



STATE LIBRARY
VICTORIA

Gender Equality Action Plan 2021–25

CONTENTS

Message from the CEO	4
Introduction	5
Vision for Gender Equality	5
Gender Equality Principles	6
Our approach	7
Workplace Gender Audit	7
Actions	8
Consultation	8
Key findings	9
Indicators 1 & 2: Gender composition of the workforce and governing board	9
Intersectional analysis: age	11
Employee experience: a positive culture that values diversity	12
Indicator 3: Gender pay equity	14
Indicator 4: Workplace sexual harassment	15
Indicator 5: Recruitment and promotion practices	16
Employee experience questions: diversity and barriers to success	17
Indicator 6: Leave and flexibility	18
Indicator 7: Gendered segregation	20
Action	23
1. Celebrating women and trans and gender diverse people	24
2. Gender composition and pay equity	25
3. Workplace behaviours and safety	26
4. Recruitment and promotion	28
5. Flexible working	29
Empowering women and trans and gender diverse people	30
Representation in the collection	31
Exhibitions and creative programming	32

ACKNOWLEDGEMENT OF COUNTRY

State Library Victoria acknowledges the traditional lands of all the Victorian Aboriginal clans, and their cultural practices and knowledge systems.

We recognise that our collections hold traditional cultural knowledge belonging to Indigenous communities in Victoria and around the country. We support communities to protect the integrity of this information, gathered from their Ancestors in the colonial period.

We pay our respects to their Elders, past and present, who have handed down these systems of practice to each new generation for millennia.



MESSAGE FROM THE CEO

Creating physical and digital spaces in which everyone feels welcome and a sense of belonging is at the heart of State Library Victoria's vision *A library for all in a changing world*.

At the Library we want women and gender diverse people to feel safe, equal and free to be themselves as they access our services and visit our spaces. People of all gender identities and expressions are welcome in our workplace. Our Gender Equality Action Plan details ongoing actions that continue our commitment to equality for all genders.

We are proud of our achievements to date advancing gender equality. In the past year, we welcomed Christine Christian AO as the first female President of the Library Board of Victoria and we continue to have strong representation of women on our Board, in our leadership and our workforce.

Startspace, a startup community for early-stage entrepreneurs and business founders, supports diverse and under-represented communities including women and international students, providing founders with the resources, networks and confidence for success in the Victorian commercial ecosystem.

In 2021, we established the Women Writers Fund. The fund seeks to address the historical gender bias in State Library Victoria's collection by acquiring works by under-represented 19th and 20th century women writers. The fund will also support an ongoing program of events to inform and inspire young people by shining a light on the intellectual and creative endeavours of women from the past.

State Library Victoria aspires to be a voice for gender equality in the wider community, an industry leader in inclusive practice, and to be known for our safe and inclusive workplace and diverse workforce. Through our Gender Equality Action Plan 2021–2025, we hope to amplify and elevate the voices of Victorians of all genders.

Sarah Slade

Acting Chief Executive Officer

INTRODUCTION

Acknowledging and addressing imbalances and barriers in our programs, services and for our workforce will enable us to continue to create an environment where every visitor, employee, volunteer and contractor feels welcome, safe and respected.

Historical and continuing negative attitudes towards women and gender diverse people have entrenched discrimination and disadvantage in Victorian workplaces, homes and the community. Gendered discrimination for women and gender diverse people is often interconnected with their cultural background, age, disability, class, sexuality, appearance and other characteristics. These overlapping and interdependent systems of discrimination or disadvantage are referred to as intersectionality. Understanding the nature of intersectionality and its impact will enable us to better understand the overall impact of discrimination for women and gender diverse people.

State Library Victoria's Gender Equality Action Plan 2021–2025 outlines our commitment to positive action towards gender equality with an intersectional lens.

It focuses on areas where gender inequality persists in our workforce and looks to our impact in the wider community through our policies, programs and services.

Vision for gender equality

State Library Victoria is a safe and welcoming place where people of all genders feel free to express their true selves, and where they are treated with dignity and respect.

For our workforce

We create and foster a diverse workforce and work environment where staff of all gender identities and expressions feel that they belong, are provided with the same opportunities across all levels of the organisation and where equal work is rewarded with equal pay. Our actions recognise and seek to address the disadvantage women and gender diverse people face in the workforce, and the broader social and cultural influences that contribute to this disadvantage.

For the community

An understanding of structural and social discrimination experienced by women and gender diverse people informs our decision-making, ensuring improved outcomes that reflect the needs of our diverse community. People of all genders have equitable access to the resources and knowledge held within our collections. We amplify and elevate the voices of Victorian women and gender diverse people through our collection and our creative programming.

GENDER EQUALITY PRINCIPLES

State Library Victoria is committed to upholding the gender equality principles outlined in the *Gender Equality Act 2020* (the Act) and has considered each principle in determining actions for our Gender Equality Action Plan (GEAP).

The principles of the Act are:

1. All Victorians should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect and fairness.
2. Gender equality benefits all Victorians regardless of gender.
3. Gender equality is a human right and precondition to social justice.
4. Gender equality brings significant economic, social and health benefits for Victoria.
5. Gender equality is a precondition for the prevention of family violence and other forms of violence against women and girls.
6. Advancing gender equality is a shared responsibility across the Victorian community.
7. All human beings, regardless of gender, should be free to develop their personal abilities, pursue their professional careers and make choices about their lives without being limited by gender stereotypes, gender roles or prejudices.
8. Gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes.
9. Women have historically experienced discrimination and disadvantage on the basis of sex and gender.
10. Special measures may be necessary to achieve gender equality.

While the actions proposed under our first GEAP are underpinned by all these principles we have given specific focus to principles 1, 5, 7, 8, 9 and 10. These principles were identified through the workplace audit and consultation process as areas that employees indicated would have the strongest impact in ensuring the Library is an inclusive and welcoming place for all genders. The impact of intersectionality, envisaged by principle 8, is key to a number of actions under this plan.

The inclusion of actions focused on enhancing gender equality for the Victorian community, who access the Library's services, reflects the Library's commitment to gender equality as a human right and a benefit for all Victorians.

OUR APPROACH

Workplace Gender Audit

State Library Victoria undertook a Workplace Gender Audit to critically assess employee data and understand employee experience against seven workplace gender equality indicators set out in the Act:

1. Gender composition at all levels of the workforce
2. Gender composition of governing bodies
3. Gender pay equity
4. Workplace sexual harassment
5. Recruitment and promotion
6. Leave and flexibility
7. Gendered work segregation

To inform our Workplace Gender Audit and analysis, we collected information from a range of sources, including:

- Our Human Resource Information Management System (Aurion)
 - inviting employees to update their information to improve our understanding of the diversity of our workforce
 - using de-identified employee data for the period 1 July 2020 to 30 June 2021, to understand the demographics of our organisation such as employment characteristics, recruitment and promotion opportunities, flexible work arrangements and leave, and
- Victorian Public Sector Commission's (VPSC) People Matter Survey 2021
 - analysis of responses to the 2021 VPSC People Matter survey, to gather insight into employee experiences.

As part of gathering the above data we provided information and resources to ensure that all participants understood the privacy obligations and felt safe to provide the data requested.

The workplace gender audit covered 388 employees. The participation rate for the People Matter survey in 2021 was 66%.

OUR APPROACH

Actions

In 2020 the Library created a working group to identify barriers and recommend improvements in the areas of inclusion, diversity and access (IDA). The IDA working group comprises seven separate workstreams focusing on different aspects of diversity including gender equality as well as considering the impact of intersectionality.

The Gender Equality Action Plan (GEAP) was coordinated by the Gender Equity Workstream and includes recommendations from the IDA working group and specific actions identified by business units across the Library, in response to the outcomes of the audit.

Actions within the plan are linked to the workplace gender equality indicators and cover five thematic areas:

- Celebrating women and trans and gender diverse people
- Gender composition and pay equity
- Workplace behaviours and safety
- Recruitment and promotion
- Flexible working

Further opportunities to improve gender diversity and inclusion for communities were identified through Gender Impact Assessments. Actions related to those assessments have been grouped under three additional themes:

- Representation within the collection
- Empowering women and trans and gender diverse people
- Exhibitions and creative programming

Responsibility for the delivery of the action plan sits with the Library's Executive. Regular monitoring and reporting of progress against the actions in the GEAP will be provided to the Board. Progress against the GEAP will also be communicated to all employees. The IDA working group will coordinate reporting against the action plan on behalf of the Library.

Consultation

Detailed audit findings and proposed actions were presented to key stakeholders to identify strengths, gaps and opportunities, and to support the development of actions.

Groups consulted include the Library Board of Victoria, the State Library Victoria (SLV)/Community and Public Sector Union (CPSU) Consultative Committee as well as Branch Heads and Team Leaders across the Library. The IDA working group were also consulted, including the workstreams for:

- Gender Equity which coordinated the development of the Library's action plan
- Pride Alliance
- Reconciliation
- Celebrating Culture and Language
- Disability and Access
- Age Inclusion
- Social Inclusion

The action plan includes recommendations for additional targeted consultation to address specific audit findings.

KEY FINDINGS

Indicators 1 & 2: Gender composition of the workforce and governing board

The Library's overall gender composition is 63% women, 36% men and 0.26% self-described (figure 1).

The gender composition of the Library Board of Victoria (the Board) is 75% women, 25% men (figure 2).

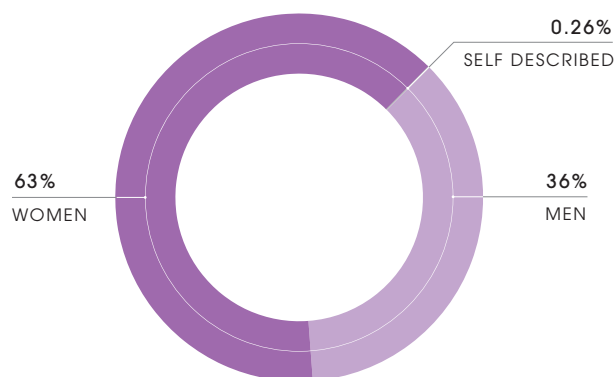


Figure 1: Gender composition of the workforce, 2021

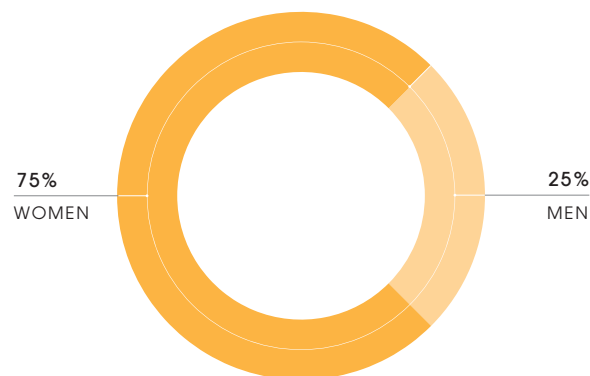


Figure 2: Gender composition of the board, 2021

Research suggests that diverse teams make better decisions, are 20% more innovative, and are more likely to outperform organisations with less gender diverse representation.¹ The Library's executive positions (the Chief Executive Officer (CEO) and three Directors) are all occupied by women, and 82% of Branch Heads are women (Figure 3). While this is positive in promoting women and gender equality more broadly, there are gaps in gender representation at the strategic decision-making level (Board, Executive and Branch Heads).

Gender composition by VPS level (Figure 3) reflects the overall gender composition for the organisation e.g. at VPS5, 71% of staff are women (compared with 63% for the Library overall). However, at VPS2 our gender composition is more balanced between women and men noting that there is likely underreporting by employees who are gender diverse.

VPS Level	W	M	S
CEO	100%	0%	0%
Director	100%	0%	0%
VPS7	50%	50%	0%
VPS6	61%	39%	0%
VPS5	71%	29%	0%
VPS4	66%	34%	0%
VPS3	68%	32%	0%
VPS2	50%	49%	1%

Figure 3: Gender composition by VPS level, 2021

¹ [Why diverse teams are smarter](#), Harvard Business Review 2016; [Delivering through diversity report](#), McKinsey 2018; [Diversity and Inclusion at work: eight powerful truths](#), Deloitte 2018.

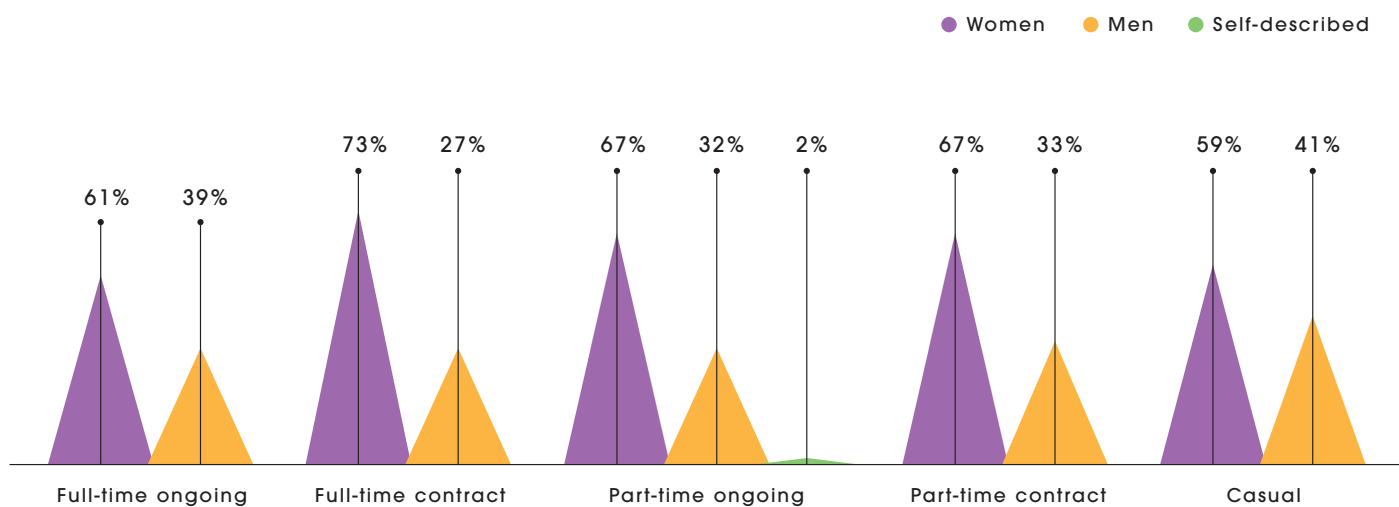


Figure 4: Employment basis by gender, 2021

Women comprise 63% of our workforce and this percentage is reflected when you consider the gender composition by employment basis. Women make up 73% of employees in full-time contract positions and 67% of part-time contract positions (Figure 4). The Library regularly reviews contract positions. While fixed-term employment may provide greater security than casual employment, it can foster the same insecurity and consequences, such as having difficulty obtaining home loans or acquiring rental leases.²

Employment basis	Women	Men
Full-time ongoing	50%	55%
Full-time contract	12%	8%
Part-time ongoing	17%	14%
Part-time contract	3%	3%
Casual	18%	21%
Total	100%	100%

Of the 63% of women at the Library, fifty percent work in part-time, fixed-term or casual positions (Figure 5). Providing women with the opportunity to work flexibly is essential to women's representation in the workforce, however, gaps in systemic social security supports for unpaid care work mean that part-time workers can have poorer economic outcomes, including retiring with less superannuation.³

Figure 5: Gender by employment basis, 2021

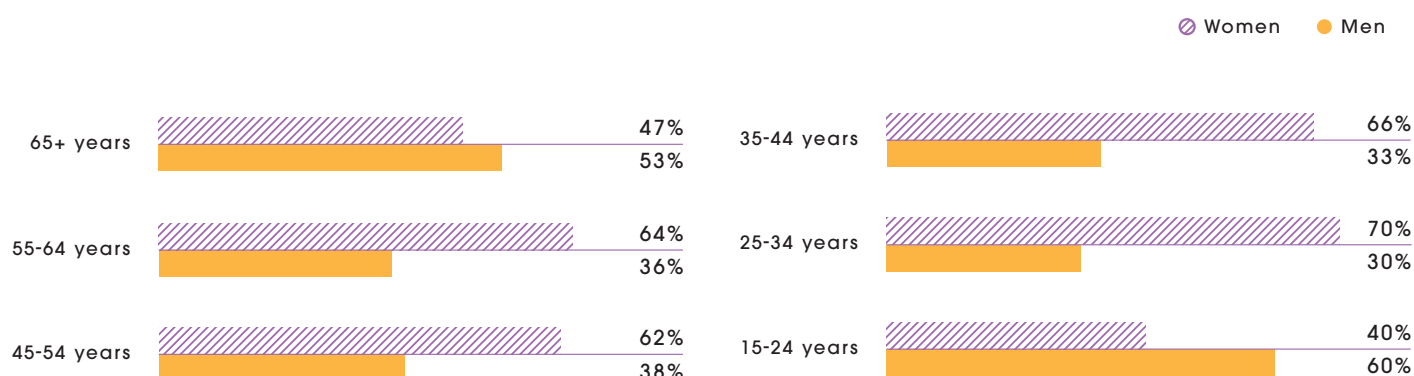
²Victorian Government Submission to the Senate Select Committee on Job Security: Inquiry into the impact of insecure or precarious employment, 2021

³Library Fellowship Paper – Hear My Voice: the experiences of Victorian women at work, 2016

Intersectional analysis: age

The gender composition of employees for each age group closely matches the overall gender composition of the Library (63% women; 36% men) (*Figure 6*). The proportion of men is higher in the 15-24 age groups and over age 65. It is unclear whether there is an underlying gendered issue for men and/or women in these age groups and further consultation will be undertaken to understand if this is related to gender.

% gender composition of each age group



Age composition of each gender group

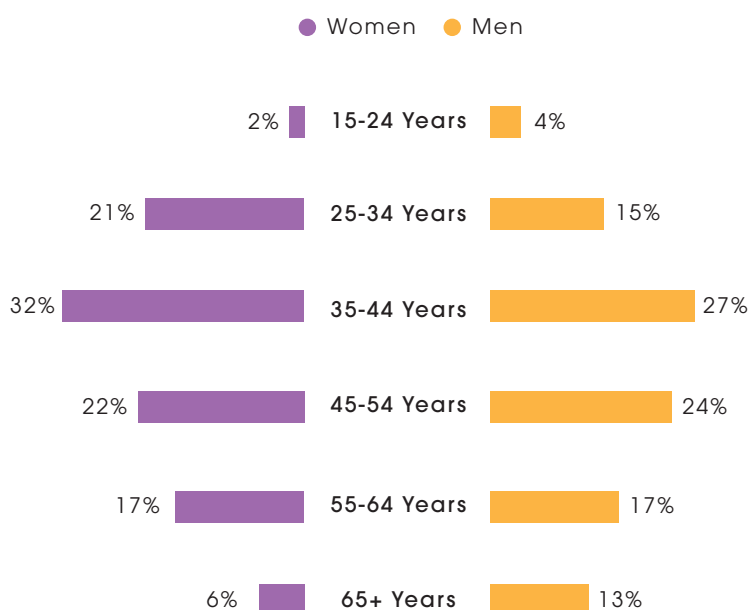


Figure 6: Age composition of each gender group and gender composition of each age group, 2021

Employee experience: a positive culture that values diversity

The Library collected information on employee experience as part of the People Matter survey. Employees were asked whether they agreed with the statement 'there is a positive culture in my organisation in relation to':

- different sexes/gender
- different age groups
- employees who identify as LGBTIQ+
- employees from varied cultural backgrounds
- employees who are Aboriginal and/or Torres Strait Islander
- employees with disability.

Taking an average across all factors, Library employees responded less favourably to questions on culture and diversity than the comparator group of similar organisations surveyed for People Matter in 2021.⁴

The results in figure 7 show that there is a greater difference between women and men in responses concerning employees of different age groups and employees with disability.

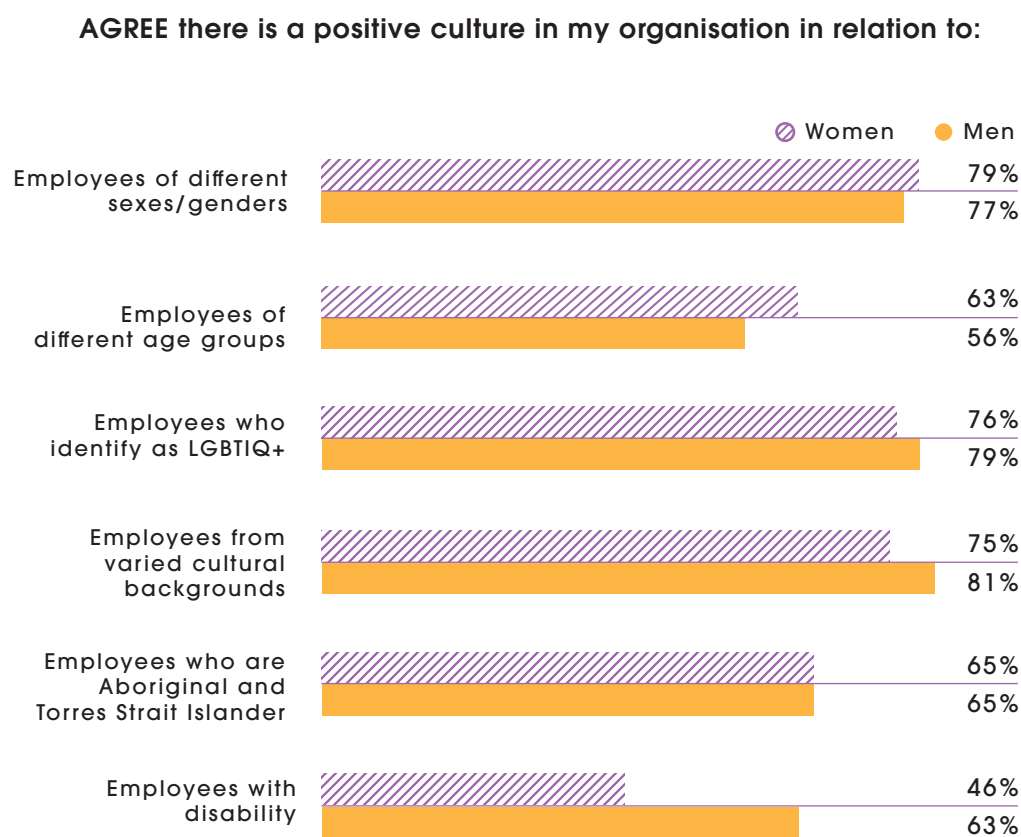


Figure 7: Responses to employee experience questions related to perception of positive culture and intersectional characteristics by gender, 2021

⁴People Matter survey comparator group 2021:

- Australian Centre for the Moving Image
- Film Victoria
- Geelong Performing Arts Centre Trust
- Melbourne Recital Centre
- National Gallery of Victoria
- Shrine of Remembrance Trust

AGREE there is a positive culture within my organisation in relation to employees of different age groups

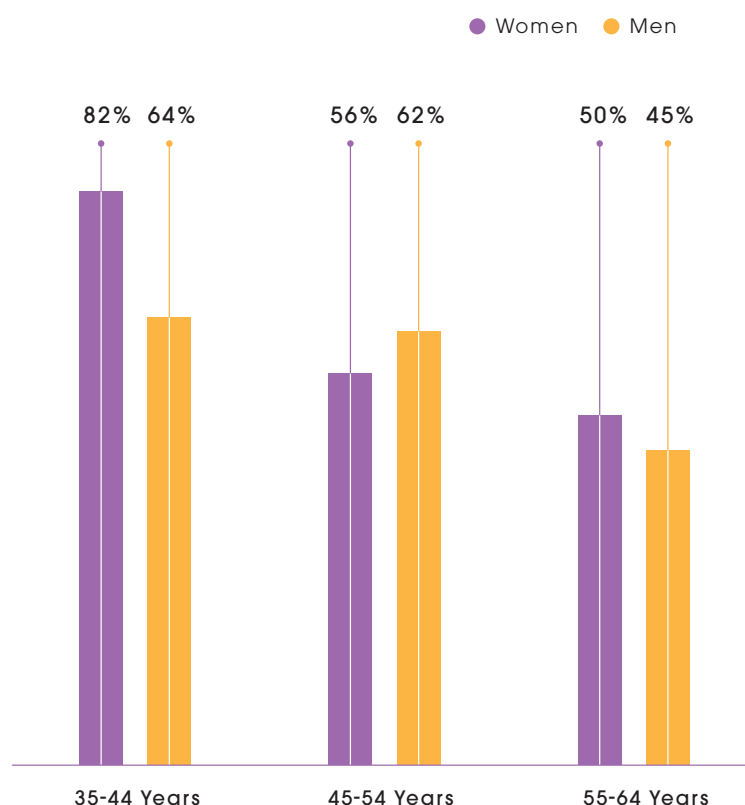


Figure 8: Gender composition by age at each age group,⁵ 2021

An intersectional analysis by age revealed that women in the 35-44 age group strongly agree with the statement 'there is a positive culture within my organisation in relation to employees of different age groups', but both men and women in older age brackets are less likely to agree (Figure 8).

Further targeted consultation with employees will be undertaken to understand the experience of employees of different age groups and employees with disability and how this impacts their view on the culture at the Library.

It is not mandatory for employees to complete detailed diversity profiles at State Library Victoria. As a result, our data on intersectional characteristics such as disability, sexual orientation, cultural identity and religion is incomplete. The Library is working to improve the collection and storage

of employee diversity information by improving the trust employees have in sharing information about themselves. Enhancing privacy controls and improving consultation will hopefully assist in enabling employees to feel comfortable disclosing diversity information.

Due to a small number of responses to the People Matter survey from people who identify as gender diverse at State Library Victoria, responses to employee experience questions from gender diverse people were not able to be aggregated for analysis. We acknowledge that the experiences of gender diverse people in the workplace are unique and that they face additional barriers in relation to access and inclusion.

⁵ Responses in the 25-34, 65+, and people who prefer not to say groups have not been included as a small number of responses were received for those groups.

Indicator 3: Gender pay equity

The Library supports pay equity and this is evident across the organisation. The percentage pay gap for the Library overall is -1.8% (median) and -7.2% (mean).⁶

In figure 9, the median pay gap is represented in dollar figures, with women earning \$1.02 for every \$1 earned by a man. This differential is consistent across all types of employment.

When considering VPS classifications there is a positive outcome for women in most classifications. At the VPS3 and VPS4 classifications women earned, on average, 94 cents and 95 cents for every dollar earned by a man (*Figure 10*). This is underpinned by the fact that on average there is a higher number of men with longer tenure at those classification levels, which results in more men being paid at the top of the classification range. While we have more women being recruited and promoted to these classifications they often start at the bottom or mid-point of the salary range which is a consistent approach independent of gender.

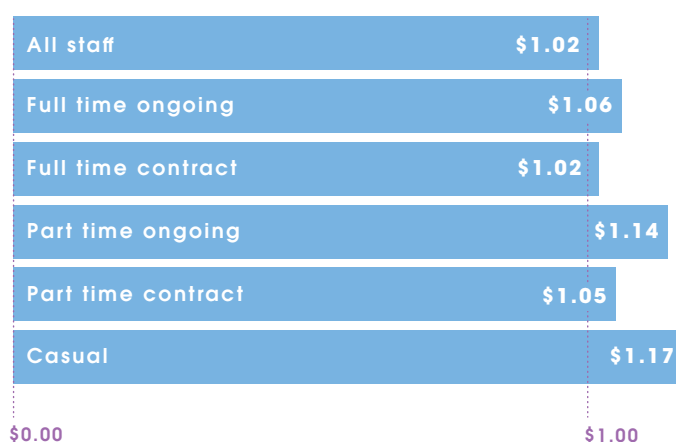


Figure 9: Overall median annual base salary gap and salary gap by employment basis, 2021

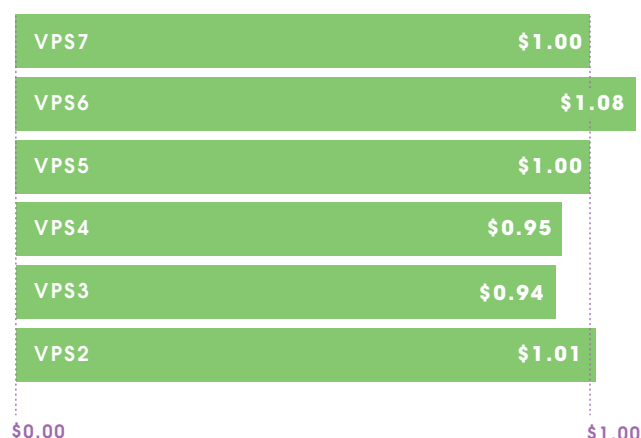


Figure 10: Gender pay gap by VPS level, 2021

⁶ Pay gap as a percentage was calculated based on the average (mean and median) annualised full-time equivalent salary gap between genders (for both annualised base salary and total remuneration) across the whole defined entity for the last pay period before 30 June 2021. This approach is consistent with Workplace Gender Audit methodology advised by the Commissioner for Gender Equality.

Indicator 4: Workplace sexual harassment

Although no sexual harassment complaints were formally reported, 3% of People Matter survey respondents indicated they experienced sexual harassment in the last 12 months, revealing a gap in experience and reporting. It is unclear whether this figure refers to experiences in the workplace with other employees or relates to interactions with the public.

Responses to employee experience questions indicate that more work needs to be done to communicate policy and procedures for addressing and eliminating bullying, harassment and discrimination, and the mechanisms in place to protect the safety of employees when challenging inappropriate behaviour at work (Figure 11). Actions relating to workplace behaviours that address both interactions with other employees and the public have been included in this action plan.

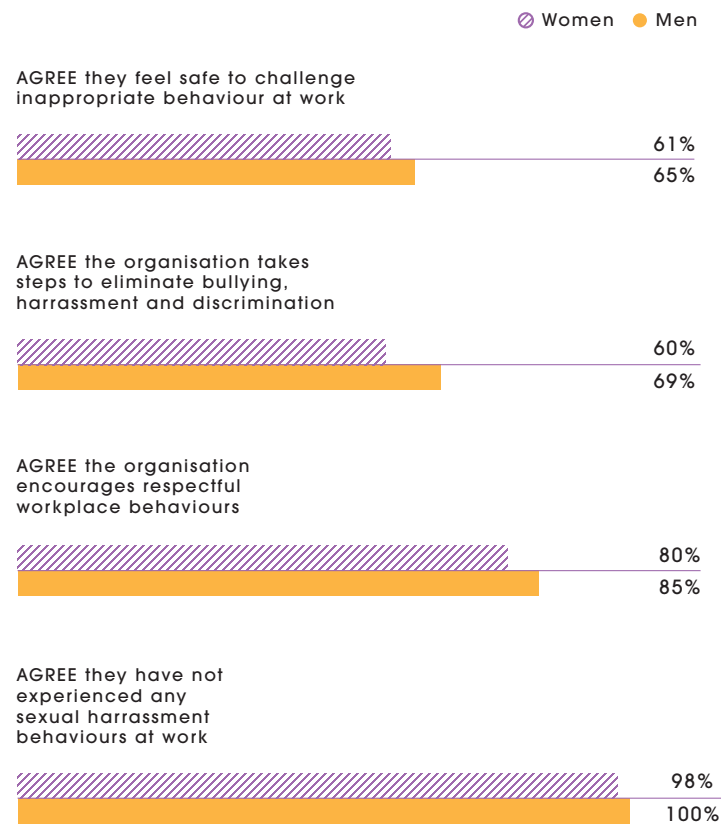


Figure 11: Responses to employee experience questions related to workplace sexual harassment, by gender, 2021

Indicator 5: Recruitment and promotion practices

The overall gender composition of employees who were recruited, promoted, provided with opportunities for higher duties, exited and undertook career development, shows that the Library is providing more opportunities for women. Women are also more likely than men to exit the organisation. This pattern reflects the overall composition of the workforce (*Figure 12*).⁷ Intersectional data on people movement was limited and work is needed to improve the systems that collect information related to recruitment and promotion practices.

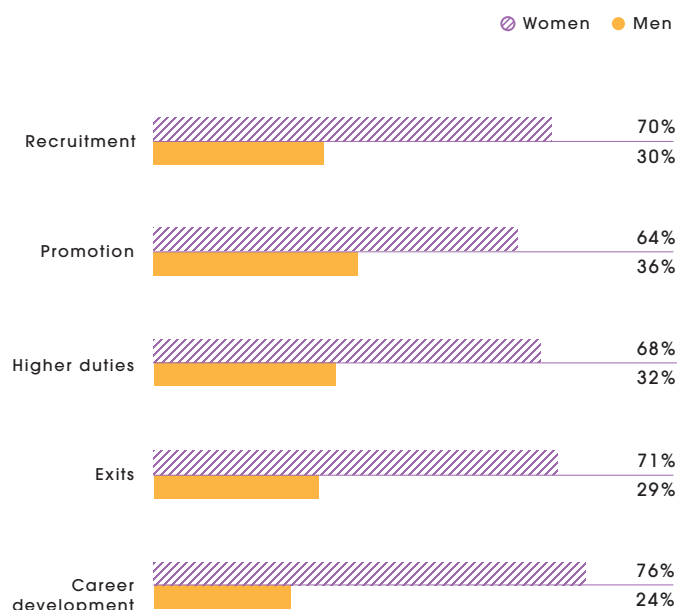


Figure 12: Gender composition by recruitment, promotion, higher duties, exits and career development

Employee experience results from the People Matter survey show that employees responded less favourably to questions about making fair recruitment decisions and feeling they have an equal chance at promotion (*Figure 13*). The responses did not reveal a significant gender difference at the Library and are consistent with the comparator group average.

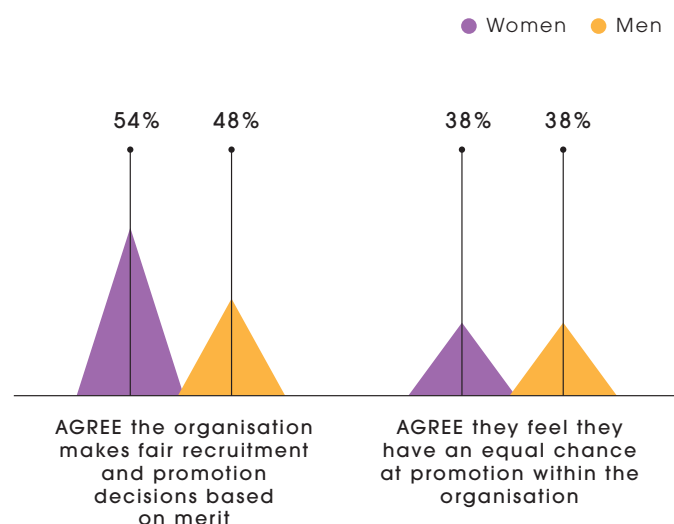


Figure 13: Response to employee experience questions related to recruitment and promotion practice by gender, 2021

⁷ Employee movement data collection from HRIS for the period 1 July 2020 to 30 June 2021

Employee experience questions: diversity and barriers to success

Library employees agree that gender is not a barrier to success (Figure 14). However, employees believe age and disability are barriers to success. More consultation and investigation is required to understand why employees view age and disability as barriers. There is also a clear gender difference where women are more likely to agree that people with disability face barriers to success.

AGREE this is not a barrier to success in my organisation

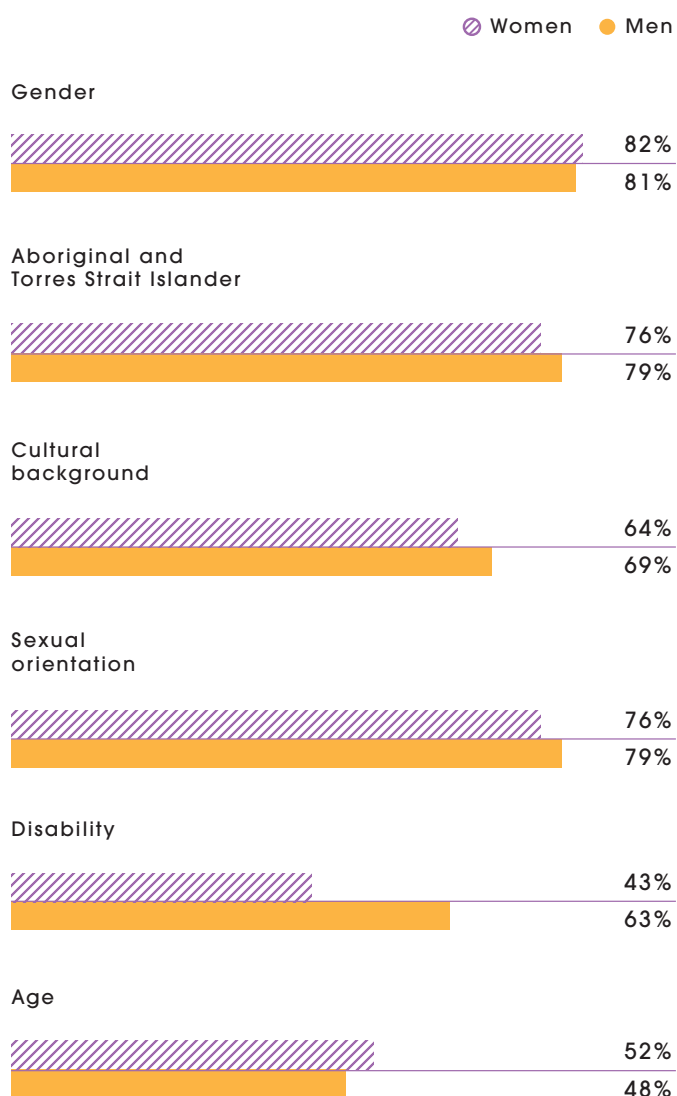


Figure 14: Responses to employee experience questions related to perception of barriers to success and intersectional characteristics by gender, 2021

Responses to the statement 'age is not a barrier to success in my organisation' by age group show a consistent decline in favourable responses from men in older age brackets (Figure 15).

AGREE age is not a barrier to success in my organisation

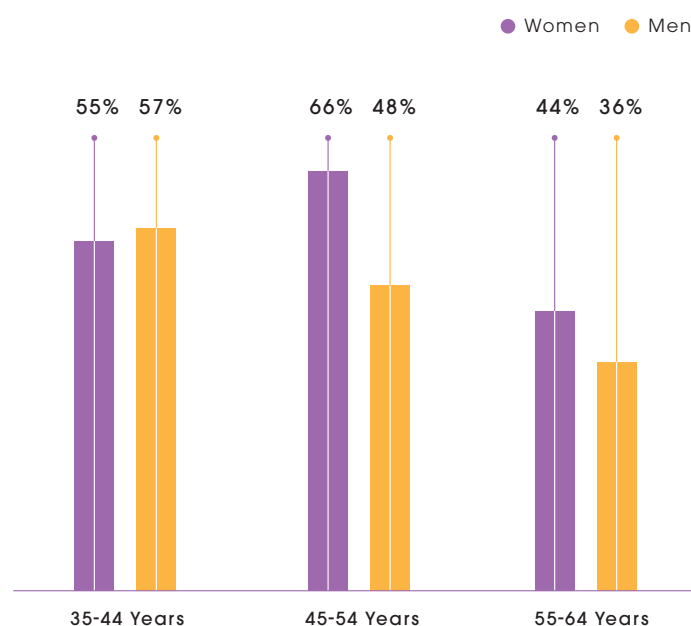


Figure 15: Responses to statement 'age is not a barrier to success in my organisation' by age group and gender,⁸ 2021

⁸ Responses in the 25-34, 65+, and people who prefer not to say categories have not been included as small number of responses were received for those groups.

Indicator 6: Leave and flexibility

All employees at the Library have the right to request flexible work arrangements. We are committed to responding to flexible work requests in a fair, timely and reasonable manner. Managers consider an individual’s circumstances and the types of flexibility appropriate for specific roles, in line with our Flexible Work Policy.

The Library has not previously recorded information on all forms of formal flexible work arrangements. At the Library, 8.5% of employees use formal flexible work arrangements, including people who take study leave, have purchased leave and people who are in full-time positions working part-time hours. Ten per cent of all women and 5% of all men are using formal flexible work arrangements, according to existing records.

As we embed further flexible and hybrid working practices, we are working to capture information on those who access flexible working arrangements, including remote work, hybrid working arrangements and flexible start and finish times.

Men and women are both accessing parental leave (Figure 16).

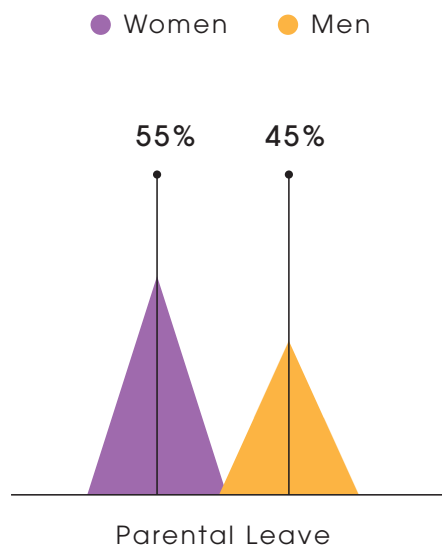


Figure 16: Utilisation of parental leave by gender, 2021

Employee experience questions indicate that employees are feeling supported in using special types of leave and requesting flexible work arrangements. They also feel supported in family and caring responsibilities (Figure 17).

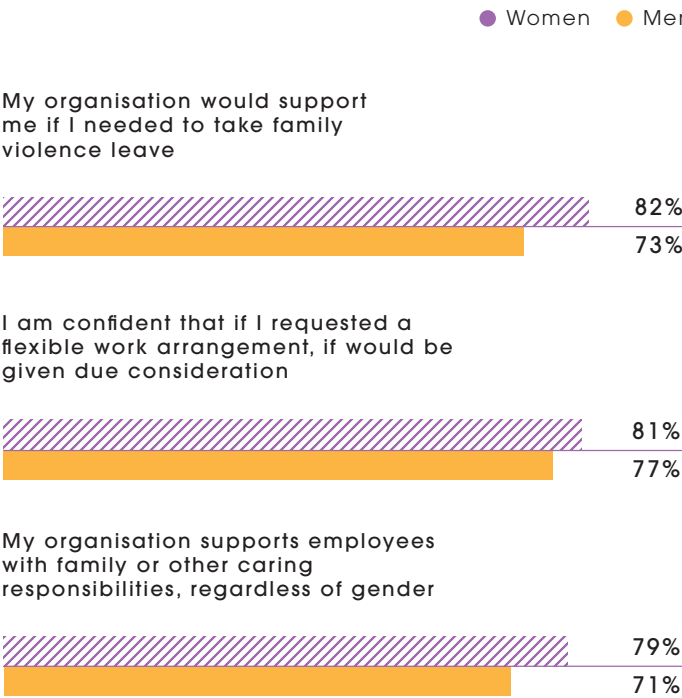


Figure 17: Request for flexible work and support for taking leave by gender, 2021

However, women feel that using flexible work arrangements and having caring and family responsibilities is a barrier to success (Figure 18). The Library will undertake further consultation to understand the barriers experienced by women using flexible work arrangements and how to address these barriers.

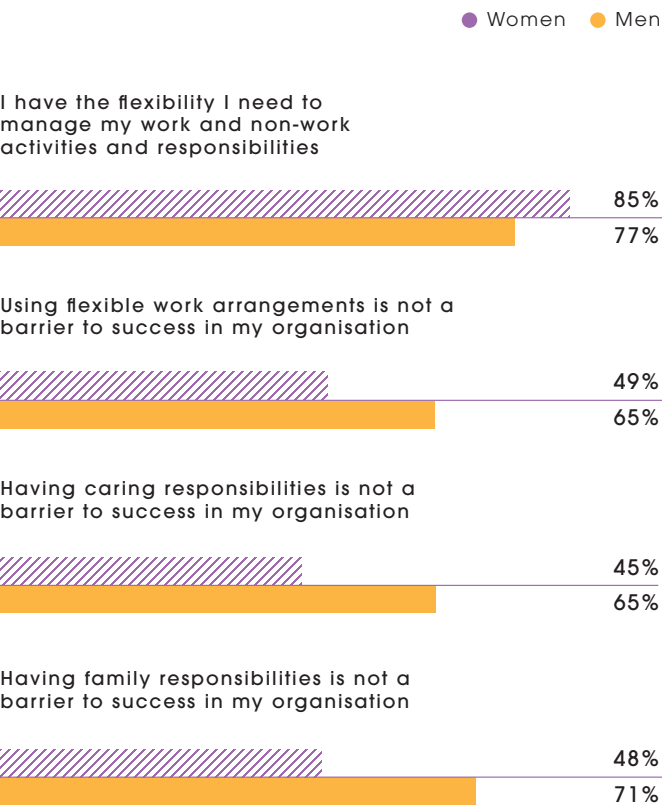


Figure 18: Flexible work arrangements and barriers to success by gender, 2021

Indicator 7: Gendered segregation

The ANZSCO job types across the Library shows gendered segregation aligns closely with overall gender composition, except in the Community and personal service workers category which covers Security Operations (*Figure 19*). While internal Security Operations staff are male we have a mix of male and female security officers as part of an outsourced security service which is not reflected in these figures.

Although ANZSCO codes are used across the Victorian public sector to assist with identifying gendered segregation, it has not been a useful tool for classifying positions at the Library.

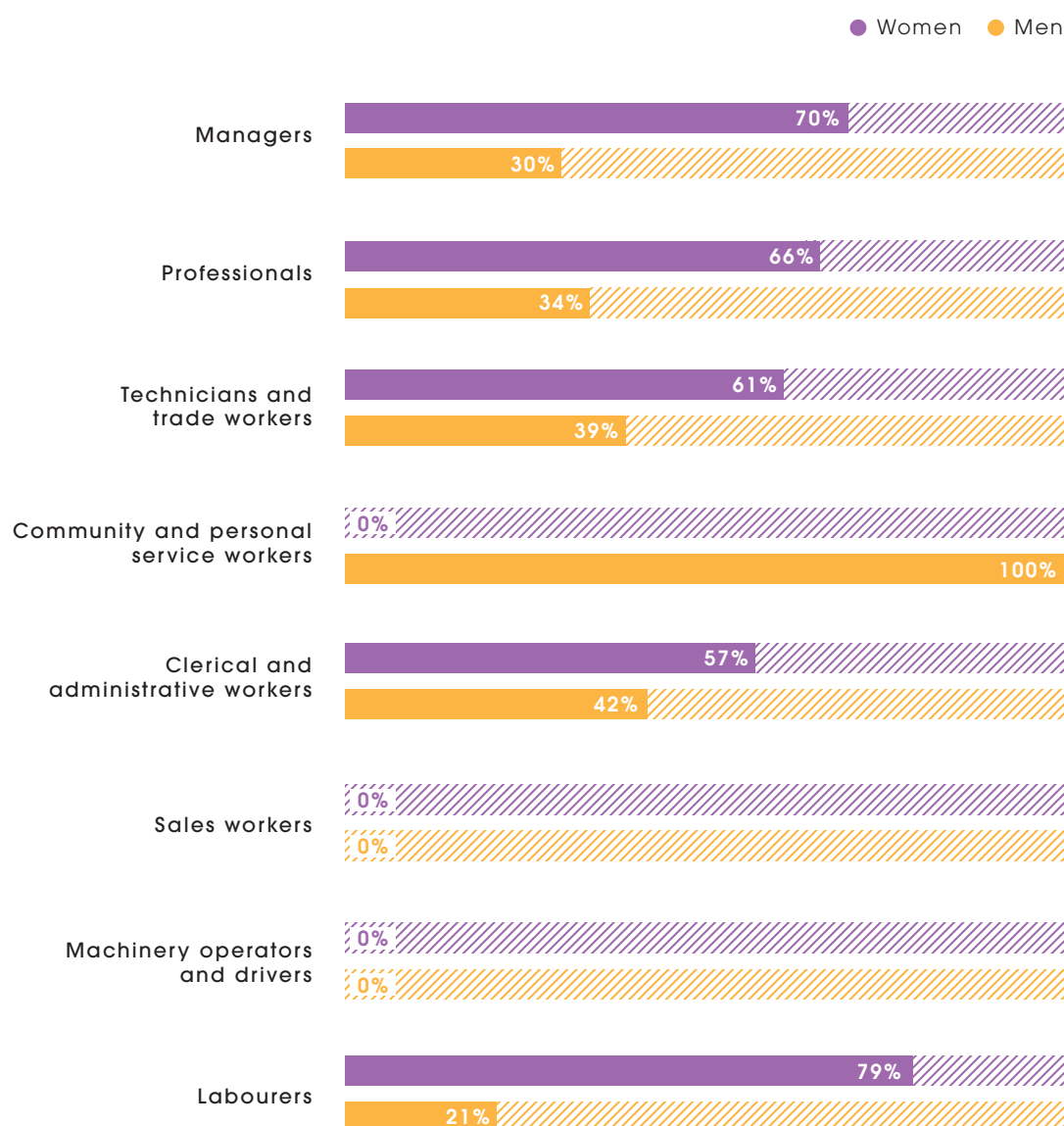


Figure 19: Gendered segregation in the workplace by ANZSCO job type, 2021

Examining gendered segregation by branch area provides deeper insight into gender imbalance in specific areas of the Library. Infrastructure, which includes technology and property services, has a high proportion of men, whereas arts conservation (Collection Care), curation, education and family programming (Audience Engagement), marketing and communications (Brand and Audience Development), and human resources (People & Projects) are mostly women.⁹ Further evidence showing this trend is provided in Figure 20.

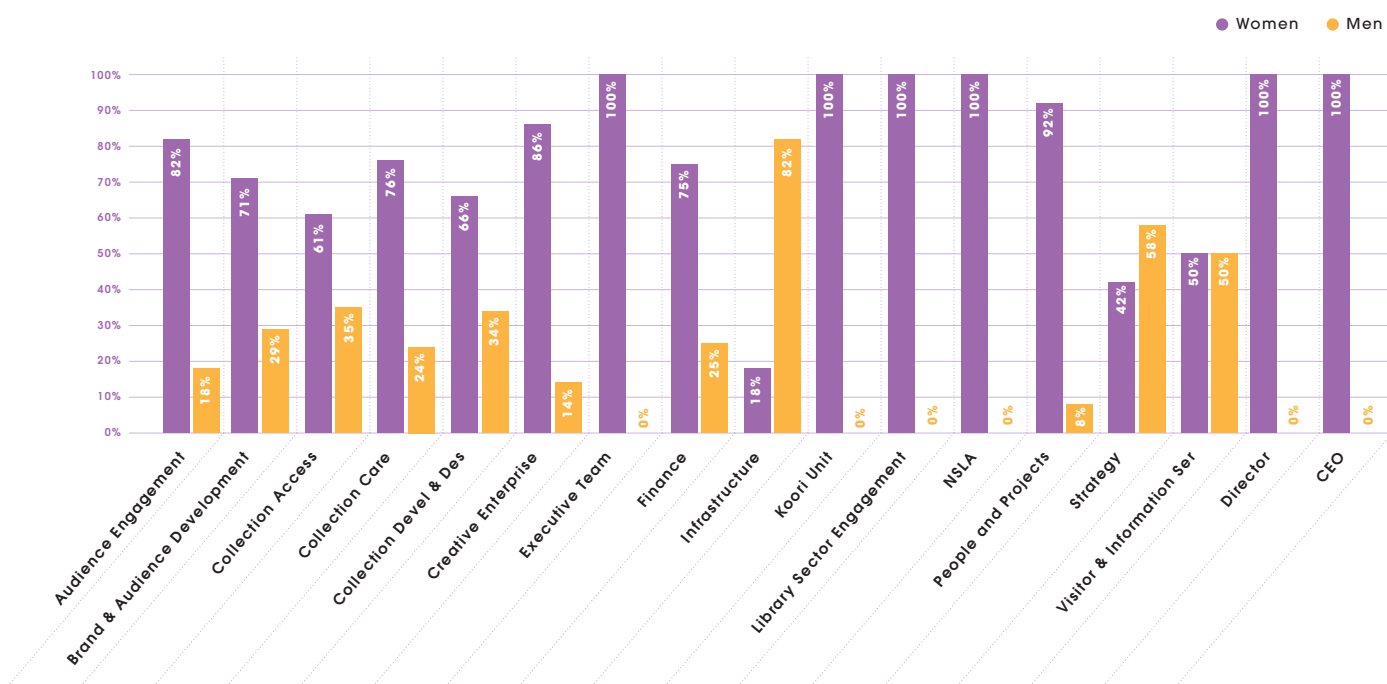


Figure 20: Gendered segregation in the workplace by branch area, 2021

⁹ The Infrastructure branch has recently been restructured, with select teams relocated to the Finance branch and other teams transferred to a new Technology branch.

An analysis of specific types of positions (*Figure 21*) reveals gendered segregation. Curators and producers are 100% women. Women are also well represented in human resources, programming, conservation and administration roles. Men are over-represented in technical assistant, technology and property roles. Librarian roles are more evenly gendered when compared with the wider Australian library sector where 84% of librarians are women¹⁰.

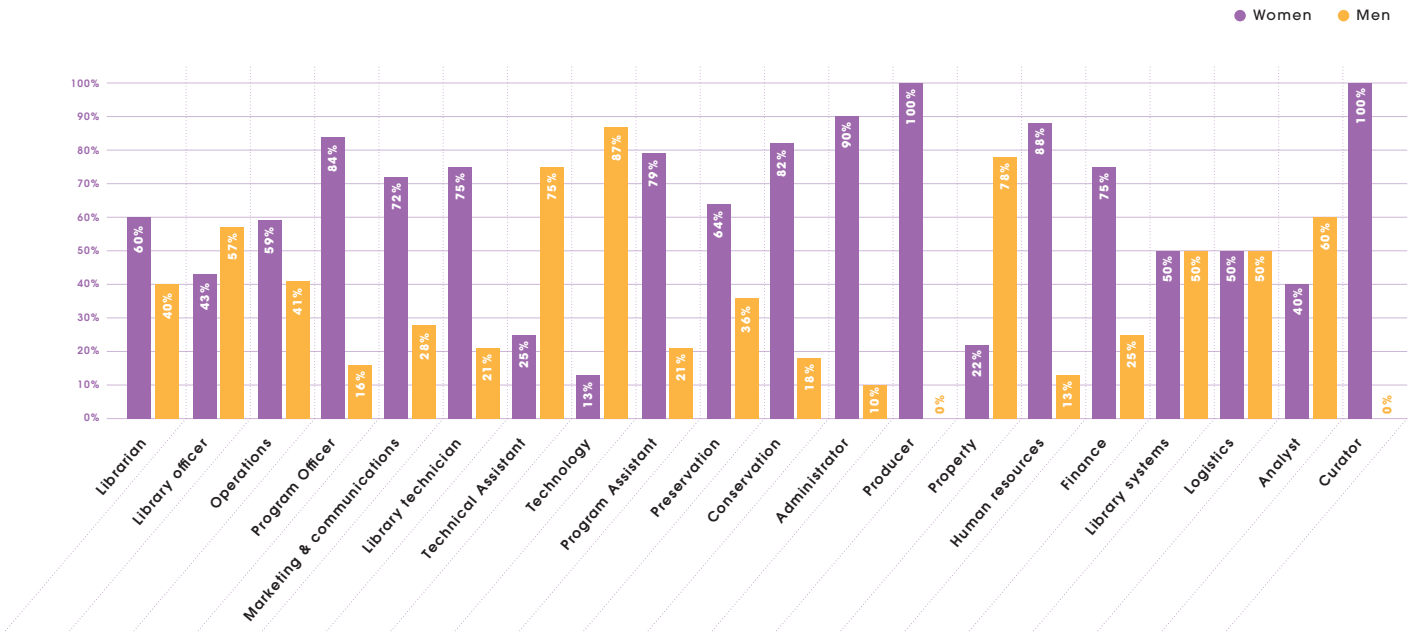


Figure 21: Gendered segregation in the workplace by State Library Victoria position type, 2021

The gender composition of team leader positions by classification level reveals there are more men occupying team leader roles at a VPS6 classification level than women (*Figure 22*).

Team Leader classification levels	Women	Men
VPS6	16%	47%
VPS5	75%	33%
VPS4	9%	20%
Total	100%	100%

Figure 22: Gender composition of team leader positions by classification level, 2021

Responses to employee experience questions show favourable results concerning the use of inclusive and respectful images and language, and fair work allocation, regardless of gender (*Figure 23*).

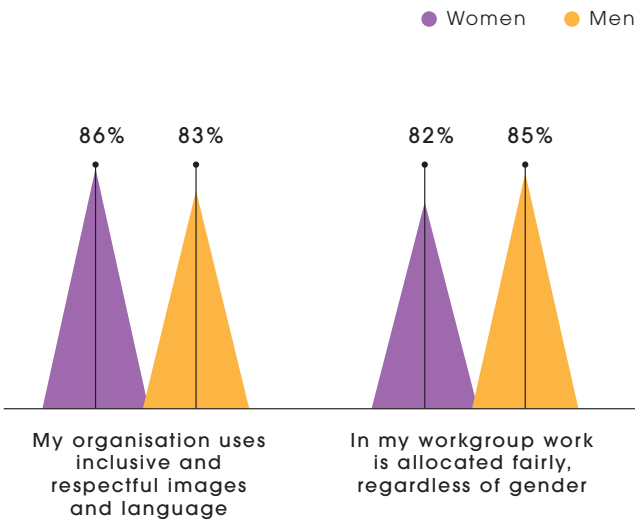


Figure 23: Responses to employee experience questions related to gendered segregation in the workplace by gender, 2021

¹⁰ ALIA Workforce diversity trend report, 2019

ACTIONS

The actions detailed in this plan cover five thematic areas and are linked to the workplace gender equality indicators described in the Gender Equality Act 2020:

1. Gender composition at all levels of the workforce
2. Gender composition of governing bodies
3. Gender pay equity
4. Workplace sexual harassment
5. Recruitment and promotion
6. Leave and flexibility
7. Gendered work segregation

Celebrating women and trans and gender diverse people

This is an overarching series of actions that encompass all indicators and is focused on creating a gender inclusive culture for all employees through promoting the profile of women and trans and gender diverse people both internally and externally.

WGE Indicator	Action	Responsibility	Timing	Measure
1-7	Annual activities to raise the profile of women for Women's History Month and International Women's Day	IDA Sponsor with Director Experience	Annual	Women's History Month and International Women's Day activities are promoted via internal and external communication channels
1-7	Annual activities to raise the profile of trans and gender diverse people centred around IDAHOBIT and International Transgender Day of Visibility	IDA Sponsor with Director Experience	Annual	IDAHOBIT and International Transgender Day of Visibility activities are promoted via internal and external communication channels
5	Social media content actively promotes non-traditional and diverse gender roles and challenges gender stereotypes	Director Experience	2022	Actions to promote non-traditional and diverse gender roles are included in social media content plan

Gender composition and pay equity

Data quality and integrity is a key area for the Library to address to enable improvements in understanding workforce demographics and possible areas for improvement including pay equity. Actions under this theme focus on building trust through implementation of robust privacy controls for personal information and supporting people with intersectional experiences.

WGE Indicator	Action	Responsibility	Timing	Measure
1 and 2	Employee Data Collection - Develop and publish Library guidelines on ethical data collection and surveying to improve data collection methodology - Determine a best practice approach to collecting demographic data to identify barriers in gender equality	Director enablers with IDA Sponsor	2024	Guidelines on ethical data collection are published Adopt best practice approach to collecting demographic data
3, 4, 5 and 6	Create targeted communications and easily accessible information on the intranet and in workplace areas on: - how we support older workers and their needs - ways to continue to pursue professional development - employee experience - support systems (including the Employee Assistance Program) - flexible work arrangements - retirement transition	Director Enablers	2023	Communications delivered and information accessible
1	Improve age inclusion by featuring existing staff profiles in intranet articles	IDA Sponsor	2023	Intranet articles are published
3	Provide and promote annual information sessions for employees on superannuation and planning for retirement	Director Enablers	Annual	Attendance at sessions and evaluation assessments

Workplace behaviours and safety

Creating a workplace that is welcoming and safe is at the heart of the Library's policies on Inclusion, Diversity and Access, Workplace Behaviours and Health Safety and Wellbeing. Ongoing consultation to understand the issues faced by all genders combined with comprehensive education and awareness raising initiatives are central to the actions under this theme. Practical initiatives to ensure facilities are also welcoming and inclusive are also included.

WGE Indicator	Action	Responsibility	Timing	Measure
4	Targeted consultation to understand experiences of trans and gender diverse employees at the Library with related actions incorporated as part of Gender Equality Action Plan	IDA Sponsor	2023	Consultation is undertaken and feedback related to gender diverse experiences is collected. Actions are developed and added as an amendment to the GEAP
4	Engage provider to deliver awareness sessions for LGBTQ+ cultural safety and gender diversity	IDA Sponsor	2022	LGBTIQ+ cultural safety and awareness training sessions are delivered
4	Apply inclusive language practices across all internal and external communications, policies and procedures	IDA Sponsor	2023	Inclusive language guide is adopted and uploaded to the intranet
4	Apply inclusive language practices in the workforce, with a focus on communicating respectfully with others and engaging in honest conversations related to gender diversity, age and disability	IDA Sponsor	2023	Sessions on inclusive language and respectful communication with a focus on gender diversity, age and disability are delivered
4	Fund project plan for gender inclusive bathrooms in both public and staff areas	Director Enablers	2023	Funding is secured for the delivery of project plan
4	Launch Pronoun Partners initiative to support trans and gender diverse people	IDA Sponsor	2022	Pronoun Partners is launched and promoted across the Library

WGE Indicator	Action	Responsibility	Timing	Measure
4	- Prevent unacceptable workplace behaviours including sexual harassment and gendered violence within the workplace - Develop a workplace prevention plan for sexual harassment and gendered violence - Launch, train and communicate revised workplace behaviours policy and procedures - Train all employees on appropriate workplace behaviours, including sexual harassment, and provide information on the complaints procedure - Prominently display and communicate Workplace behaviours policy and complaints procedure for sexual harassment and clearly outline definitions and reporting requirements in workplace areas and on the intranet - Improve searchability of terms sexual harassment and workplace behaviours on the intranet - Incident reporting training to front of house staff includes reporting inappropriate behaviour from visitors	Director Enablers	2022	Workplace prevention plan is developed Revised policy and procedures launched Training on Workplace Behaviours Policy are delivered Onsite and online noticeboards include information on resources and procedures related to sexual harassment and workplace behaviours Sexual harassment and the Workplace Behaviours Policy are searchable terms on the intranet Incident reporting training delivered
4	Establish front-of-house service support forums that provide education and support for employees who have interactions with people with complex needs and encounter inappropriate behaviours	Director Experience	2022	FOH service support forums are established

WGE Indicator	Action	Responsibility	Timing	Measure
4	Recognise the impact of gendered and family violence on employees and the community: - Identify and select a community organisation to deliver awareness sessions on family violence - Organise activities in the workplace that raise awareness of the impacts of gendered violence, the link between violence and gender inequality, and how it disproportionately affects specific vulnerable communities - Develop an approach to workplace safety for people experiencing gendered and family violence - Establish referral pathways for managers to support employees experiencing gendered and family violence - Publish an intranet page on gendered and family violence that highlights EPA clauses, leave entitlements, support and resources	IDA Sponsor	2025	Awareness sessions on the impact of family violence are promoted to employees Intranet article to promote activity Employee participation in awareness activities Workplace safety procedures established Referral pathways established Intranet page published

Recruitment and promotion

A review of recruitment policy and practices to address the issues raised through the audit will be conducted with actions to address perceptions about the fairness of recruitment and promotion practices and decisions.

WGE Indicator	Action	Responsibility	Timing	Measure
5 and 7	Develop recruitment strategy to ensure shortlists for executive roles have a diverse range of candidates	Head of People and Projects	2022	Recruitment strategy in place
5 and 7	Develop recruitment strategy for hiring women and trans and/or gender diverse people in technology-related positions	Head of People and Projects	2023	Recruitment strategy is adopted
5 and 7	Recruitment policy and procedures incorporate mechanisms to ensure gendered diversity, such as: • diverse panel representation • diverse candidate shortlists • advertising through mixed channels • having accessible and inclusive job advertisements and recruitment processes.	Head of People and Projects	2022	Recruitment policies and procedures reflect importance of diversity and appropriate mechanisms in support of diversity

Flexible working

The Library is committed to undertaking further consultation to address the concerns raised by women that flexible working arrangements in support of caring responsibilities are a barrier to success.

WGE Indicator	Action	Responsibility	Timing	Measure
6	Establish an intranet page that clearly outlines employee rights to request flexible work arrangements, leave, relevant policy and procedures, and how managers respond to requests	Director Enablers	2022	Intranet page on flexible work arrangements and policy is published
6	Support people with flexible work arrangements focusing on: • specific feedback from focus groups • addressing flexibility stigma • developing a positive work culture • a focus on outcomes and realistic expectations • promoting opportunities for people in part-time and fixed-term contract roles • meeting etiquette that supports flexible work	Director Enablers	2022	% and mix of workforce accessing flexible working arrangements
6	Develop a proposal to provide dedicated expressing rooms for employees	IDA Sponsor	2023	Proposal is endorsed by Executive

Other Actions

Further opportunities to improve gender diversity and inclusion for communities were identified through Gender Impact Assessments and actions related to those assessments have been grouped under three additional themes.

These themes are underpinned by the Gender Equity Principles within the Act and reflect the Library's commitment to gender equality as a human right and a benefit for all Victorians.

EMPOWERING WOMEN AND TRANS AND GENDER DIVERSE PEOPLE			
Action	Responsibility	Timing	Measure
Promote diverse voices and experiences through Future Founders – a festival for international student entrepreneurs who face barriers to entering the market – with a focus on women, trans, gender diverse and culturally and linguistically diverse speakers	Director Experience	2024	At least 50% of speakers at Future Founders festival are women or trans and gender diverse people, including speakers with diverse backgrounds
Actively collaborate and partner with organisations and networks that back women founders	Director Experience	2024	Partnerships with organisations that back women founders are established
Examine gender and cultural diversity inclusion needs in StartSpace member areas and promote usage of by women and gender diverse members	Director Experience	2023	Use of Startspace facilities is promoted to women and gender diverse people
Gender impact assessments are embedded into the planning process for projects, programs, policies and services that directly impact the public	Director Enablers	Annual	Branch planning processes include gender impact assessments
Provide and promote annual information sessions for employees on superannuation and planning for retirement	Director Enablers	Annual	Attendance at sessions and evaluation assessments

REPRESENTATION IN THE COLLECTION

Action	Responsibility	Timing	Measure
Identify gaps in women's representation in the collection	Director Collections	2025	Report with recommendations completed
Identify gaps in trans and gender diverse representation in the collection	Director Collections	2025	Report with recommendations completed
Acquire and promote collection items that profile individuals, stories and formats from and for women and trans and gender diverse people	Director Collections	2025	10% of the combined original material and rare collection budget is for acquisition of items from those who are often not heard, including people with disability, LGBTQI+ people, and people from migrant and refugee backgrounds
Review and expand historical and contemporary digital collections related to women and trans and gender diverse people	Director Collections	2025	Collection databases with a focus on women and trans and gender diverse representation are purchased
Establish a program to ensure representation of key literary women's voices in the collection	Director Experience	2023	Program established, funded by philanthropic donations

EXHIBITIONS AND CREATIVE PROGRAMMING

Action	Responsibility	Timing	Measure
Storytelling program for younger audiences to include a focus on promoting respectful relationships	Director Experience	2023	Programming with a focus on respectful relationships is delivered
Programming presenters to include women and trans and gender diverse representation	Director Experience	2023	Minimum of 60% women, trans and gender diverse presenters
Schools programming includes critical media literacy for children/young people as a key learning outcome	Director Experience	2023	Schools program identified learning outcome and integrated into program design
Develop data collection policy to appropriately collect information on program delivery with gender diverse representation	Director Experience	2023	Data collection policy agreed and endorsed by SLV and implemented across contracts, communications, and evaluations
Actively promote non-traditional and diverse gender roles and challenge gender stereotypes through programs, exhibitions and initiatives	Director Experience	2023	Review budget allocation for minimum 60% women and trans and gender diverse people across all AE contracts
Review and rename unfunded talks and lecture series with celebrated women and gender diverse leaders and writers	Director Experience	2023	Rename unfunded lecture series with celebrated women and/or gender diverse people
Representation of women and trans and/or gender diverse people in the fellowships program	Director Experience	2023	Minimum of 60% women and trans and/or gender diverse people are selected
Partner and profile programs with women's advocacy organisations	Director Experience	2023	Engage with minimum of three women's, trans and gender diverse organisations as collaborators
Women, trans and gender diverse creative talent is represented in exhibitions	Director Experience	2023	Commissions and contracted positions for 40% of exhibitions contain a minimum 60% women, trans, and gender diverse creative talent across all programs

