

2020 - 21 Compliance Program

Submitted by:

Royal Melbourne Institute Of Technology
(ABN:49781030034)



#Workplace overview

Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

...Recruitment	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Retention	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Talent identification/identification of high potentials	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Succession planning	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Key performance indicators for managers relating to gender equality	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(<i>Select all that apply</i>)	
...Yes	Policy Strategy

3: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

The RMIT Gender Equality Action Plan 2016-2021 outlines the University's commitments to a range of strategies and activities, review of systems, policy and processes and professional development to support gender equality.

Governing bodies

Royal Melbourne Institute Of Technology

1: Does this organisation have a governing body?	Yes(<i>Provide further details on the governing body(ies) and its composition</i>)
1.1: What is the name of your governing body?	RMIT Council
1.2: What type of governing body does this organisation have?	Council
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	7
...Male (M)	5
...Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
1.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

RMIT Council has a formal process administered through the Nomination, Remuneration and People Committee that takes into account the skills and experience requirements of Council, along with the requirements of the RMIT Act. Gender is part of the assessment tool the Committee relies on to assess membership needs.

#Action on gender equality

Gender pay gaps

1: Do you have a formal policy and/or formal strategy on remuneration generally?

Yes(*Select all that apply*)

...Yes

Policy
Strategy

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

Yes(*Select all that apply*)

...Yes

To achieve gender pay equity
To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews)
To be transparent about pay scales and/or salary bands
To ensure managers are held accountable for pay equity outcomes
To implement and/or maintain a transparent and rigorous performance assessment process

2: Did your organisation receive JobKeeper payments?

No

3: What was the snapshot date used for your Workplace Profile?

31-Mar-2021

4: If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Employer action on pay equity

1: Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?

Yes(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

1.1: When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

Yes(*Select all that apply*)

Created a pay equity strategy or action plan
Identified cause/s of the gaps
Reviewed remuneration decision-making processes

1.2: Did you take any actions as a result of your gender remuneration gap analysis?	Analysed commencement salaries by gender to ensure there are no pay gaps Analysed performance pay to ensure there is no gender bias (including unconscious bias)
.. Yes	Analysed performance ratings to ensure there is no gender bias (including unconscious bias) Set targets to reduce any organisation-wide gap Reported pay equity metrics (including gender pay gaps) to the governing body Reported pay equity metrics (including gender pay gaps) to the executive

2: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?
Yes(*Provide further details on the employee consultation process.*)

1.1: How did you consult employees?	Survey Consultative committee or group Exit interviews Performance discussions
1.2: Who did you consult?	ALL staff

2: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

#Employee work/life balance

Flexible working

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes(*Select all that apply*)

...Yes	Policy Strategy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	Yes
...Targets have been set for men's engagement in flexible work	Yes
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	Yes
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	Yes
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	Yes
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	Yes

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work	Yes(<i>Select one option only</i>)
---------------------------	--------------------------------------

...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Compressed working weeks	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Time-in-lieu	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Telecommuting (e.g. working from home)	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Part-time work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Job sharing	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Carer's leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Purchased leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available

3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, ALL managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Yes, for both women and men

6: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

In 2020, RMIT continued encouraging all employees to consider the flexible working arrangement that best suited themselves and their teams. Rates of formal flexibility for men increased significantly during this time, and informal flexibility increased for both men and women.

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave (using the primary/secondary carer definition)

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes(<i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i>)
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	All, regardless of gender
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption Surrogacy Stillbirth
1.1.c: How do you pay employer funded paid parental leave to primary carers?	Paying the employee's full salary
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	Yes, on employer funded parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	14
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	31-40%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes(<i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i>)
1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:	All, regardless of gender
1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:	Birth Adoption Surrogacy Stillbirth
1.2.c: How do you pay employer funded paid parental leave to secondary carers?	Paying the employee's full salary

1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	2
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	30-40%

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

All RMIT fixed-term and continuing staff are entitled to 14 weeks of paid parental leave after one year of

service.

Before one year, the amount of paid leave is determined on a pro-rata basis.

All fixed-term and continuing staff are entitled to 24 weeks of paid leave after three years of service.

Support for carers

1: Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

Yes(*Select all that apply*)

...Yes	Strategy Policy
--------	--------------------

2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

...Employer subsidised childcare	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at SOME worksites
...On-site childcare	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at SOME worksites
...Breastfeeding facilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Childcare referral services	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...Internal support networks for parents	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites

...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Information packs for new parents and/or those with elder care responsibilities	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Referral services to support employees with family and/or caring responsibilities	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...Targeted communication mechanisms (e.g. intranet/forums)	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Support in securing school holiday care	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...Coaching for employees on returning to work from parental leave	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Parenting workshops targeting mothers	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Parenting workshops targeting fathers	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites
...Other (provide details)	Yes(<i>Please indicate the availability of this support mechanism.</i>)
...Yes	Available at ALL worksites

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(<i>Select all that apply</i>)	
...Yes	Policy Strategy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
	At induction

...Yes	Every one-to-two years
...All employees	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction Every one-to-two years

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

RMIT is committed to promoting a gender equality culture, where all staff and students feel safe, supported

and welcome. In order to best prevent sex-based harassment and discrimination, RMIT has partnered with

Universities Australia on the Respect. Now. Always. (RNA) campaign.

RNA aims to understand when and how sexual harassment and assault happen at universities, so we can

promote prevention and provide support to victims/survivors.

RMIT's action plan includes strategies such as:

- Providing online training titled "Change the Course," describing inappropriate behaviours, responding to

disclosures of sex-based harassment, reporting harassment and university supports available.

- Providing face-to-face training regarding sexual harassment, sexual assault, inappropriate behaviours and

family and domestic violence. As well as communicating our resources available for more information.

- Continuing to strengthen RMIT's mandatory Equal Employment Opportunity training modules that relate to

sex-based harassment and gender-based violence.

Family or domestic violence

1: Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes(*Select all that apply*)

...Yes	Policy Strategy
--------	--------------------

2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

...Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
...Training of key personnel	Yes
...A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...Access to unpaid leave	Yes
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	Yes
...Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	No(<i>Select all that apply</i>)
...Offer change of office location	Yes
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...Access to medical services (e.g. doctor or nurse)	Yes
...Other (provide details)	Yes
...Yes	RMIT offers support through the Employee Assistance Program, Human Resources team and Safer Community team support for staff and students experiencing or impacted by sexual assault or family violence.

3: If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.

Workforce Management Statistics Table

Industry: Tertiary Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	Managers	26	15	41
			Non-managers	143	99	242
		Fixed-Term Contract	Managers	5	4	9
			Non-managers	17	19	36
	Part-time	Permanent	Non-managers	24	3	27
		Fixed-Term Contract	Managers		1	1
			Non-managers	13	2	15
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Managers	26	17	44
			Non-managers	125	84	209
		Fixed-Term Contract	CEO, KMPs, and HOBs	2		2
			Managers	56	47	103
			Non-managers	187	184	371
	Part-time	Permanent	Managers	1		1
			Non-managers	20	6	26
		Fixed-Term Contract	Managers	2	9	11
			Non-managers	82	63	145
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	10	10	20
			Non-managers	102	53	155
		Fixed-Term Contract	Managers	19	11	30
			Non-managers	130	114	245
	Part-time	Permanent	Managers	1		1
			Non-managers	18	2	20
		Fixed-Term Contract	Managers		3	3
			Non-managers	75	61	137

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Tertiary Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	13	8	21
			Non-managers	35	25	60
		Fixed-Term Contract	Managers	12	10	22
			Non-managers	30	31	61
	Part-time	Permanent	Non-managers	5	6	11
		Fixed-Term Contract	Managers	1		1
			Non-managers	17	6	23
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	11	2	13
			Non-managers	112	7	119
		Fixed-Term Contract	Managers	1	1	2
			Non-managers	28	3	31
	Part-time	Permanent	Managers		1	1
			Non-managers	31		31
		Fixed-Term Contract	Non-managers	9	1	10
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1	9	10
			Non-managers	1	25	26
		Fixed-Term Contract	Managers		3	3
			Non-managers		19	19
	Part-time	Permanent	Managers		1	1
		Fixed-Term Contract	Non-managers		1	1

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Tertiary Education

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Managers	1		1
			Non-managers	12	1	13
		Fixed-Term Contract	Non-managers	3		3
	Part-time	Permanent	Non-managers	1		1

* Total employees includes Gender X

Workplace Profile Table

Industry: Tertiary Education

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	297	259	0	0	556
	Full-time contract	73	51	0	0	124
	Part-time permanent	30	5	0	0	35
	Part-time contract	10	9	0	0	19
Professionals	Full-time permanent	906	909	0	0	1,817
	Full-time contract	260	327	0	0	587
	Part-time permanent	192	74	0	0	266
	Part-time contract	141	105	0	0	246
	Casual	1,419	1,309	0	0	2,742
Technicians And Trades Workers	Full-time permanent	50	102	0	0	153
	Full-time contract	6	7	0	0	13
	Part-time permanent	12	7	0	0	19
	Part-time contract	2	2	0	0	4
	Casual	23	11	0	0	34
Community And Personal Service Workers	Full-time permanent	12	4	0	0	16
	Full-time contract	1	0	0	0	1
	Part-time permanent	12	2	0	0	14
	Part-time contract	2	0	0	0	2
Clerical And Administrative Workers	Full-time permanent	445	172	0	0	618
	Full-time contract	42	21	0	0	63
	Part-time permanent	116	12	0	0	128
	Part-time contract	22	9	0	0	31
	Casual	132	74	0	0	207
Sales Workers	Part-time permanent	1	0	0	0	1

* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: Tertiary Education

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time contract	0	1	1
KMP	-1	Full-time permanent	0	2	2
		Full-time contract	4	2	6
	-2	Full-time contract	1	0	1
GM	-1	Full-time permanent	1	1	2
		Full-time contract	1	0	1
		Part-time contract	0	1	1
	-2	Full-time permanent	15	8	23
		Full-time contract	13	18	31
		Part-time contract	1	2	3
	-3	Full-time permanent	1	2	3
		Full-time contract	10	7	17
SM	-2	Full-time permanent	7	5	12
		Full-time contract	3	5	8
		Part-time contract	0	2	2
	-3	Full-time permanent	80	66	146
		Full-time contract	26	8	34
		Part-time permanent	5	1	6
		Part-time contract	3	2	5
	-4	Full-time permanent	45	69	114
		Full-time contract	5	8	13
		Part-time permanent	3	1	4
		Part-time contract	1	1	2
	-5	Full-time permanent	4	11	15
		Full-time contract	2	0	2
		Part-time permanent	0	1	1
		Part-time contract	2	0	2
OM	-2	Full-time permanent	6	1	7
		Part-time contract	1	0	1
	-3	Full-time permanent	17	8	25
		Part-time permanent	4	2	6
		Part-time contract	1	0	1
	-4	Full-time permanent	88	55	143
		Full-time contract	4	1	5
		Part-time permanent	13	0	13
		Part-time contract	0	1	1
	-5	Full-time permanent	32	29	61
		Full-time contract	4	1	5
		Part-time permanent	5	0	5
	-6	Full-time permanent	1	2	3
		Part-time contract	1	0	1

* Total employees includes Gender X