIVERSITY OMBUDSMAN

Of the 213 complaints or grievances from students, staff and the community in 2012, more than half (137) were from undergraduate students. Most complaints were of an academic or administration nature, but there were also significant numbers of grievances related to visa issues (14) and students seeking release letters (29). 'Other' includes issues relating to visas, release letters, interpersonal issues, plagiarism, appeals, misconduct and industrial activity. Besides 2010, there has been overall relative stability in gross complaint numbers, even as the University population grows.

COMPLAINTS	2009	2010	2011	2012
Academic	52	79	56	67
Administration	43	73	40	30
Other	134	122	131	116

STUDENT COMPLAINTS OFFICE

From the 131 inquiries in 2012, there were 97 formal cases investigated (all but eight of which were resolved by the end of the year). The larger number of complaints for 2012 was expected, given it was the first full year of operation for the Office. Enquiries in the 'other' category included bullying, inappropriate behaviour, customer service and security.

ENQUIRIES	2011	2012
Academic issue	26	49
Administrative	27	53
Residential	6	0
Other	21	29
Total	80	131

EQUITY AND DIVERSITY CENTRE

There were two formal complaints to the Equity and Diversity Centre in 2012, compared to three in 2011—all cases were resolved within the year. Discrimination enquiries covered five areas, with the most (seven) relating to religious or racial discrimination. Many enquiries (including those covered by 'other') do not relate to the policy and procedures related to harassment and discrimination, they are therefore referred to other areas of the University or external agencies.

La Trobe University has identified an increase in issues of inappropriate use of social networking sites. This is having a negative influence on students in particular, often resulting in complex group impacts and subsequent complaints. The University is launching a video to encourage the reasonable use of social media, which will be widely distributed to staff and students. We will continue to distribute advertising material, postcards, posters and other messages to the University community through email and newsletters, to ensure staff and students understand their obligations and where to go for support if they have concerns about harassment or discrimination.

ENQUIRIES	2009	2010	2011	2012
Bullying	4	11	17	9
Sexual harassment	7	7	4	4
Employment related	3	0	1	0
Discrimination	8	10	7	16
Racial/religious	0	3	0	0
Other/not disclosed	7	26	10	10
Total	29	57	39	39

CASE STUDY

La Trobe University engages with local secondary schools

The National Recruitment team engages with numerous secondary schools in the vicinity of the Melbourne and Bendigo Campuses, mostly from low-socioeconomic areas.

The two main programs are: the School Partnerships Program in which La Trobe University has 15 partner schools, engaging with 13,000 students and 1,000 staff; and the Next Generation Youth Forum in which over 200 students from 12 schools attend an event on the Melbourne Campus. The forum is an opportunity for students to engage in a range of workshops designed to instil passion to further enrich and foster social justice within their school community.

As part of the School Partnerships Program, Year 8 students in Bendigo participated in a careers day, during which they saw the types of jobs available on the university campus, as we are a major employer in the region.

The School Partnership Program also focuses on capacity-building workshops that aim to connect secondary student university experiences with school curriculum. By using the expertise of La Trobe University staff and Student Ambassadors from across the faculties and resource areas, school students are given tips, tools and skills that link school-based learning to University practice.

To date, over 420 Year 12 students have participated in a study skills workshop, each receiving a resource booklet of templates that can be used in Year 12 and during their future years in higher education.

Undergraduate student engagement

The University invests a lot of effort in improving students' experience of University life through our First Year Experience program, reviews of our course offerings, social and sport activities, and other programs related to the opportunity for a well-rounded university experience.

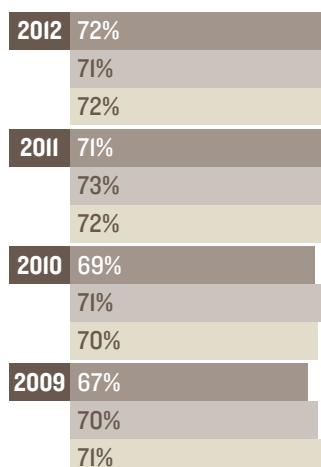
For more information, see:
latrobe.edu.au/students

AUSTRALASIAN SURVEY OF STUDENT ENGAGEMENT

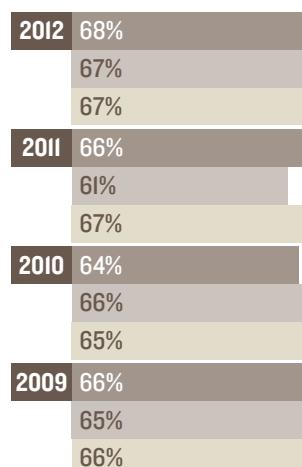
The Australasian Survey of Student Engagement, run by the Australian Council for Educational Research and participating higher education institutions from Australia and New Zealand, provides information on 'the time and effort students devote to educationally purposeful activities, and on students' perceptions of the quality of other aspects of their university experience.'

The average for first-year students' overall satisfaction (72 per cent) was in line with the Australian and Innovative Research Universities mean and better than previous years. Third-year students' overall satisfaction rose again in 2012, still above the Australian and Innovative Research Universities mean.

FIRST-YEAR STUDENTS' SATISFACTION



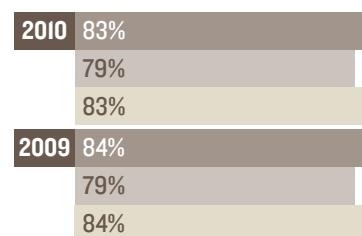
THIRD-YEAR STUDENTS' SATISFACTION



FIRST-YEAR STUDENT RETENTION RATE

We measure the retention rate of first-year students, which is the number of first-year students continuing study the following year. La Trobe University's first-year retention rate was 83 per cent in 2010, exceeding the Innovative Research Universities mean of 79 per cent and on par with the Australian mean. At the time of publication, data for 2011 was not available.

FIRST-YEAR STUDENT RETENTION RATE



La Trobe University
Innovative Research Universities mean
Australian universities mean
International Student Barometer

ECO-FRIENDLY ATTITUDE

We again scored above the Australian universities mean and International Student Barometer for 'eco-friendly attitude' as part of our student's overall living experience.

**90%
OF STUDENTS**

in 2012 displayed an 'eco-friendly attitude' (Australian universities mean 88%, International Student Barometer 89%)

International Student Barometer

The International Student Barometer is an annual survey carried out by Universities Australia, which provides us with the perceptions, expectations and experiences of international students studying outside their home country. We again scored above the Australian universities and Innovative Research Universities means for 'eco-friendly attitude'. Satisfaction with 'overall learning experience' and 'overall living experience' improved from 2011 (both above the Australian means), while satisfaction with 'overall support services' dropped fractionally.

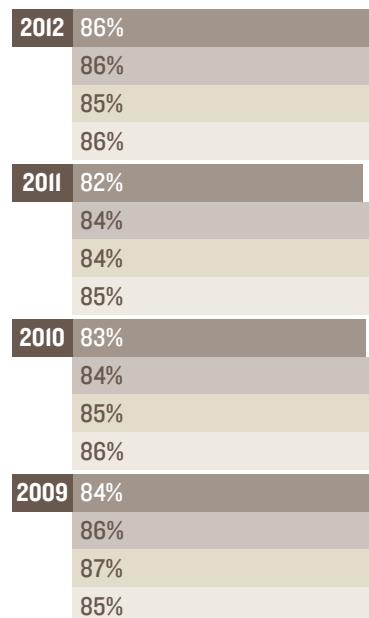
La Trobe University has set up the Language and Cultural Exchange (LACE) program to facilitate social events that match up international students with students from other countries, including Australia; benefits include increased confidence when socialising with people from different cultures. The International Student Services team is also looking at funding a theatre project in 2013, following on from the success of *Life's a Gamble* in 2012. The team's initiatives helped improve the average international students' satisfaction on social activities from 2.87 to 3.06, and satisfaction on host friends from 2.83 to 2.96 (compared to 2011).

For more information on community engagement activities, see 'Education for future generations' (page 18).

For accommodation and financial support information, see the 'Cost of living' section (page 57).

La Trobe International will continue to build awareness across the University on the impact of student satisfaction and make the data available to support relevant strategic decisions (e.g. study experience). A summary is available to inform students and staff of La Trobe University's performance on international student satisfaction, and plans for improvement, at: latrobe.edu.au/international/life/supportservices/isb

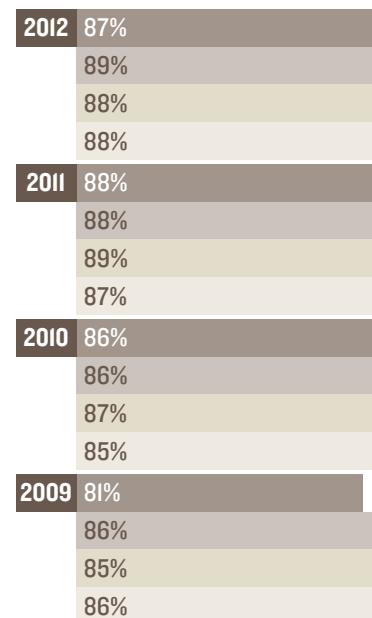
SATISFACTION WITH OVERALL LEARNING EXPERIENCE



SATISFACTION WITH OVERALL LIVING EXPERIENCE



SATISFACTION WITH OVERALL SUPPORT SERVICES

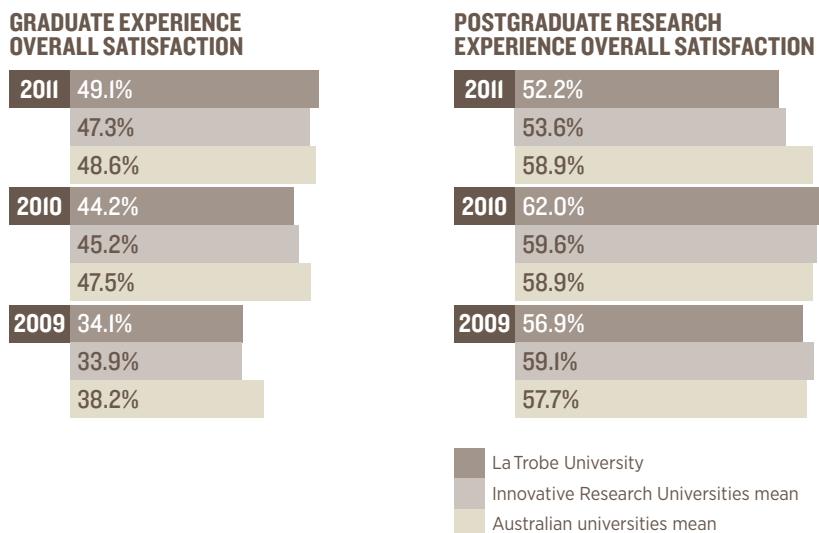


Graduate experience

The Course Experience Questionnaire is used to survey our recent graduates, while the Postgraduate Research Experience Questionnaire is used to survey recently graduated postgraduate research students. Both surveys are part of the Australian Graduate Survey, and provide useful data on student satisfaction. The 2010 Australian and Innovative Research Universities (IRU) means have been fractionally adjusted upwards due to a change in the way that the Graduate Careers Council treats the data.

The Australian Government has signalled that it will be undertaking a fundamental review of the Australian Graduate Survey in 2013 and the University will have the opportunity to provide input to this process. A post-administration review of the University Experience Survey will also be undertaken and we will be able to provide input.

2012 ACTIONS/RESPONSIBILITY		PROGRESS
Develop structured processes through which student satisfaction data (such as Australian Graduate Survey, Australasian Survey of Student Engagement and student feedback on subjects/teaching) must be considered by faculties and their intended actions reported centrally	Deputy Vice-Chancellor and Vice-President, Education; Director, Planning and Institutional Performance Unit	Completed: survey data is provided to faculties and senior management, and the Education Committee of Academic Board seeks information from Faculties about the improvement actions being undertaken
Lobby for incorporation of sustainability-related questions in student surveys conducted through the Australian Graduate Survey and Australasian Survey of Student Engagement	Deputy Vice-Chancellor and Vice-President, Education	Not completed: to be progressed in 2013
2013 ACTIONS		RESPONSIBILITY
Lobby for incorporation of sustainability-related questions in relevant student surveys conducted by external agencies including the Australian Government (Australian Graduate Survey and University Experience Survey) and ACER (Australasian Survey of Student Engagement)		Deputy Vice-Chancellor (Academic); Director, Planning and Institutional Performance Unit





OurSay question panel, AMUNC conference



Students, Albury-Wodonga Campus

CASE STUDY

Students organise Asia-Pacific Model United Nations Conference 2012

In July 2012, La Trobe University was host to the 18th annual Asia-Pacific Model United Nations Conference (AMUNC). The international event was one of the largest Model UN conferences in the world, with over 550 university students attending, including 100 international students. The conference was organised by a volunteer group of La Trobe University students, and was one of the largest student-organised events in the University's history.

The Office of the Pro Vice-Chancellor (Sustainability) worked closely with organisers to make the conference the most sustainable AMUNC ever held. These initiatives included providing reusable coffee cups to attendees, the use of 100 per cent recycled paper in printing, and vegetarian catering at all but one of the conference social events. The Office also assisted conference organisers in calculating their carbon emissions for offsetting.

Our social impact – staff

Staff categories

At the end of 2012, we had approximately 3,203 full-time equivalent (FTE) staff, a three per cent increase overall on 2011 staffing levels. Although we had a 17 per cent decrease in the total professional staff FTE compared to 2011, we increased the total academic staff FTE by 24 per cent compared to 2011.

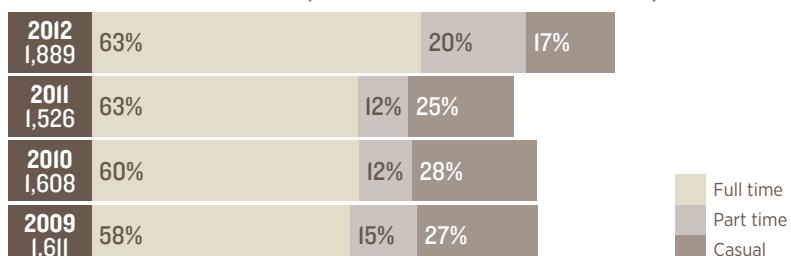
The biggest staffing changes were a reduction in part-time professional roles and a large increase in continuing academic full-time roles. The trend for a younger workforce continued in 2012, with a drop in staff members aged over 50 and a rise in the two categories under 50.

In 2012, following changes associated with the repositioning of the Faculty of Humanities and Social Sciences, approximately 37 staff were made redundant (30 voluntary and 7 targeted). These changes led to protests by some staff and students, and resulted in disciplinary hearings for three students regarding their behaviour during an Open Day protest staged at the Melbourne Campus.

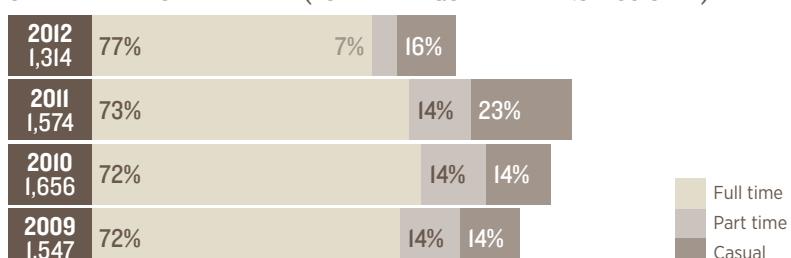
In terms of gender, age and other forms of diversity, the People and Culture division has established a regular regime of reporting and data analysis to internal stakeholders, which informs workforce planning and general strategies for diversity and equity.

More information on staff categories can be found at:
latrobe.edu.au/sustainability/report/2012/data

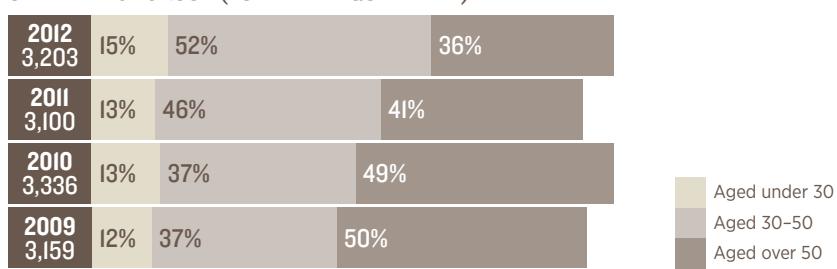
STAFF BY EMPLOYMENT TYPE (FULL-TIME EQUIVALENT ACADEMIC)



STAFF BY EMPLOYMENT TYPE (FULL-TIME EQUIVALENT PROFESSIONAL)



STAFF BY AGE GROUP (FULL-TIME EQUIVALENT)



2012 ACTIONS/RESPONSIBILITY

Review staff age group diversity/balance and consider the need for policy/guidelines to encourage change

Executive Director, People and Culture

PROGRESS

Completed

Two women were added to the senior management team in 2012: Natalie MacDonald became our Vice-President (Administration) and Professor Jane Long became the Deputy Vice-Chancellor (Academic).

Women in leadership

The proportion of female staff in senior academic roles (Associate Professor Level D and Professor Level E) remains greater than the Australian universities mean. Although the La Trobe University target for women at Professor Level E was not met, the proportion rose compared to 2011. The proportion of female professional staff at Higher Education Officer Level 10 (HEO 10) and above remains below both our target and the Australian universities mean. The ratio of female professional employees at the University (65 per cent) is tracking above the Australian universities 2010 mean (63 per cent).

52 per cent of academics at La Trobe University are women compared to 43 per cent for the Australian universities 2010 mean.

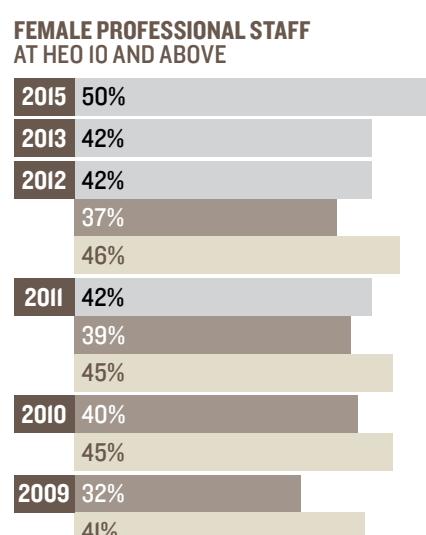
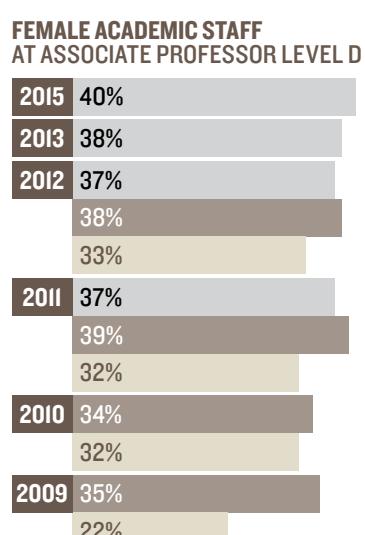
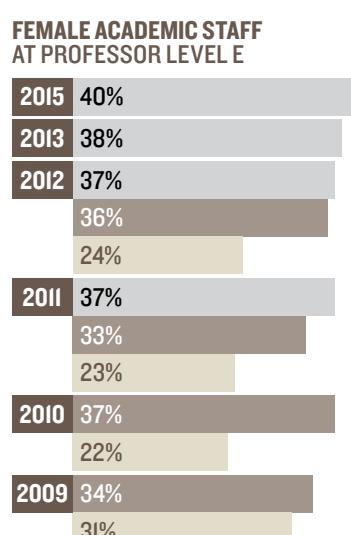
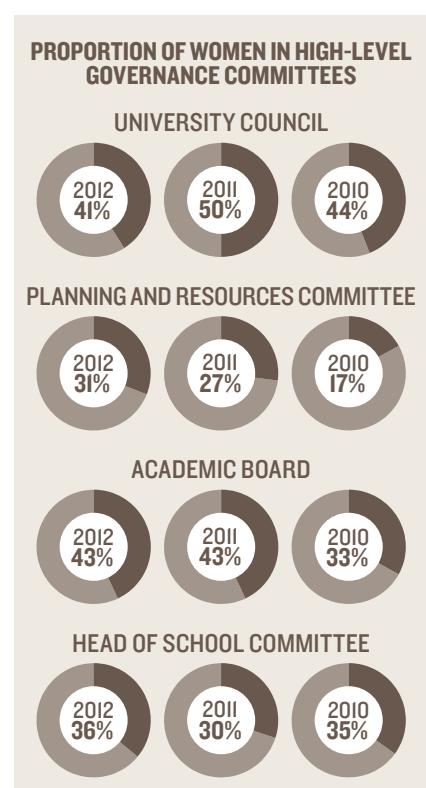
As a proportion of both academic and professional staff, women are significantly underrepresented at senior levels compared to men. The University has created a number of programs and a plan to support women in the workplace.

For more information, visit: latrobe.edu.au/students/equality/eeo-work

While the proportion of women on the Planning and Resource Committee and Heads of School Committee rose in 2012, it remained steady on the Academic Board and fell on the University Council.

ONGOING ACTIONS	RESPONSIBILITY
Monitor achievement of targets for women on high-level governance committees	Vice-Chancellor; Pro Vice-Chancellor (Equity and Student Services) Executive Directors; Executive Deans

Target
La Trobe University
Australian universities mean



CASE STUDY

Staff supporting 'Fitted for Work'

In June 2012, staff from the Student Complaints Office and the Faculty of Business, Economics, and Law co-ordinated a clothing drive for Fitted for Work. The organisation provides services to women who have been long term unemployed, including good quality corporate wear to be worn for interviews. La Trobe staff donated over 25 bags of clothing. The coordinating staff (Gail Quirk and Gail Bowen) also obtained a grant of \$800 from the Office of Sustainability for other small items Fitter for Work clients need.

Staff recruitment, retention and turnover

The staff turnover rate decreased in 2012 to just over eight per cent, down from 11 per cent in 2011, while the new hire rate remained steady at seven per cent. There was a notable drop in turnover for staff in full-time and part-time roles, and for staff aged 50 or younger.

In support of recruitment and retention, processes have been reviewed to heighten awareness of and strengthen the University's merit and diversity principles. Academic promotion criteria have been reviewed and the criteria have been broadened to include excellence in teaching.

The University aims to have a strategic approach to the issue of an ageing workforce; for example, we are expanding our talent pool options through identification and transference of capability. People and Culture has embedded generic capabilities into position descriptions and the recruitment process to enhance mobility options for staff within the University.

The University offers parental leave for all employees (other than casual staff), with a high rate of people returning to work after parental leave (about 69 per cent returned to work after leave in 2012 compared to 92 per cent in 2011).

The data for turnover, new hires and return to work after parental leave is available at: latrobe.edu.au/sustainability/report/2012/data

STAFF TURNOVER (%)	2009	2010	2011	2012
AGE				
Under 30	6.8%	7.1%	13.6%	8.1%
30-50	17.7%	16.2%	12.6%	7.9%
Over 50	14.6%	9.0%	8.0%	9.5%
CAMPUS				
Albury-Wodonga	14.8%	12.1%	11.1%	10.7%
Beechworth	3.9%	9.2%	193.7%	0.0%
Bendigo	17.3%	9.4%	6.8%	5.2%
Melbourne	14.6%	11.9%	10.9%	8.7%
City	12.8%	14.5%	18.4%	19.0%
Mildura	12.0%	3.9%	14.1%	14.5%
Shepparton	5.9%	3.1%	8.7%	6.6%
GENDER				
Female	16.0%	12.0%	11.3%	8.3%
Male	13.1%	10.8%	10.1%	8.7%

Turnover: Number of full-time equivalent (FTE) staff members who leave over the year divided by the total FTE (as at 31 December that year).

NEW HIRES (%)	2009	2010	2011	2012
AGE				
Under 30	14.3%	13.8%	12.1%	12.2%
30-50	15.1%	15.5%	8.9%	8.2%
Over 50	4.1%	4.1%	3.5%	3.0%
CAMPUS				
Albury-Wodonga	5.2%	8.3%	6.6%	3.4%
Beechworth	-	-	-	-
Bendigo	9.1%	8.1%	7.5%	5.0%
Melbourne	9.5%	10.1%	7.1%	7.2%
City	20.0%	6.8%	9.5%	16.8%
Mildura	13.1%	8.7%	7.7%	4.5%
Shepparton	17.8%	13.3%	2.2%	12.3%
GENDER				
Female	9.9%	10.0%	7.2%	7.3%
Male	9.0%	9.2%	7.1%	6.4%

New hires: Number of full-time equivalent (FTE) staff members who begin employment over the year divided by the total FTE (as at 31 December that year).

INDIGENOUS AUSTRALIANS

We are on track with our target of 35 employment opportunities over five years.

**20.3
STAFF (FTE)**

with an Indigenous Australian background employed in 2012

**16.1
STAFF (FTE)**

with an Indigenous Australian background employed in 2011

**14
STAFF (FTE)**

with an Indigenous Australian background employed in 2010 (10 staff in 2009)

2012 ACTIONS/RESPONSIBILITY

Induction for new staff to include sustainability practices
Executive Director, People and Culture
Induction for all new academic staff to include embedding sustainability in courses
Pro Vice-Chancellor (Sustainability); Executive Director, People and Culture
Review staff recruitment and promotion processes in light of an aging workforce
Executive Director, People and Culture

PROGRESS

Ongoing: new staff are provided with a copy of the most recent sustainability report and briefed at the organisational induction
Completed: there is no longer a separate induction for academic staff as everyone receives the same information on commencement, encouraging staff to embed sustainability into their work
Ongoing

2013 ACTIONS

Develop and implement an organisational People Strategy that incorporates corresponding Workforce Planning strategies developed to address potential issues and risks related to staff age group diversity/balance
--

RESPONSIBILITY

Executive Director, People and Culture

2012 ACTIONS/RESPONSIBILITY

Maximise employment opportunities for Indigenous Australians within faculties and divisions through traineeships, cadetships, fixed-term and continuing appointments and secondments
Executive Director, People and Culture

PROGRESS

Ongoing operational activity for the Indigenous Employment Program
--

Equal opportunities for Indigenous Australians

The University has an Indigenous Employment Strategy to engage Indigenous Australian job applicants, and we are on track with our target of 35 employment opportunities over five years. Indigenous applicants can subscribe to receive updates from the Indigenous Employment Database, to be notified of employment opportunities directly. Indigenous Student Services share a weekly job vacancy list with Indigenous students.

The Indigenous Employment Coordinator is currently investigating opportunities to implement traineeship programs. One traineeship opportunity was provided in Mildura in 2011–2012. Two additional opportunities are scheduled to commence within the Faculty of Business, Economics and Law in February 2013.

Each year, we celebrate Aboriginal and Torres Strait Islander cultural events, such as the Indigenous Week celebration in October 2012. Aboriginal Elders are also invited to perform Welcome to Country for major University events.

We are not aware of any incidents infringing the rights of Indigenous people by the University in 2012.

For more information, including our Indigenous Employment Strategy, see: latrobe.edu.au/indigenous

2013 ACTIONS

Renew the La Trobe University Indigenous Employment Strategy to maximise Indigenous Australian employment opportunities through relevant targets and initiatives
--

RESPONSIBILITY

Executive Director, People and Culture

To improve safety, there has been increased CCTV monitoring and creation of the Security and Safety Operations Centre. New residential and international students will be provided with security inductions in 2013.



Staff, Bendigo Campus

Human rights training

In keeping with the University's commitment to equality and human rights, the University Council mandated in 2005 that all fixed-term and continuing employees complete the Equity and Diversity Awareness Program, and then undergo refresher training every three years. The program aims to promote the understanding and practice of human rights, through an introductory two-hour online module augmented by a four-hour face-to-face session.

This program provides information on equal opportunity, disability support, cultural diversity, anti-discrimination, harassment issues and responsibilities, including University policy and procedures.

For more information about our Equality and Diversity Awareness Program training, see: latrobe.edu.au/students/equality/neo-work/EDAP

In 2012, 201 fixed-term and permanent staff completed the online and face-to-face components of our Equality and Diversity Awareness Program training.

There was a strong increase in semester-based casual staff completing online training (210 people compared to five in 2011) due to improved induction processes. Security staff receive ongoing training in common law and legislation relevant to their work practices. No additional security staff completed the Equality and Diversity Awareness Program training in 2012.

A review of the program was undertaken in 2012 by senior academic staff and a report has been prepared. In 2013, we aim to implement the review recommendations which include: improved promotion of program through inclusion in Performance Development Plans, attendance rates included in supervisors' key performance indicators, and additional resources provided to address the backlog of untrained staff.

Our human rights policies can be viewed at: latrobe.edu.au/policy

Note: Previous reports only reported completions of the face-to-face session; now updated to include hours from completion of the online module.

Occupational health and safety

La Trobe University's 2012 occupational health and safety incident statistics are comparable to those from previous years, except for a significant reduction in the number of workers' compensation claims and claims involving lost time.

The University's *Health and Safety Strategy 2011–2013* describes the range of programs and activities designed to increase health and safety awareness and improvement.

Information on health and safety governance and training can be found at: latrobe.edu.au/sustainability/report/2012/data

People and Culture dealt with 27 grievance incidents or enquiries, with all but two closed by the end of the year. Most complaints concerned conduct (19 per cent), inappropriate behaviour (19 per cent) or interpersonal conflict (19 per cent), while the remainder covered bullying (15 per cent), management style (11 per cent), workload (7 per cent) and behaviour (7 per cent). The decrease in bullying (from 44 per cent in 2011) could be due to a better understanding of the WorkCover definition of 'bullying', with some claims reviewed under 'inappropriate behaviour' procedures (as appropriate).

The Workplace Relations team reviewed and updated a staff/manager information session on 'Expectations for Professional Behaviour', with the professional behaviours now integrated in the University's Performance Development Framework. Additional sessions are required in targeted areas of the University.

The Grievance Policy and Procedure is under review to ensure better understanding and focus on informal and local resolution followed by clear and timely processes supported by People and Culture.

AWARENESS

All fixed-term and continuing employees are to complete the Equity and Diversity Awareness Program.

**1,400
HOURS**

of equality and diversity training in 2012

**1,102
HOURS**

of equality and diversity training in 2011

**2,086
HOURS**

of training in 2010 (1940 hours in 2009)

OHS INCIDENTS	2009	2010	2011	2012
TOTAL OHS INCIDENTS				
Hazard reports (no injury)	64	61	66	72
Incident reports (no injury)	166	261	284	268
Incident reports (injury)	223	262	258	259
BY CAMPUS				
Albury-Wodonga	13	28	12	14
Beechworth	3	11	3	0
Bendigo	42	68	75	78
Melbourne	341	393	437	415
City	3	17	10	15
Mildura	23	19	12	4
Shepparton	8	1	16	14
Off-Campus	20	47	43	59
BY PERSON (INJURY ONLY)				
Staff	141	145	133	135
Student	64	97	104	101
Contractor	2	5	5	4
Visitor	6	4	11	13
Other	10	11	5	6
BY GENDER (INJURY ONLY)				
Female	158	185	168	177
Male	65	77	90	82
WORKERS COMPENSATION CLAIMS				
Total number of claims	30	33	37	20
Claims involving lost time	10	14	16	7
Total Lost Time (days)	163	286	500	207

Includes staff, students, contractors and University visitors.

GRIEVANCES	2009	2010	2011	2012
Initial contact	-	28	9	11
Formal cases/complaints	21	12	16	16
Continuing cases	0	3	1	2
Completed cases	21	9	15	14

Includes bullying and discrimination. Initial contact data not available for 2009.

THREATENING BEHAVIOUR	2009	2010	2011	2012
Threatening behaviour	14	6	5	5
Aggravated assaults	1	4	6	3

Includes staff, students, contractors and University visitors.

2013 ACTIONS	RESPONSIBILITY
Develop a new integrated health and safety system to improve the management of health and safety risks across the University	Manager, La Trobe Health and Safety Director, Risk Management
Improve arrangements by which health and safety is operationally managed within the University	Manager, La Trobe Health and Safety Director, Risk Management
Improve overall public safety within areas of University operations and enhanced personal safety while travelling	Manager, La Trobe Health and Safety Director, Risk Management

OUR SOCIAL IMPACT – STAFF

To support the development of staff, the University invested over \$2.5 million in staff training and conference participation in 2012, or \$792 per full-time equivalent on average.

Staff training hours are not tracked by our systems.

Salary and benefits

Our employment terms and conditions, salary scales, classifications, superannuation and other entitlements are outlined in the La Trobe University Collective Agreement, which covers all staff except for the Vice-Chancellor and the Deputy Vice-Chancellors. The Agreement outlines a variety of resignation and termination notice periods for employees employed under different conditions. Negotiations for the next collective agreement commenced in 2012.

A wide range of benefits and entitlements are offered to staff members at La Trobe University, including an employee assistance program, salary packaging, parental leave, flexible conditions and a wellness program, as well as access to childcare, gym and swimming facilities on some campuses.

For more detail, including a copy of the 2009 Collective Agreement, see: latrobe.edu.au/jobs/working/benefits

Our Organisational Development unit provides professional and career development opportunities for staff in organisational learning, continuous improvement and development of people.

A number of initiatives are also in place to support staff transition from the University, including superannuation seminars;

policies allowing reduced workloads whilst protecting superannuation contribution arrangements and potential retirement incentives to eligible staff; and severance pay (with consideration to age and years of service) is provided as per the University's Collective Agreement.

Staff are entitled to join the National Tertiary Education Union. Union representatives attend and speak to new staff at the biannual 'Welcome to La Trobe' induction sessions, and are provided with an on-site office and facilities to give staff access to their services. Staff can deduct union fees from their pay and are provided with time release or leave to participate in union activities. The National Tertiary Education Union is a party to the collective bargaining process, and is consulted on organisational change matters that have a significant impact on staff.

Staff development and performance

All permanent and fixed-term staff members (with a contract of over 12 months) complete an annual performance plan, which is reviewed at the end of the year. While the process is increasingly being facilitated online, the University does not yet have data on the number of plans developed or reviewed each year.

Gender pay gap

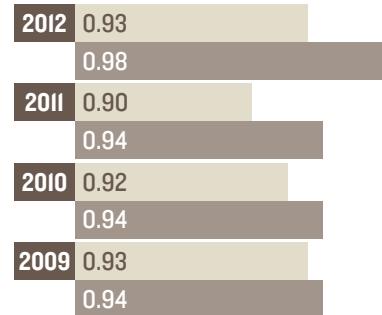
The University is an Employer of Choice for Women, recognised through reports submitted to the Australian Workplace Gender Equality Agency. The University's overall gender pay gap in 2012 was 18.64 per cent, which is an increase of six per cent since 2011, when it was 17.48 per cent. This is larger than the May 2012 Australian average for people working full-time, where women earned 17.5 per cent less than men.

ABS (2012). Average Weekly Earnings – Trend, May 2012, Cat. 6302.0, (released 16 August 2012) Australian Bureau of Statistics: Canberra

The 2012 female-to-male wage ratio for staff (full-time, part-time and casual) was less than in 2011, with near parity for male and female academics. The University has implemented a gender equality strategic plan; it includes an action to undertake an annual gender pay equity audit and investigate actions to address inequity. We further analysed the wage ratio for the University by breaking the results down by employment type, and compared the salary for the entry-level employment classifications to the federal minimum wage.

To view the results and minimum wage averages by gender, see: latrobe.edu.au/sustainability/report/2012/data

FEMALE TO MALE WAGE RATIO



2012 ACTIONS/RESPONSIBILITY

Incorporate leadership and responsibility for sustainable development into core job descriptions and responsibilities

Executive Director, People and Culture

Each division and faculty to develop actions in Workforce Plans in response to Staff Climate Survey results

Executive Directors and Deans

PROGRESS

Completed for those within the revised Senior Leadership team

2013 ACTIONS

Implement a leadership program that encourages emerging leaders

RESPONSIBILITY

Executive Director, People and Culture

Professional
Academic

Our economic and supply chain impact

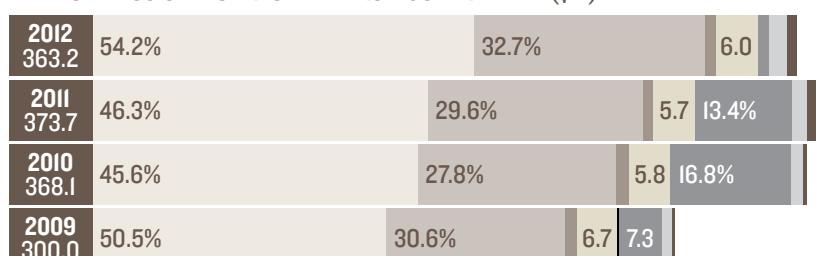
Economic performance

La Trobe University receives financial assistance from government in the form of research grants, higher education loans, scholarships and funding for capital. In 2012, we received \$363.2 million from the federal government, a 2.8 per cent decrease from 2011. The decrease in Australian Government financial assistance is due to the Education Investment Fund (EIF) capital grants being finalised in early 2012. While the University received \$57.5 million in capital grants in 2011 from the EIF, it received just \$6.5 million from the EIF in 2012. The University also had an increase in borrowing costs due to the AgriBio facility achieving commercial acceptance and the interest on the finance lease for the facility.

For more in-depth details, see our annual report at:
latrobe.edu.au/council/resources

PERFORMANCE (\$'000)	2009	2010	2011	2012
Australian Government financial assistance				
▪ Australian Government grants	208,048	265,908	263,190	244,353
▪ HECS-HELP – Australian Government payments	85,392	94,961	101,180	110,380
▪ FEE-HELP	6,532	7,209	9,324	8,495
State and local government financial assistance	8,483	5,673	6,345	6,503
HECS-HELP – student payments	12,122	12,938	12,252	12,222
Fees and charges	118,004	126,172	115,070	117,252
Investment revenue	7,259	8,032	13,732	13,298
Consultancy and contracts	42,613	42,172	41,332	44,857
Other revenue	43,464	47,469	55,596	45,468
Deferred government superannuation contributions	8,737	7,963	482	24,974
Total revenue (direct economic value generated)	540,654	618,497	618,503	627,802
Operating costs	-122,383	-118,492	-134,404	-149,921
Employee wages and benefits	-323,798	-356,270	-359,485	-395,564
Payment to providers of capital	-3,570	-3,333	-3,195	-7,190
Other categories of expenditure	-38,159	-41,162	-37,634	-40,830
Total expenses (economic value distributed)	-487,910	-519,257	-534,718	-593,505
Net operating result (economic value retained)	52,744	99,240	83,785	34,297
Current and non-current assets	1,095,553	1,205,464	1,300,882	1,398,566
Current and non-current liabilities	213,879	224,584	235,860	361,539
Equity	881,674	980,880	1,065,022	1,037,027

FINANCIAL ASSISTANCE RECEIVED FROM GOVERNMENT (\$M)



C'wealth Grants Scheme and other grants
 Higher Education Loan Program
 Scholarships
 Department of Innovation, Industry, Science and Research

Voluntary Student Unionism
 Other capital funding
 Australian Research Council
 Other government assistance

OUR ECONOMIC AND SUPPLY CHAIN IMPACT

Direct and indirect economic impacts

With campuses across Victoria, the University has direct and indirect economic impacts from its procurement and employment in these communities. We have a strong network of regional campuses located in Albury-Wodonga, Bendigo, Mildura and Shepparton, in addition to our Melbourne and City Campuses. These campuses make valuable economic contributions to their surrounding communities.

Our 2011 report, *Creating Futures*, outlined the ways in which the University has contributed economically to the northern suburbs of Melbourne, especially through drawing international students to the region. We are aiming to report our local spend in future, but this will require upgrades to our supplier contacts and software.

Although discussions began in 2012 about a methodology to measure the University's indirect economic impacts, the process stalled due to personnel changes in some of the areas involved. The Director of Sustainability will work with a number of University divisions in 2013 to identify a suitable methodology, with a view to report in 2014. Some of the information may be addressed through the master planning process in 2013.

In 2012, Flexible and Online Learning Development (FOLD) started pilot projects to design or redesign subjects or courses at La Trobe to embed flexible, blended and online learning. This included several curriculum design projects relating to regional campuses, and the development of a good practice guide for multi-campus teaching.

In 2013, strategic planning will include further design and development using FOLD pedagogy to ensure La Trobe students can study in flexible ways to suit diverse needs for different styles, times, places and paces of learning, with an increased emphasis on blended learning (combining face-to-face classroom methods with computer-mediated activities). This approach will include course flexibility of educational offerings on La Trobe's regional campuses.

2012 ACTIONS/RESPONSIBILITY	PROGRESS
Develop a methodology to measure the University's indirect economic impacts on its surrounding communities through the provision of infrastructure, services and research Executive Director, Infrastructure and Operations; Pro Vice-Chancellor (Sustainability)	Not complete; this will be progressed in 2013
Conduct a needs assessment of community infrastructure and services to determine how the University can contribute to its surrounding communities Pro Vice-Chancellor (Sustainability); Executive Director, Infrastructure and Operations; Executive Director, Marketing and Engagement	Not complete; this will be progressed in 2013
Improve timetabling and course flexibility of educational offerings to regional communities (ongoing) Deputy Vice-Chancellor and Vice-President, Education	Pilot projects have begun to design or redesign subjects or courses at La Trobe to embed flexible, blended and online learning

ONGOING ACTIONS	RESPONSIBILITY
Improve course flexibility of educational offering to regional communities	Deputy Vice-Chancellor (Academic)

Minimum wages for University staff are well above the federal minimum, with academic minimums almost twice the federal minimum wage.

Cost of living and minimum wage

La Trobe University's Melbourne Campus is located outside the city centre in the northern suburbs, so accommodation nearby is more affordable. Accommodation is also very affordable in the areas where the University's regional campuses are based. Regional campuses are close to urban centres, and all campuses are serviced by public transport.

Minimum wages for University staff are well above the federal minimum, with academic minimums almost twice the federal minimum wage.

Fifty-five per cent of La Trobe students who completed the International Student Barometer survey in 2012 are satisfied with their cost of living (above the 2011 result of 51 per cent and 2012 Australian universities mean of 53 per cent). In 2012, La Trobe University expanded the International Student Services team. More staff members are now available to meet with international students and discuss any issues, including those related to students' financial circumstances. The ISS team provides international students with resources and accurate information regarding the cost of living in Australia.

International Student Services assists students with financial difficulties by providing advice regarding available support on and off-campus. These financial support initiatives helped improve the average international students' satisfaction on financial support from 2.61 in 2011 to 2.70 in 2012 (on a scale of one to four), and average satisfaction with the finance office from 2.98 in 2011 to 3.04 in 2012.



Student accommodation, Bendigo Campus

MINIMUM WAGE LEVELS	2009	2010	2011	2012
Australian government minimum wage	1.00	1.00	1.00	1.00
Academic minimum wage (Level A)	3.13	3.03	3.03	3.15
Casual academic minimum wage (Research Assistant 1)	1.92	1.93	1.95	1.95
Professional minimum wage (HEO 1)	1.41	1.40	1.41	1.43
Casual professional minimum wage (HEO 1)	1.53	1.54	1.55	1.56

Finding suitable accommodation, especially for newly arrived international students, can be particularly challenging. International Student Services helps enable students coming to the University to create links via a Facebook/Renren Transition@Latrobe program. All students will have our comprehensive publication, *My Life at La Trobe Guide*, posted to them in their country, and receive invitations to attend our pre-departure webinars during which questions are answered by Residential Services staff. During these sessions, students also have the opportunity to make friends and look for potential housemates.

La Trobe also strives to improve services and investigate the possibility of further developing on-campus accommodation. International students' needs are a key consideration of the committee charged with reviewing accommodation services.

These accommodation initiatives helped improve the average international students' satisfaction with the accommodation office significantly, from 2.90 in 2011 to 3.22 in 2012 (on a scale of one to four) and satisfaction with access to suitable accommodation increased from 2.90 to 3.07.

OUR ECONOMIC AND SUPPLY CHAIN IMPACT

Procurement practices

La Trobe University has a procurement policy that guides our approach to sustainable procurement. We provide local suppliers with the opportunity to quote for goods or services for the relevant regional campuses and organisation-wide.

In 2012, the Procurement unit worked with the Office of the Pro Vice-Chancellor (Sustainability) and academics to develop a sustainable procurement framework; a trial of this framework is scheduled for 2013.

While we do not currently actively screen suppliers for human rights or environmental factors, we do discuss these issues with some key suppliers and do include some standard environmental questions in the tender template.

Our Procurement team has analysed the tenders they directly managed in 2012 and identified that 25 out of 37 suppliers engaged by the University were screened for environmental considerations (all have to comply with human rights policies and laws). A number of University tenders (and associated contracts) are managed directly by other areas, and a number of contracts are drawn up directly by Legal Services; our Procurement team has no direct involvement in these and we are not yet able to track environmental and social screening for them.

2012 ACTIONS/RESPONSIBILITY	PROGRESS
Implement and communicate a 'locally produced' procurement policy and include requirements for use of food produced locally (where available) in contracts with food service vendors and in residential colleges and childcare Director, Financial Operations	Incomplete: to be explored with the Service Businesses division in 2013
ONGOING ACTIONS	RESPONSIBILITY
Train staff who make major purchasing decisions in sustainable and responsible procurement	Director, Corporate Finance
Communicate the 'locally produced' aspects of the procurement policy, particularly the requirements for use of food produced locally (where available) in contracts with food service vendors and in residential colleges and childcare	Director, Corporate Finance; Director, Service Businesses

Investment practices

Our University invests funds with two external fund managers: Industry Funds Management and Victorian Funds Management Corporation, who manage approximately \$27 million on the University's behalf.

Both funds have environmental, social and governance policies, that can be viewed online at:
industryfundsmanagement.com/esg and
vfmc.vic.gov.au/Governance/ESG.aspx

These two major fund managers are required to provide regular reports on environmental, social and governance matters to the University Council's Investment Portfolio Sub Committee. A working party was established in late 2012, comprising members of Finance and the Office of the Pro Vice-Chancellor (Sustainability), to establish methods to implement environmental, social and governance considerations in the University's investment portfolio. Their work will continue in 2013.

ANTI-CORRUPTION

Audits and employee incidents at La Trobe

22 AUDITS

for financial and compliance reasons in 2012 (14 in 2011, 20 in 2010, 18 in 2009)

ZERO INCIDENTS

in which employees were dismissed or disciplined for corruption in 2012 (0 in 2011, one in 2010, three in 2009)

Fairtrade

The Fairtrade initiative aims to promote better living standards in developing nations by ensuring a fair price is paid for tea, coffee and other products. We are proud to be an accredited Fair Trade University and an active member of Fair Trade communities. While our percentage spend on Fair Trade coffee from faculty/division funds stayed at 98 per cent, our Fair Trade tea spend increased to 91 per cent (from 81 per cent in 2011). Expanding our Fairtrade options, Image La Trobe launched a line of Fairtrade cotton T-shirts and polo tops in 2012.

In May, students coordinated a Fairtrade Expo at the Melbourne Campus, as part of Fair Trade Fortnight. It included a market in the Agora, promotional offers with cafes and information on Fairtrade. Staff and students also participated in the Fairly Educated Student Conference, which received a financial contribution of \$2,000 from the Office of the Pro Vice-Chancellor (Sustainability) towards the conference budget.

The number of University retailers with Fairtrade offerings remained at 17 in 2012. New managers dropped the Fairtrade option at two existing cafes, but an existing and a new café both supported new Fairtrade lines. Although six outlets have a Fairtrade requirement in their lease, outlets on existing agreements are not obligated to provide Fairtrade products. Discussions with existing tenants, especially when new managers commence, is crucial to maintain and grow our Fairtrade offerings.

The University is looking to further its Fairtrade commitment in 2013 through potential inclusion of Fairtrade volunteering as part of the University's Infinity Leadership Program, increasing the range of Fairtrade products on offer to staff in the office supplies catalogue, increased support of and awareness for the University's Fairtrade policy, and continued support of the Fairly Educated student movement.

2012 ACTIONS/RESPONSIBILITY

Increase the number of retailers offering Fairtrade products and the range of products offered

Pro Vice-Chancellor (Sustainability)

PROGRESS

Ongoing: raised profile of Fairtrade at student-led event on Melbourne Campus; discussion has taken place between the Fairtrade Secretariat and Infrastructure and Operations regarding lease agreements (most of which have many years before their renewal date)

ONGOING ACTIONS

As University retail outlet lease contracts are created or renewed, ensure that supply of Fairtrade products is a condition within leasing contracts

Continue to encourage the purchase of Fairtrade products for events (such as Open Days) and corporate gifts, where Fairtrade certified products are available

Increase the number of retailers offering Fairtrade products and the range of products offered

RESPONSIBILITY

Executive Director, Infrastructure and Operations
Director, Service Businesses

Director, Sustainability; Chief Marketing Officer, Marketing and Engagement; Pro Vice-Chancellor (Equity and Student Services)

Director, Sustainability
Executive Director, Infrastructure and Operations;
Director, Service Businesses

Anti-corruption

The University continued its program of financial and compliance audits in 2012, assessing the effectiveness of our risk management, control and governance processes. A Fraud and Control Self-Assessment questionnaire was issued to all University departments during the year, involving all budget managers.

Bribery of foreign officials *Criminal Code Act 1995 (Cth)* was included in the University Compliance Register, while the fraud risk register continues to be maintained and updated twice yearly. Again there were no reported cases of corruption in 2012 (internal or external), no cases of anti-competitive behaviour, nor any fines or sanctions for non-compliance with laws and regulations.

2012 ACTIONS/RESPONSIBILITY

Deliver a control and fraud self-assessment program across the University

Director, Risk Management Unit

PROGRESS

Ongoing: a triennial Controls and Compliance Self-Assessment is conducted

ONGOING ACTIONS

Identify, assess and manage fraud and corruption-related risks, protecting the University from financial loss and reputational harm

Ensure the University complies with its legislative and regulatory obligations, and investigates and reports on compliance breaches

RESPONSIBILITY

Director, Risk Management

Director, Risk Management

Independent Assurance Statement

Independent Limited Assurance Report in relation to La Trobe University's 2012 Sustainability Report

To the Vice-Chancellor of
La Trobe University ('La Trobe')

We have carried out a limited assurance engagement in order to state whether anything has come to our attention that causes us to believe that the subject matter detailed below ('Subject Matter') and as presented in the La Trobe 2012 Sustainability Report ('the Report') has not been reported and presented fairly, in all material respects, in accordance with the criteria below.

Subject Matter

The Subject Matter for our limited assurance engagement included the following for the year ended 31 December 2012:

Subject Matter 1: La Trobe's adherence to the AA1000 AccountAbility principles of Inclusivity, Materiality and Responsiveness as defined in the AA1000 AccountAbility Principles Standard (2008) ('APS (2008)')

Subject Matter 2: La Trobe's specified performance information, relating to the following five sustainability priorities as defined in the 'Quantified Targets' section of the Report, being:

- Sustainability research
- Sustainability education
- Energy consumption
- Access to education (physical access and social access i.e. commuting and low socio-economic student participation)
- International student attraction and retention

These sustainability priorities were selected based on Ernst & Young's materiality assessment process.

Subject Matter 3: La Trobe's reported alignment to the self-declared Global Reporting Initiative's ('GRI') application level (A+)

The Subject Matter did not include:

- Data sets, information, systems or approaches relating to areas other than the sustainability priorities selected
- Management's forward looking statements
- Any comparisons made against historical data

Criteria

The following criteria have been applied to the Subject Matter described above:

- Subject Matter 1: APS (2008)
- Subject Matter 2: La Trobe's reported criteria as detailed in footnotes throughout the Report
- Subject Matter 3: The GRI's G3.1 Sustainability Reporting Framework Guidelines. These guidelines set out the criteria for achieving an application level of A+

The Responsibility of Management

The management of La Trobe is responsible for the preparation and presentation of the Subject Matter in the Sustainability Report in accordance with the above criteria, and is also responsible for the selection of methods used in the criteria. No conclusion is expressed as to whether the selected methods used are appropriate for the purpose described above. Further, La Trobe's management is responsible for establishing and maintaining internal controls relevant to the preparation and presentation of the Subject Matter that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate criteria; maintaining adequate records and making estimates that are reasonable in the circumstances.

Assurance Practitioner's Responsibility

Our responsibility is to express a limited assurance conclusion on the Subject Matter based on our assurance engagement in accordance with the *International Federation of Accountants' International Standard for Assurance Engagements Other Than Audits or Reviews of Historical Financial Information* ('ISAE 3000') and in accordance with the requirements of a Type 2 assurance engagement under AccountAbility's AA1000 Assurance Standard (2008) ('AA1000AS (2008)') and the terms of reference for this engagement as agreed with La Trobe.

Our procedures were designed to obtain a limited level of assurance on which to base our conclusion and, as such, do not provide all the evidence that would be required to provide a reasonable level of assurance. The procedures performed depend on the assurance practitioner's judgement including the risk of material misstatement of the Subject Matter, whether due to fraud or error. While we considered the effectiveness of management's internal controls when determining the nature and extent of our procedures, our assurance engagement was not designed to provide assurance on internal controls.

Our procedures did not include testing controls or performing procedures relating to checking aggregation or calculation of data within IT systems, which would have been performed under a reasonable assurance engagement.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our limited assurance conclusions.

Work Performed

Our procedures were designed with regard to a Type 2 assurance engagement in accordance with AA1000AS (2008). This involved assessing adherence to the AA1000 Accountability Principles and the reliability of specified performance information. In order for us to provide a conclusion in relation to the AA1000 Accountability Principles we considered the following questions:

Inclusivity: Has La Trobe demonstrated a commitment to be accountable to stakeholders on whom it has an impact or to those stakeholders who have an impact on it?

Materiality: Does La Trobe have in place a process for determining material issues that result in a balanced understanding and prioritisation of its material sustainability issues?

Responsiveness: Does La Trobe have a process in place that enables it to respond to stakeholders in a way that addresses their needs, concerns and expectations in a comprehensive, balanced and timely way?

Our procedures included, but were not limited to:

- Gaining an understanding of La Trobe's business and approach to sustainability
- Conducting interviews with key personnel and collating evidence to understand:
 - The process for stakeholder engagement across the university
 - The process for determining material issues and reporting against them, and
 - The process for collecting, collating and reporting performance information relating to the five sustainability priorities during the reporting period
- Performing a gap analysis between La Trobe's implementation of the principles of materiality, inclusivity and responsiveness based on evidence gathered, and the guidance outlined in the AA1000 APS (2008).

- Conducting limited assurance procedures for the five sustainability priorities:
 - Checking that calculation criteria have been correctly applied as per the methodologies outlined in footnotes throughout the Report
 - Undertaking analytical review procedures to support the reasonableness of the data
 - Identifying and testing assumptions supporting calculations
 - Testing, on a sample basis, underlying source information to check the accuracy of the data, and
 - Testing, on a sample basis, the accuracy and balance of performance statements within the Report
 - Testing, on a sample basis, the accuracy of 2012 action status statements within the Report
 - Testing, on a sample basis, the accuracy and balance of the Report associated as a whole
 - Reviewing and agreeing La Trobe's self assessment of the Report's GRI G3 application level through checking La Trobe had reported against the relevant GRI standard disclosures and performance indicators.

Use of our Report

We disclaim any assumption of responsibility for any reliance on this assurance statement or on the Subject Matter to which it relates, to any person other than management and Vice Chancellor of La Trobe, or for any purpose other than that for which it was prepared.

Independence, Competence and Experience

In conducting our assurance engagement we have met the independence requirements of the APES 110 Code of Ethics for Professional Accountants. We have the required competencies and experience to conduct this assurance engagement.

INDEPENDENT ASSURANCE STATEMENT

Limited Assurance Conclusion

Subject Matter 1

On the basis of our limited assurance procedures, nothing has come to our attention that causes us to believe that:

- La Trobe has not engaged with key stakeholders nor considered the information obtained from the stakeholder engagement process in developing an accountable and strategic response to sustainability in accordance with the AA1000 APS (2008) Inclusivity principle.
- The Report does not address La Trobe's material sustainability issues most significant to La Trobe and its stakeholders in accordance with the AA1000 APS (2008) Materiality principle.
- The Report does not respond to stakeholder issues in a timely and balanced fashion in accordance with the AA1000 APS (2008) Responsiveness principle.

Subject Matter 2

Nothing has come to our attention that causes us to believe that La Trobe's specified performance information, relating to five sustainability priorities, has not been reported and presented fairly, in all material respects, in accordance with the criteria listed above.

Subject Matter 3

Nothing has come to our attention that causes us to believe that La Trobe's self-declared application level of A+, has not been reported and presented fairly, in all material respects, in accordance with the criteria listed above.

Observations and opportunity for improvement

Sustainability Strategy

La Trobe continued to focus on integrating sustainability into its broader strategy in 2012, as can be seen through the development of La Trobe's *Future Ready Strategic Plan 2013-2017*. To be successful, the integration of sustainability should ensure that appropriate knowledge and expertise is developed and retained, and that the sustainability processes and controls implemented support adherence to the AA1000 Principles.

Materiality

While La Trobe has conducted an extensive five-part materiality test, we noted that it continues to report on issues rated as low and moderate in the materiality assessment. In future, we would recommend that La Trobe structures and focuses its report around its material issues to allow stakeholders to easily access information that is of interest to them. Further, to support the integration of sustainability within the university, the Sustainability team should consider communicating the outcome of its materiality determination process to management to help inform future sustainability strategy.

Inclusiveness and Responsiveness (Stakeholder Engagement)

Through interviews with La Trobe management, and a review of stakeholder engagement plans, we found evidence that demonstrated that La Trobe is both inclusive and responsive to its stakeholders. However, we identified that La Trobe has no overarching framework to ensure consistency in its approach to stakeholder engagement across the university. We recognise that this will be a focus for La Trobe's management in 2013. In developing the framework, we would encourage La Trobe management to establish a consistent approach to identifying and prioritising both stakeholders and their issues. Further, the framework should specify how the information collected through stakeholder engagement is to be communicated to management in order to help inform the university's future strategy.

The above observations and opportunities for improvement do not affect our conclusions expressed in the Limited Assurance Conclusion section above.

Matters Relating to Electronic Presentation of Information

Where web-links have been made from the full Report to La Trobe web pages for the purposes of meeting the declared GRI G3 application level, our review included that web-based information that was available via these web-links as of the date of this statement. We provide no assurance over changes to the content of these web links after the date of this assurance statement.



Ernst & Young
Melbourne, Australia
13 May 2013





Statement GRI Application Level Check

GRI hereby states that **La Trobe University** has presented its report "Building Futures (2012)" to GRI's Report Services which have concluded that the report fulfills the requirement of Application Level A+.

GRI Application Levels communicate the extent to which the content of the G3.1 Guidelines has been used in the submitted sustainability reporting. The Check confirms that the required set and number of disclosures for that Application Level have been addressed in the reporting and that the GRI Content Index demonstrates a valid representation of the required disclosures, as described in the GRI G3.1 Guidelines. For methodology, see www.globalreporting.org/SiteCollectionDocuments/ALC-Methodology.pdf

Application Levels do not provide an opinion on the sustainability performance of the reporter nor the quality of the information in the report.

Amsterdam, 10 May 2013

Nelmaria Arbez
Deputy Chief Executive
Global Reporting Initiative



The "+" has been added to this Application Level because La Trobe University has submitted (part of) this report for external assurance. GRI accepts the reporter's own criteria for choosing the relevant assurance provider.

The Global Reporting Initiative (GRI) is a network-based organization that has pioneered the development of the world's most widely used sustainability reporting framework and is committed to its continuous improvement and application worldwide. The GRI Guidelines set out the principles and indicators that organizations can use to measure and report their economic, environmental, and social performance.
www.globalreporting.org

Disclaimer: Where the relevant sustainability reporting includes external links, including to audio visual material, this statement only concerns material submitted to GRI at the time of the Check on 29 April 2013. GRI explicitly excludes the statement being applied to any later changes to such material.

GRI G3.1 CONTENT INDEX (CONCISE)

PROFILE DISCLOSURE AND CATEGORY		REPORTED	REPORT SECTION OR FULL GRI CONTENT INDEX	PAGE
1.1-1.2	Strategy and analysis	Fully	Our commitment to sustainability Our approach to sustainability and our material impacts	3-4 8-10
2.1-2.7, 2.9, 2.10	Organisation profile	Fully	latrobe.edu.au/sustainability/report/2012/GRI	
2.8		Fully	La Trobe University 2012 snapshot Our social impact students; student categories Our social impact: staff: staff categories Our economic and supply chain impact: economic performance	2 40 48 55
3.1-3.3, 3.5-3.12	Report parameters	Fully	latrobe.edu.au/sustainability/report/2012/GRI	
3.4		Fully	Back page	
3.13		Fully	Our commitment to sustainability Our approach to sustainability and our material impacts Assurance statement	3-4 8-9 60-62
4.1-4.3, 4.5-4.11, 4.13-4.14, 4.16	Governance, commitments and engagement	Fully	latrobe.edu.au/sustainability/report/2012/GRI	
4.4		Fully	Our approach to sustainability and our material impacts Engaging with stakeholders on sustainability Our social impact – students: students on decision-making committees	9 12 40
4.12		Fully	Engaging with stakeholders on sustainability Our environmental impact: built environment Our social impact - community	12-16 33 38-39
4.15		Fully	Engaging with stakeholders on sustainability	15
4.17		Fully	Our approach to sustainability and our material impacts	8-9
G3.1 DMAs		Fully	latrobe.edu.au/sustainability/report/2012/GRI	

PERFORMANCE INDICATOR AND CATEGORY		REPORTED	REPORT SECTION OR FULL GRI CONTENT INDEX	PAGE
EC1	Economic performance	Partially	latrobe.edu.au/sustainability/report/2012/GRI	
EC2		Fully	latrobe.edu.au/sustainability/report/2012/GRI	
EC3		Fully	Our social impact: staff: salary and benefits	54
EC4		Fully	Our economic and supply chain impact: economic performance	56
EC5	Market presence	Fully	Our economic and supply chain impact: cost of living and minimum wage	57
EC6		Partially	Our economic and supply chain impact: procurement practices	58
EC7		Partially	latrobe.edu.au/sustainability/report/2012/GRI	
EC8	Indirect economic impacts	Partially	latrobe.edu.au/sustainability/report/2012/GRI	
EC9		Partially	Our economic and supply chain impact: direct and indirect economic impacts	56
EN1-EN2	Materials	Fully	Our environmental impact: products and services - paper use	36-37
EN3, EN4		Fully	Our environmental impact: energy consumption	28-29
EN5-EN7		Partially	Our environmental impact: energy consumption Our environmental impact: commuting Case study: Greener Government Buildings program	28-29 30-31 31
EN8-EN9		Partially	Our environmental impact: water use	32
EN10, EN15, EN27, EN30	Water; biodiversity; products and services; overall	Not	latrobe.edu.au/sustainability/report/2012/GRI	
EN11-EN14	Biodiversity	Fully	Our environmental impact: biodiversity	34-35
EN16-EN17	Emissions, effluents and waste	Fully	Our environmental impact: greenhouse gas emissions	26-27
EN18		Fully	Our environmental impact: greenhouse gas emissions Our environmental impact: commuting Case study: Greener Government Buildings program	26-27 30-31 31
EN19, EN21		Partially	latrobe.edu.au/sustainability/report/2012/GRI	
EN20		Fully	Our environmental impact: greenhouse gas emissions	26-27
EN22		Fully	Our environmental impact: waste and recycling	34-35
EN23-EN24		Fully	latrobe.edu.au/sustainability/report/2012/GRI	
EN25		Partially	Our environmental impact: water use	25
EN26	Products and services	Fully	Our environmental impact: products and services	36-37
EN28	Compliance	Fully	Our economic and supply chain impact: anti-corruption	59
EN29	Transport	Fully	Our environmental impact: greenhouse gas emissions Our environmental impact: commuting	26-27 30-31

PERFORMANCE INDICATOR AND CATEGORY		REPORTED	REPORT SECTION OR FULL GRI CONTENT INDEX	PAGE
LA1	Employment	Fully	Our social impact: staff: staff categories	48
LA2, LA15		Fully	Our social impact: staff: staff recruitment, retention and turnover	50
LA3		Fully	Our social impact: staff: salary and benefits	54
LA4-LA5	Labour/management relations	Fully	Our social impact: staff: salary and benefits	54
LA6, LA8-LA9	Occupational health and safety	Fully	latrobe.edu.au/sustainability/report/2012/GRI	
LA7		Partially	Our social impact: staff: occupational health and safety	52-53
LA10, LA12	Training and education	Partially	Our social impact: staff: staff development and performance	54
LA11		Fully	Our social impact: staff: salary and benefits Our social impact: staff: staff development and performance	54 54
LA13	Diversity and equal opportunity	Fully	Our social impact: staff: women in leadership	49
LA14	Equal remuneration for women and men	Fully	Our social impact: staff: gender pay gap	54
HR1	Investment and procurement practices	Partially	Our economic and supply chain impact: investment practices	58
HR2		Partially	Our economic and supply chain impact: procurement practices	58
HR3		Fully	Our social impact: staff: human rights training	52-53
HR4, HR11	Non-discrimination; remediation	Fully	Our social impact: students: grievance management Our social impact: staff: occupational health and safety	42-43 52-53
HR5	Freedom of association and collective bargaining	Partially	latrobe.edu.au/sustainability/report/2012/GRI	
HR6, HR7	Child labour; forced and compulsory labour	Not	latrobe.edu.au/sustainability/report/2012/GRI	
HR8	Security practices	Fully	Our social impact: staff: human rights training	52
HR9	Indigenous rights	Fully	Our social impact: staff: equal opportunities for Indigenous Australians	51
HR10	Assessment	Partially	latrobe.edu.au/sustainability/report/2012/GRI	
SO1	Local communities	Partially	Our social impact - community Our economic and supply chain impact: direct and indirect economic impacts	38-39 56
SO9, SO10		Partially	latrobe.edu.au/sustainability/report/2012/GRI	
SO2, SO4	Corruption	Fully	Our economic and supply chain impact: anti-corruption	59
SO3		Partially	Our economic and supply chain impact: anti-corruption	59
SO5	Public policy	Fully	Our commitment to sustainability Engaging with stakeholders on sustainability: contributing to public policy Research for future generations Our environmental impact: greenhouse gas emissions	3-4 12 23-25 26
SO6		Not applicable	latrobe.edu.au/sustainability/report/2012/GRI	
SO7-SO8, PR9	Anti-competitive behaviour; compliance	Fully	Our economic and supply chain impact: anti-corruption	59
PR1	Customer health and safety	Partially	latrobe.edu.au/sustainability/report/2012/GRI	
PR2		Not	latrobe.edu.au/sustainability/report/2012/GRI	
PR3, PR4, PR6-PR8	Product and service labelling; marketing communications; customer privacy	Fully	latrobe.edu.au/sustainability/report/2012/GRI	
PR5	Product and service labelling	Fully	Our social impact: students: undergraduate student engagement Our social impact: students: International Student Barometer Our social impact: students: graduate experience	44 45 46

MORE INFORMATION

To access the full GRI Content Index, see
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