Australian Government

Workplace
Gender Equality
Agency

2022 - 23 Gender Equality Reporting

Submitted By:

Royal Melbourne Institute Of Technology 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

   Policy; Strategy

   Retention: Yes
   Policy;Strategy

   Performance management processes: Yes
   Policy; Strategy

   Promotions: Yes.
   Policy; Strategy

   Talent identification/identification of high potentials: YesPolicy; Strategy

   Succession planning: Yes
   Policy; Strategy

   Training and development: Yes
   Policy; Strategy

   Key performance indicators for managers relating to gender equality: YesPolicy; Strategy

2. **Do you have a formal policy and/or formal strategy in place that supports gender equality overall?**
   YesPolicy; Strategy

4. **If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.**
   RMIT's 2022-2025 Gender Equality Action Plan (GEAP) includes strategies for achieving workplace gender equality. Throughout 2022 and into 2023, promoting and launching the GEAP to the RMIT community is a continued opportunity to build awareness of our continued gender equality commitments, how we will work to achieve them and the support available. Delivering on the commitments of our Gender Equality Action Plan is a shared objective across our Colleges, Portfolios Entities and Global Campuses, as outlined in our RMIT's 2022 Annual Operating Plan, and the new RMIT Next Strategy.

   RMIT proudly holds an Athena SWAN Bronze Award for our commitment to improve gender equity and diversity in the science, technology, engineering, mathematics and medicine (STEMM) disciplines. RMIT has received recognition in a Cygnet Award relating to removing barriers in the recruitment of women and gender-diverse people into academic STEMM positions.

   Gender-based Violence Strategic Action Plan 2023-2027. RMIT has strengthened its commitment to addressing gender-based violence, publishing a new five-year plan to tackle the issue. The Addressing Gender-based Violence Strategic Action Plan 2023-

2027 has been made available on the RMIT public website. The plan will guide work in the prevention of gender-based violence, through an intersectional lens, and in response to incidents. The safety and support of victim-survivors is at the heart of the plan. It also explores how RMIT will need to adapt its systems and governance to support positive change.

Inclusion, Diversity, Equity and Access (IDEA) Framework. This framework identifies five domains that define the aspirations and priority action areas to drive action across RMIT Group. Through the domains, we will address systems, processes, policies, capabilities, and cultural norms to progress our goal of being "Inclusive by design" for everyone, everywhere, all the time.

Governing Bodies

Organisation: Royal Melbourne Institute Of Technology
1.Name of the governing body: RMIT Council
2.Type of the governing body: Council

Number of governing body chair and member by gender:

Chair		
Female (F)	**Male (M)**	**Non-Binary**
1	0	0
Member		
Female (F)	**Male (M)**	**Non-Binary**
6	5	0

4.Formal section policy and/or strategy: Yes
Selected value: Policy; Strategy

6. Target set to increase the representation of women: No

Selected value: Governing body has gender balance (i.e. 40% women / 40%men / 20% any gender)

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?
Yes
Selected value: Policy; Strategy

2. If your organisation would like to provide additional information relating to your gender equality policies and strategies, please 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

   Policy; Strategy

   1.1 Are specific pay equality objectives included in your formal policy and/or formal strategy?
   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. **What was the snapshot date used for your Workplace Profile?**
   2023-03-31

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 equality

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

   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

Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Analysed performance pay 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; Reported pay equity metrics (including gender pay gaps) to all employees; Reported pay equity metrics (including gender pay gaps) externally

1.3 What type of gender remuneration gap analysis has been undertaken?

3. **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 during the reporting period?**
   Yes
   1.1 How did you consult employees?
   Consultative committee or group; Focus groups; Exit interviews; Survey; Performance discussions; Other
   Other: Staff listening groups as part of the Inclusion, Diversity, Equity and Access (IDEA) Framework. We also ran the All Staff Survey in November 2022.
   1.2 Who did you consult?
   ALL staff

2. **Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?**
   Yes
   Policy; Strategy

3. **On what date did your organisation share your last year's public reports with employees and shareholders?**
   Employees:

   Shareholder:

4. **Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?**
Yes

5. **If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below**.
We provide the RMIT community with multiple ways in which to provide feedback on gender equality programs, strategies and projects.

#Flexible Work

Flexible Working

1. **Do you have a formal policy and/or formal strategy on flexible working arrangements?**
Yes
Policy; Strategy

1.1. **Please indicate which of the following are included in your flexible working arrangements strategy or policy:**
A business case for flexibility has been established and endorsed at the leadership level
Yes

The organisation's approach to flexibility is integrated into client conversations
Yes

Employees are surveyed on whether they have sufficient flexibility
Yes

Employee training is provided throughout the organisation
Yes

The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)
Yes

Flexible working is promoted throughout the organisation
Yes

Targets have been set for engagement in flexible work
Yes

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body
Yes

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel
Yes

Leaders are held accountable for improving workplace flexibility
Yes

Leaders are visible role models of flexible working
Yes

Manager training on flexible working is provided throughout the organisation
Yes

Targets have been set for men's engagement in flexible work
Yes

Team-based training is provided throughout the organisation
Yes

Other: No

2. **Do you offer any of the following flexible working options to MANAGERS in your workplace?**
   Carer's leave: Yes

SAME options for women and menFormal options are available; Informal options are available

Compressed working weeks: Yes
SAME options for women and menFormal options are available; Informal options are available

Flexible hours of work: Yes
SAME options for women and menFormal options are available; Informal options are available

Job sharing: Yes
SAME options for women and men

Formal options are available
Part-time work: Yes
SAME options for women and menFormal options are available

Purchased leave: Yes
SAME options for women and menFormal options are available

Remote working/working from home: Yes
SAME options for women and men

Time-in-lieu: Yes
SAME options for women and men

Formal options are available; Informal options are available

Unpaid leave: Yes
SAME options for women and menFormal options are available

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

5. **Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?**
   No

7. **If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.**
   In 2022/23, RMIT is continuing to encourage all employees to consider flexible working arrangements and hybrid ways of working that best suits their needs, and their teams. Rates of formal flexibility have decreased and informal flexibility arrangements are encouraged especially as part of working on campus or remotely. RMIT has developed guidelines and support resources for all staff and leaders, allowing all to ensure worklife balance, whilst supporting a thriving campus environment.

#Employee Support

Paid Parental leave

1. **Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?**
    Yes, we offer employer funded parental leave to all genders without using the primary/secondary carer definition

1. **If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.**
    Fixed-term and continuing employees can access at least 18 weeks of Paid Primary Carer's leave from the first day of their employment. A Fixed Term or Continuing Employee who has or will have a responsibility for the care of a child but is not the Primary Carer of the child is entitled to 4 weeks of Paid Partner leave.

Support for carers

1. **Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?**
    Yes
    Policy; Strategy
2. **Do you offer any of the following support mechanisms for employees with family or caring responsibilities?**
    2.1. **Employer subsidised childcare**
        Yes
        Available at SOME worksites
    2.2. **Return to work bonus (only select if this bonus is not the balance of paid parental leave)**
        Yes
        Available at ALL worksites
    2.3. **Breastfeeding facilities**
        Yes
        Available at ALL worksites
    2.4. **Childcare referral services**
        No

    2.5. **Coaching for employees on returning to work from parental leave**
        Yes
        Available at ALL worksites

2.6.   Targeted communication mechanisms (e.g. intranet/forums)

Yes

Available at ALL worksites

2.7.   Internal support networks for parents

Yes

Available at ALL worksites

2.8.   Information packs for new parents and/or those with elder care responsibilities

Yes

Available at ALL worksites

2.9.   Parenting workshops targeting fathers

Yes

Available at ALL worksites

2.10. Parenting workshops targeting mothers

Yes

Available at ALL worksites

2.11. Referral services to support employees with family and/or caring responsibilities

No

2.12. Support in securing school holiday care

No

2.13. On-site childcare

Yes

Available at SOME worksites

2.14. Other details: No

3. **If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.**
   We direct staff to our Employee Assistance Program to seek and identify support mechanisms.

Sexual harassment, harassment on the grounds of sex or discrimination

1. **Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?**

Yes

Policy; Strategy

1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

Yes

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

All Non-Managers

Yes

Voluntary question: All Non-Managers

9.   If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.

RMIT has implemented a 5 year strategic action plan for addressing (prevention and response) gender based violence, which is inclusive of sexual harassment and harm. This includes an approved 2 year workplan.

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

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?

A domestic violence clause is in an enterprise agreement or workplace agreement

Yes

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

Yes

Emergency accommodation assistance

No

Provision of financial support (e.g. advance bonus payment or advanced pay)

No

Flexible working arrangements

Yes

Offer change of office location

Yes

Access to medical services (e.g. doctor or nurse)

Yes

Training of key personnel

Yes

Referral of employees to appropriate domestic violence support services for expert advice

Yes

Workplace safety planning

Yes

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

Yes

Is the leave period unlimited?
No
  Number of Days:
20

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
Yes
Is the leave period unlimited?
Yes

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
Yes
Is the leave period unlimited?
 Yes

Access to unpaid leave
Yes
Is the leave period unlimited?
 Yes

Provide Details: No

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

RMIT offers support through the Employee Assistance Program, People Team and Safer Community team to support for staff and students experiencing or impacted by sexual harm or family violence. Our leave provisions for paid are capped at 20 days, and unpaid not capped and are part of support options for staff dependant on the need and circumstances.

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	37	28	65
			Non-managers	52	43	95
		Fixed-Term Contract	Managers	6	4	10
			Non-managers	12	17	30
	Part-time	Permanent	Managers	2	1	3
			Non-managers	7	4	11
		Fixed-Term Contract	Non-managers		2	2
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers	78	30	108
			Non-managers	232	103	340
		Fixed-Term Contract	CEO, KMPs, and HOBs	1		1
			Managers	31	19	50
			Non-managers	173	121	298
	Part-time	Permanent	Managers	3		3
			Non-managers	29	14	44
		Fixed-Term Contract	CEO, KMPs, and HOBs		1	1
			Managers	1		1
			Non-managers	59	34	93
	N/A	Casual	Non-managers	378	336	722
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers	41	26	67
			Non-managers	180	145	326
		Fixed-Term Contract	CEO, KMPs, and HOBs		1	1
			Managers	17	21	38
			Non-managers	207	144	355
	Part-time	Permanent	Managers	1	1	2
			Non-managers	28	5	34
		Fixed-Term Contract	Managers		1	1
			Non-managers	93	47	142
	N/A	Casual	Non-managers	1,353	1,133	2,541

* Total employees includes Non-binary

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	CEO, KMPs, and HOBs	0	1	1
			Managers	36	32	68
			Non-managers	117	104	221
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	14	3	17
			Non-managers	54	42	100
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	6	0	6
			Non-managers	29	11	41
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	4	1	5
			Non-managers	39	29	68
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	31	8	40
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	8		8
			Non-managers	59	2	62
		Fixed-Term Contract	Managers	1		1
			Non-managers	8	1	9
	Part-time	Permanent	Non-managers	7		7
		Fixed-Term Contract	Non-managers	3		3
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	2	4	6
			Non-managers	2	37	40
		Fixed-Term Contract	Managers		5	5
			Non-managers		15	15
	Part-time	Permanent	Non-managers		2	2
		Fixed-Term Contract	Non-managers		1	2
	N/A	Casual	Non-managers		1	1

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	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
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			Non-managers	2	37	40
		Fixed-Term Contract	Managers		5	5
			Non-managers		15	15
	Part-time	Permanent	Non-managers		2	2
		Fixed-Term Contract	Non-managers		1	2
	N/A	Casual	Non-managers		1	1

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Workforce Management Statistics Table

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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	368	348	0	0	716
	Full-time contract	128	113	0	0	242
	Part-time permanent	44	15	0	0	59
	Part-time contract	11	8	0	0	19
Professionals	Full-time permanent	873	806	0	0	1,685
	Full-time contract	322	362	0	0	691
	Part-time permanent	218	100	0	0	319
	Part-time contract	148	103	0	0	254
	Casual	1,489	1,300	0	0	2,832
Technicians And Trades Workers	Full-time permanent	62	109	0	0	172
	Full-time contract	9	9	0	0	18
	Part-time permanent	11	10	0	0	21
	Part-time contract	5	9	0	0	14
	Casual	43	33	0	0	77
Community And Personal Service Workers	Full-time permanent	11	2	0	0	13
	Full-time contract	1	0	0	0	1
	Part-time permanent	6	2	0	0	8
	Part-time contract	2	1	0	0	3
	Casual	8	7	0	0	15
Clerical And Administrative Workers	Full-time permanent	406	161	0	0	571
	Full-time contract	115	41	0	0	158
	Part-time permanent	122	12	0	0	136
	Part-time contract	34	7	0	0	41
	Casual	333	213	0	0	560
Sales Workers	Full-time permanent	0	2	0	0	2
	Full-time contract	0	1	0	0	1
	Part-time permanent	1	0	0	0	1
	Casual	14	8	0	0	22

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

** Total employees includes Non-binary

Workplace Profile Table

Industry: Tertiary Education

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	5	4	9
GM	Full-time permanent	29	25	54
	Full-time contract	17	15	32
	Part-time permanent	2	2	4
	Part-time contract	1	2	3
SM	Full-time permanent	107	81	188
	Full-time contract	65	70	136
	Part-time permanent	9	3	12
	Part-time contract	2	3	5
OM	Full-time permanent	227	237	464
	Full-time contract	46	28	74
	Part-time permanent	33	10	43
	Part-time contract	8	3	11

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	Part-time permanent	122	12	0	0	136
	Part-time contract	34	7	0	0	41
	Casual	333	213	0	0	560
Sales Workers	Full-time permanent	0	2	0	0	2
	Full-time contract	0	1	0	0	1
	Part-time permanent	1	0	0	0	1
	Casual	14	8	0	0	22

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Workplace Profile Table

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