



Gender Equality Action Plan

2021 - 2025

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Seymour Health
Gender Equality Action Plan 2021 -2025

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ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS

Seymour Health acknowledges the Taungurung People as the traditional owners of the land on which we work and recognise their continuing connection to land, waters and community.

We pay our respect to them and their cultures and to Elders past, present and emerging.

It is with great pleasure that I present Seymour Health's first Gender Equality Action Plan that will guide our actions to improve gender equality over the next four years.

This plan is the outcome of an extensive review of a workplace gender audit for the reporting period 1 July 2020 to 30 June 2021 and employee experience data from the 2021 People Matter Survey.

Seymour Health recognises that improving gender equality for women and gender diverse people is an important issue. We developed this plan in consultation with our workforce and stakeholders to guide us in our journey towards a more equitable and inclusive workplace over the next four years.

Seymour Health is already making contribution towards gender equality; however, we recognise that more can be done. Achieving gender equality will be driven by this plan. It guides an approach to embedding gender equality practices across our organisation and sets out the next steps towards achieving gender equality.

We are committed to delivering services where all people are supported to be respected, safe and welcome.

Ward Steet
Chief Executive Officer



**MESSAGE
FROM THE
CEO**

BASELINE AUDIT ANALYSIS

Seymour Health completed a Workplace Gender Audit based on data as at 30 June 2021. Workforce and employee experience data was collected from HR and Payroll Systems and the 2021 People Matter Survey (PMS) to identify areas for improvement in relation to the workplace gender equality indicators.

Seymour Health's 2021 People Matter Survey response rate was 59 percent.

The audit collected data on the following gender equality indicators:

- Gender pay equity
- Gender composition at all levels of the workforce
- Gender composition of governing bodies
- Workplace sexual harassment
- Recruitment and promotion
- Gendered work segregation
- Leave and flexibility

DATA GAPS

The findings were limited as there is currently no recorded data on Aboriginality, disability, cultural identity, religion or sexual orientation available. Records were also limited in regards to Career Development Training, Higher Duties and Secondments. A key action in the Strategies and Measures is to work on data collection to enable a better understanding and track progress in future audits.

The complete workplace gender audit dataset is included in Appendix A.

MEANINGFUL CONSULTATION AND ENGAGEMENT

In late 2021, Seymour Health engaged a Project Officer to meet our obligations under the Gender Equality Act 2020 and inform the development of our Gender Equality Action Plan (GEAP).

Consultation on the workplace data audit, including employee experience occurred with internal and external stakeholders to ensure the actions reflect the experiences and objectives of our health service. Visual representations of the findings, email correspondence and an anonymous online survey were used to guide the feedback.

The following stakeholder groups were engaged:

- Internal business units - People & Culture, Finance and Payroll.
- Executive Committee
- Leadership and Management Committee
- Board of Directors (governing body)
- Consumer Reference Committee
- Unions – Australian Nursing and Midwifery Federation (Victorian Branch), Health Workers Union, Victorian Allied Health Professionals Association.
- Seymour Health Employees

All employees were given the opportunity to provide feedback and input into the development of the strategies and measures and provide additional insights into the gender audit. This engagement demonstrated our commitment and built relationships to support and lead gender equality knowledge and improvement.

OUR CASE FOR CHANGE

Seymour Health is committed to making reasonable and material progress towards gender equality by implementing this Gender Equality Action Plan with the necessary resources to monitor, evaluate and report on the plan.

We acknowledge that gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience based on Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes.

Seymour Health recognises the connection between family violence and gender equality and will address this through this plan and our Strengthening Hospital Responses to Family Violence and Multi Agency Risk Assessment Management (MARAM) Framework.

This action plan will also support the important work we are already undertaking. This includes, but not limited to the following:

- Introduction of gender inclusive bathrooms/changerooms throughout our sites.
- Addition of pronouns in email signatures.
- Permanent erection of Rainbow Flag in addition to the Australian, Aboriginal and Torres Strait Islander Flags.
- Posters throughout our sites welcoming gender diverse people.
- Mandatory staff inclusion competency modules of Core – improved understanding of inclusion principles and promote diversity, as well as Aged, Culture, Disability, Gender, Indigenous and LGBTIQ+ modules.

We will continue to recognise and celebrate events and campaigns that support gender equality and strengthen our partnerships with other organisations in recognition and/or celebration.

The following gender equality principles in the Gender Equality Act 2020, Part One (section 6) were used to guide the preparation of the Seymour Health Gender Equality Action Plan and will be embedded in future policies, programs and services.

- 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.
- Gender equality benefits all Victorians regardless of gender.
- Gender equality is a human right and precondition to social justice.
- Gender equality brings significant economic, social and health benefits for Victoria.
- Gender equality is a precondition for the prevention of family violence and other forms of violence against women and girls.
- Advancing gender equality is a shared responsibility across the Victorian community.
- 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.
- 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.
- Women have historically experienced discrimination and disadvantage on the basis of sex and gender.
- Special measures may be necessary to achieve gender equality.

STRATEGIES AND MEASURES

Using the findings from the Workplace Gender Audit and the 2021 PMS, a list of strategies to improve gender equality was developed for each of the following indicators:

- Gender Pay Equity
- Gender Composition at all levels of the workforce
- Gender Composition of governing bodies
- Workplace Sexual Harassment
- Recruitment and Promotion
- Gendered Segregation within the Workplace
- Leave and Flexibility
- Employee Data Collection

A table of our strategies and measures can be found in Appendix B.

LEADERSHIP AND RESOURCING

To ensure a strong connection between Seymour Health's strategic direction and its day-to-day delivery, this plan is supported by a cross-functional working group to ensure implementation of the strategies.

Resourcing will evolve over the life of the GEAP as some strategies are yet to commence and scoping requirements may change in response to a constantly changing environment. Resourcing impacts will also occur as new strategies are added to the GEAP as it is a living document. In recognition of this, the strategies and measures will be reviewed annually.

MEASURING PROGRESS

Seymour Health recognises the importance of having stringent reporting and evaluation processes to monitor the progress of the plan, whether the plan has achieved its strategies and what learnings can we take from the process to inform any future plans. By tracking progress and reporting on the impact and outcomes of the strategies, we will be able to respond to changing environments and encourage a culture of learning and improvement.

The Gender Equality Commission has developed a comprehensive framework, guidance, and advice regarding the obligations to promote gender equality, conduct gender impact assessments when developing policies, programs and services to the public and to monitor and evaluate through two-yearly progress reports and four-yearly workforce gender audits.

Legislative and policy context for the Gender Equality Action Plan

This legislation seeks to promote, encourage and facilitate the achievement of gender equality and improvement in the status of women, as well as to enhance economic and social participation by persons of different genders.

The commencement of the Gender Equality Act 2020 has provided an opportunity to increase gender equality by ensuring defined entities comply with the following:

1. Promote gender equality
2. Conduct gender impact assessments
3. Undertake a workplace gender audit
4. Create a Gender Equality Action Plan
5. Report on progress

This plan is guided by the following State and Federal Legislation and policies.

- Gender Equality Act 2020 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Charter for Human Rights and Responsibilities Act 2006 (Vic)
- Occupational Health and Safety Act 2004 (Vic) (OHS Act)
- Privacy and Data Protection Act 2014 (Vic)
- Disability Act 2006 (Vic)
- Racial and Religious Tolerance Act 2001 (Vic)
- The Fair Work Act 2009 (Cth)
- The Sex Discrimination Act 1984 (Cth)
- The Age Discrimination Act 2004 (Cth)
- Enterprise agreements, workplace determinations and modern awards.

The implementation of this policy will ensure Seymour Health continues to meet its legal and policy obligations.

GLOSSARY

Strategies

Reference to strategies or strategies and measures are strategies to improve gender equality.

Gender equality

The equal rights, responsibilities and opportunities of women, men and trans and gender-diverse people. Equality does not mean that women, men and trans and gender diverse people will become the same but that their rights, responsibilities and opportunities will not depend on their gender.²

Intersectionality

A methodology of studying the overlapping or intersecting social identities and related systems of oppression, domination, or discrimination.²

¹ Victorian State Government, *LGBTIQ Inclusive Language Guide*

² Victorian State Government, *Safe and Strong a Victorian Gender Equality Strategy*

³ Commission for Gender Equality in the Public Sector, *Workplace Gender Audit 2021 Guidance for Defined Entities*

Gender

Is part of how you understand who you are and how you interact with other people. Many people understand their gender as being female or male. Some people understand their gender as a combination of these or neither. Gender can be expressed in different ways, such as through behaviour or physical appearance.¹

Gender equity

Entails the provision of fairness and justice in the distribution of benefits and responsibilities on the basis of gender. The concept recognises that people may have different needs and power related to their gender and that these differences should be identified and addressed in a manner that rectifies gender related imbalances.²

Self-described Gender

Gender is part of how someone understand who they are and how they interact with other people. Many people identify their gender as being “women” or “man”. Some people understand their gender as a combination of these or neither. Gender can be expressed in different ways, such as through behaviour or physical appearance. A person’s gender does not necessarily mean they have particular sex characteristics or a particular sexuality, or vice versa.³

Appendix A Baseline Audit Analysis

Key findings of the workplace gender audit as at 30 June 2021:

GENDER COMPOSITION OF THE WORKFORCE

Seymour Health's workforce is comprised of 265 staff, 246 women (93 percent), 19 men (7 percent).

Women: 246 (93%)



Men: 19 (7%)



2021 People Matter Survey revealed:

90 percent women, seven percent men and three percent preferred not to say.

79 percent of staff agreed with the statement

“ There is a positive culture within my organisation in relation to employees of different sexes/genders. ”



80%

80 percent of Seymour Health's workforce are employed on a part-time basis: 81 percent are women compared with 74 percent of men.



13%

13 percent of Seymour Health's workforce are employed on a casual basis: 13 percent are women and 16 percent are men.



7%

7 percent of Seymour Health's workforce are employed on a full-time basis: 6 percent are women compared with 10 percent of men.

GENDER COMPOSITION OF THE GOVERNING BODY

As at 30 June 2021, Seymour Health's Board of Directors comprised five women (56 percent) and four men (44 percent).



PAY EQUITY

The overall gender pay gap (based on median base salary gap and total remuneration gap) between women and men was -12.7 percent.

The highest average gender pay gap was at level -1 at 69 percent. This is due to one specialist position at this level. Levels -2 and -3 were -7.9 percent and no pay gap was found at level -4.

The following positions make up the reporting level to CEO in the gender equity graph.

LEVEL - 0	CHIEF EXECUTIVE OFFICER
LEVEL - 1	DIRECTOR
LEVEL - 2	MANAGER, NURSE PRACTITIONER, DENTIST, CLINICAL NURSE CONSULTANT, OCCUPATIONAL THERAPIST, PHYSIOTHERAPIST, DIETICIAN, SOCIAL WORKER, CLINICAL NURSE SPECIALIST, NURSE UNIT MANAGER, ASSOCIATE NURSE UNIT MANAGER, REGISTERED NURSE.
LEVEL - 3	EXECUTIVE PERSONAL ASSISTANT, CORPORATE, FINANCE AND HR, ADMINISTRATION ASSISTANT, ENROLLED NURSE, ADMINISTRATION, ALLIED HEALTH AND DENTAL ASSISTANT, ALLIED HEALTH ASSISTANT, LEISURE & LIFESTYLE THERAPIST, PAY OFFICER, THEATRE AND INSTRUMENT TECHNICIAN, MAINTENANCE, COOK
LEVEL - 4	PERSONAL CARE WORKER, ENVIRONMENT AND FOOD SERVICE, LAUNDRY ASSISTANT, APPRENTICE OR TRAINEE.

SEXUAL HARASSMENT

Between 1 July 2020 and 30 June 2021, there were zero reported complaints of sexual harassment.

Appendix A

Baseline Audit Analysis

2021 People Matter Survey revealed:

Five percent of respondents reported that they experienced sexual harassment.

This is non-consensual or unwelcome sexual behaviour that could cause an employee to feel offended, humiliated or intimidated.

72 percent of respondents agreed with the statement

“I feel safe to challenge inappropriate behaviour at work.”

76 percent of respondents agreed with the statement

“My organisation takes steps to eliminate bullying, harassment and discrimination.”

86 percent of respondents agreed with the statement

“My organisation encourages respectful workplace behaviours.”

Appendix A Baseline Audit Analysis

RECRUITMENT AND PROMOTION

Between 1 July 2020 and 30 June 2021, 44 women and six men were recruited to Seymour Health.



63%

Of respondents agreed with the statement

My organisation makes fair recruitment and promotion decisions, based on merit.



53%

Of respondents agreed with the statement

I feel I have an equal chance at promotion in my organisation.



90%

Of respondents agreed with the statement

Gender is not a barrier to success in my organisation.



81%

Of respondents agreed with the statement

Being Aboriginal and/or Torres Strait Islander is not a barrier to success in my organisation.



83%

Of respondents agreed with the statement

Cultural background is not a barrier to success in my organisation.



85%

Of respondents agreed with the statement

Sexual orientation is not a barrier to success in my organisation.



87%

Of respondents agreed with the statement

Age is not a barrier to success in my organisation.



68%

Of respondents agreed with the statement

Disability is not a barrier to success in my organisation.

2021 People Matter Survey revealed:

Appendix A

Baseline Audit Analysis

LEAVE AND FLEXIBILITY

Between 1 July 2020 and 30 June 2021, 14 employees were on a formal flexible working arrangement (100 percent women). Nine employees took parental leave (100 percent women). Zero employees exited the organisation during parental leave.

2021 People Matter Survey revealed:

?

84%

Of respondents agreed with the statement

My organisation would support me if I needed to take family violence leave.

?

71%

Of respondents agreed with the statement

I am confident that if I requested a flexible work arrangement, it would be given due consideration

?

83%

Of respondents agreed with the statement

My organisation supports employees with family or other caring responsibilities, regardless of gender

GENDERED SEGREGATION

The following table provides a breakdown of the gender composition against the Australian and New Zealand Standard Classification of Occupations (ANZSCO) code to identify gender segregated occupations within Seymour Health.

ANZSCO	WOMEN	MEN
MANAGERS	1 (50%)	1 (50%)
PROFESSIONALS	107 (95%)	6 (5%)
TECHNICIANS AND TRADES WORKERS	4 (80%)	1 (20%)
COMMUNITY AND PERSONAL SERVICE WORKERS	73 (91%)	7 (9%)
CLERICAL AND ADMINISTRATIVE WORKERS	39 (95%)	2 (5%)
LABOURERS	22 (92%)	2 (8%)

Total



246
93%



19
7%

Appendix B

STRATEGIES AND MEASURES

Strategies and measures will evolve over the life of the GEAP as it is a living document. In recognition of this, the strategies and measures will be reviewed annually.

INDICATOR	STRATEGIES TO IMPROVE GENDER EQUALITY	ACTIONS TO IMPLEMENT STRATEGIES	RESPONSIBLE DEPARTMENT(S)	TIMEFRAME	PROCESS MEASURE
Gender Pay Equity	Analyse existing pay gaps to determine underlying causes and address any identified inequalities	Undertake annual progress reporting to track pay gaps.	People & Culture	Annually	Timely completion of reports.
Gender Composition at all levels of the workforce	Increase targeted recruitment to ensure the diversity of our community is reflected in our workforce, including deliberate strategies and measures to recruit and retain Aboriginal people, people with disabilities, LGBTIQ and people from culturally diverse backgrounds.	Update inclusion statement to accompany vacancy advertisements.	People & Culture	Oct 2023	Increase in positive responses to Diversity and Inclusion questions in People Matter Survey.
		Develop a Seymour Health equality statement.	Executive	Oct 2024	Completion of statement
		Advertise vacancies on online recruitment platforms that are accessible to all.	People & Culture	Dec 2022	Audit recruitment records of how candidate found out about the position i.e. online, newspaper.
		Use gender diverse images on website, social media and digital screens.	Communications	June 2025	Audit of public images over six-month period.
		Use inclusive greetings when addressing groups of people and when sending emails to a group such as "Welcome, everyone, or Good morning/afternoon folks."	Organisation wide	Oct 2023	Feedback and evaluation.

Appendix B

STRATEGIES AND MEASURES

INDICATOR	STRATEGIES TO IMPROVE GENDER EQUALITY	ACTIONS TO IMPLEMENT STRATEGIES	RESPONSIBLE DEPARTMENT(S)	TIMEFRAME	PROCESS MEASURE
Gender Composition of governing bodies	Targeted advertising seeking applications to join the board of directors.	Use print media and online recruitment platforms to target diverse groups of potential board directors.	People & Culture	June 2025	Audit recruitment records of how board member found out about the position i.e. online, newspaper.
Workplace Sexual Harassment	Increase confidence for employees to report harm and improve reporting mechanisms.	Raise staff awareness on sexual harassment prevention, reporting and support.	People & Culture	Dec 2023	Improved results in Negative Behaviours experience questions in the People Matter Survey.
		Develop a sexual harassment policy / procedure for safe and easy reporting of sexual harassment.	People & Culture	Oct 2024	Implementation of sexual harassment policy / procedure policy.
		Investigate inclusion of sexual assault and other public assault in Family Violence leave.	People & Culture	Dec 2024	Completion of report on findings.
		Explore requirements and solution options to encourage reporting of witnessing inappropriate conduct.	Executive	Dec 2024	Option(s) included in policy / procedure for safe and easy reporting of sexual harassment.
Recruitment and Promotion	Build awareness and understanding of gender discrimination including conscious and unconscious bias and how it can affect recruitment and promotion decisions.	Conduct unconscious bias training for managers.	Education	June 2025	Training completion rates.
	Challenge gender stereotypes and roles by creating opportunities and supporting employees to consider non-traditional gendered occupational roles.	Build partnerships with local education centres (secondary & tertiary) to engage in work experience opportunities as a means to introduce males to health care in both clinical and non-clinical settings.	Education People & Culture	June 2025	Number of work experience opportunities experienced by males.
		When inviting candidates for job interview ask the following: What pronoun the candidate uses (e.g. he/him, she/her, they/them; and What name they would like us to refer to them by.	People & Culture	June 2023	Include question in orientation session feedback and evaluation.

Appendix B

STRATEGIES AND MEASURES

INDICATOR	STRATEGIES TO IMPROVE GENDER EQUALITY	ACTIONS TO IMPLEMENT STRATEGIES	RESPONSIBLE DEPARTMENT(S)	TIMEFRAME	PROCESS MEASURE
Gendered Segregation within the Workplace	Develop resources and build awareness of gender equality, including how gender intersects with other attributes to produce inequality.	Continue to educate staff through mandatory inclusion competencies.	Education	June 2023	Increase in positive responses to Diversity and Inclusion questions in the People Matter Survey.
	Gender Impact Assessments	When reviewing existing and developing new organisational policies, integrate gender equity measures and inclusive language where possible.	Organisation wide	Dec 2024	Audit number of gender-related amendments made to policies, programs or services.
		Provide manager training on gender impact assessments.	Executive	Dec 2024	Training completion rates.
	Conduct and/or participate in activities/events and campaigns, which raise awareness of intersectional communities and issues.	Celebrate and/or recognise the following events and campaigns: <ul style="list-style-type: none"> • International Women's Day • National Close the Gap Day • Harmony Week • International Day Against Homophobia, Biphobia and Transphobia • National Day of Healing • Pride Month • NAIDOC Week • RUOK? Day • 16 Days of Activism • International Men's Day • International Day of people with disability 	Executive, Communications	Annually	Attendance and participation. Feedback and evaluation post event. Partnerships with other organisations and evaluation.
Leave and Flexibility	Increase promotion and knowledge of flexible leave and work options and actively encourage and embed utilisation by employees of all genders.	Investigate inclusion of section for flexible work arrangements in annual performance appraisals.	People & Culture	Dec 2023	Increase in positive responses to Leave and Flexibility questions in People Matter Survey.
	Provide ongoing communication and education about family violence and build awareness of available workplace support and leave options.	Continue to educate staff on Strengthening Hospital Response to Family Violence (SHRFV).	People & Culture	June 2025	Include question in orientation session feedback and evaluation.

Appendix B

STRATEGIES AND MEASURES

INDICATOR	STRATEGIES TO IMPROVE GENDER EQUALITY	ACTIONS TO IMPLEMENT STRATEGIES	RESPONSIBLE DEPARTMENT(S)	TIMEFRAME	PROCESS MEASURE
Leave and Flexibility (cont.)		Provide new employees with family violence information brochure.	People & Culture	Dec 2022	
Employee Data Collection	Upgrade existing workforce systems to close gaps in gender equality data collection to support a more robust analysis and reporting against the workplace gender equality indicators.	Liaise with Payroll and HR Departments to implement the capture the following missing data: <ul style="list-style-type: none"> • Self-Described Gender • Cultural Identity • Disability • Religion • Sexual Orientation • Aboriginal and/or Torres Strait Islander 	People & Culture	June 2023	Addition of these fields in HR systems
	Intersectionality data collection for new starters.	Liaise with Vendors on application functionality and investment required.	People & Culture, Payroll	Dec 2024	Increase in completed data fields.
	Intersectionality data collection for existing employees.	Develop process to enable collection and data transfer to PayGlobal.	People & Culture, Payroll	Dec 2024	Increase in completed data fields.
		Communicate and raise awareness of importance of intersectional data.	People & Culture, Communications	Dec 2024	Compliance rate of intersectional data provided.
		Execute data transfer and collection of intersectional data in our systems.	People & Culture, Payroll	Dec 2023	Increase in intersectionality data in HR systems.
		Establish process for data extraction to report and conduct mandatory audits required by the Act.	People & Culture, Payroll	June 2023	Efficient execution of new processes as per requirements.
	Improve data and reporting relating to promotional, secondment, career progression and higher duties.	Liaise with Payroll and HR Department to modify current systems and establish process for data extraction and conduct mandatory audits required by the Act.	People & Culture, Payroll	Dec 2024	Efficient execution of new processes as per requirements.
	Promote participation in annual VPSC People Matter Survey.	Offer incentives for staff to complete People Matter Survey to increase participation.	People & Culture	Annually	Increase in participation rates.



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