



2014-15 public report form submitted by Federation University Australia to the Workplace Gender Equality Agency

Organisation and contact details

Legal name	Federation University Australia				
ABN	51818692256				
ANZSIC	8102 Higher Education				
Trading name/s ASX code (if relevant)	Federation University Australia				
Postal address	Equity and Equal Opportunity PO Box 663				
	BALLARAT VIC 3353				
	AUSTRALIA				
Organisation phone number	0353279357				
Number of employees covered in this report submission Other organisations reported on in this	1,767				
	ANZSIC Trading name/s ASX code (if relevant) Postal address Organisation phone number Number of employees covered in this report submission Other organisations				



Workplace profile Manager

Managaranasanatianal astagarias	Departing level to CEO	Consistent status	No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees	
		Full-time permanent	0	0	0	
		Full-time contract	0	1	1	
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	0	0	0	
		Full-time contract	1	5	6	
Key management personnel	-1	Part-time permanent	0	0	0	
, , ,		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	0	0	0	
		Full-time contract	1	0	1	
	-1	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
011 11 10 1		Casual	0	0	0	
Other executives/General managers		Full-time permanent	2	1	3	
		Full-time contract	7	10	17	
	-2	Part-time permanent	1	0	1	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	3	5	8	
		Full-time contract	2	2	4	
	-2	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	30	20	50	
		Full-time contract	2	4	6	
Senior Managers	-3	Part-time permanent	0	1	1	
· ·		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	8	7	15	
		Full-time contract	5	2	7	
	-4	Part-time permanent	1	0	1	
		Part-time contract	1	0	1	
		Casual	0	0	0	





Manager equipational extension	Departing level to CEO	Employment status	No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees	
		Full-time permanent	11	12	23	
		Full-time contract	1	2	3	
	-3	Part-time permanent	2	0	2	
		Part-time contract	2	0	2	
		Casual	0	0	0	
	-4	Full-time permanent	8	9	17	
		Full-time contract	1	1	2	
Other managers		Part-time permanent	2	1	3	
		Part-time contract	2	0	2	
		Casual	0	0	0	
		Full-time permanent	0	2	2	
		Full-time contract	0	0	0	
	-5	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers	93	85	178			





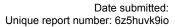
Non-manager

Non-manager occupational	Employment	No. of employees (excluding graduates and apprentices)		No. of gr	aduates (if icable)	No. of ap	Total	
categories	status	F	М	F	М	F	М	employees
	Full-time permanent	152	204	0	0	0	0	356
	Full-time contract	21	32	0	0	0	0	53
Professionals	Part-time permanent	60	14	0	0	0	0	74
	Part-time contract	26	11	0	0	0	0	37
	Casual	122	110	0	0	0	0	232
	Full-time permanent	4	29	0	0	0	0	33
	Full-time contract	0	3	0	0	0	0	3
Technicians and trade	Part-time permanent	17	19	0	0	0	0	36
	Part-time contract	1	3	0	0	0	0	4
	Casual	4	5	0	0	0	0	9
	Full-time permanent	11	4	0	0	0	0	15
	Full-time contract	12	1	0	0	0	0	13
Community and personal service	Part-time permanent	8	0	0	0	0	0	8
	Part-time contract	8	1	0	0	0	0	9
	Casual	41	16	0	0	0	0	57
	Full-time permanent	143	43	0	0	0	0	186
	Full-time contract	42	14	0	0	0	0	56
Clerical and administrative	Part-time permanent	112	6	0	0	0	0	118
	Part-time contract	41	5	0	0	0	0	46
	Casual	174	70	0	0	0	0	244
	Full-time permanent	0	0	0	0	0	0	0
Sales	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0





Non-manager occupational categories	Employment status	No. of employees (ex appre		aduates (if icable)	No. of ap appl	Total			
Categories		F	M	F	M	F	М	employees	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	0	
	Full-time permanent	0	0	0	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	0	
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	0	
	Full-time permanent	0	0	0	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	0	
Labourers	Part-time permanent	0	0	0	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	0	
	Full-time permanent	0	0	0	0	0	0	0	
	Full-time contract	0	0	0	0	0	0	0	
Others	Part-time permanent	0	0	0	0	0	0	0	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	0	0	0	0	0	0	0	
Grand total: all non-managers		999	590	0	0	0	0	1,589	







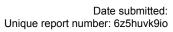
Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

Note: Additional help can be accessed by hovering your cursor over question text.

1 Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:

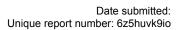
1.1 Recruitment? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.2 Retention? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.3 Performance management processes? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☒ No ☐ No, currently under development ☒ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.4 Promotions? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority







1.5 Talent identification/identification of high potentials? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No No, currently under development No, insufficient human resources staff No, don't have expertise
 No, not a priority 1.6 Succession planning? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy
Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.7 Training and development? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise
 No, not a priority 1.8 Resignations? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☒ No ☐ No, currently under development ☒ No, insufficient human resources staff
 No, don't have expertise No, not a priority 1.9 Key performance indicators for managers relating to gender equality? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority







1.10 Gender equality overall? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, don't have expertise
☐ No, not a priority
1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:
1.12 Should you wish to provide additional information on any of your responses under Gender equality indicator 1, please do so below:
Gender equality indicator 2: Gender composition of governing bodies
 Does your organisation, or any organisation you are reporting on, have a governing body/board? ☑ Yes ☐ No
2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, enter the gender composition (in numbers, not percentages) of that governing body/board; and where in place include what percentage target has been set relating to the representation of women, and the year the target is to be reached.

IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition NUMBERS of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a date in the format of YYYY in the 'Year to be reached' column.

Organisation		Gender and NUMBER (NOT percentage) of chairperson/s		NUMBI percen other	er and ER (NOT tage) of board nbers	% target for representation of women on each board	Year to be reached
	name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
1	Federation University Australia	0	1	5	8	0	
2							
3							
4							





	Organisation name	Gender and NUMBER (NOT percentage) of chairperson/s		NUMBI percen other	ler and ER (NOT ltage) of board nbers	% target for representation of women on each board	Year to be reached	
	Hame	F	М	F	M	enter a percentage number from 0-100)	format; if no target has been set, leave blank)	
5								
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28								





	Organisation	Gender and NUMBER (NOT percentage) of chairperson/s		NUMBI percen other	ler and ER (NOT stage) of board nbers	% target for representation of women on each board	Year to be reached
	name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
29							
30							

29											
30											
any tick	2.1a If you have reported a large number of governing body/board members (over 17) for any organisation listed as having a governing body/board in the table in question 2.1, please tick the box confirming this is an accurate NUMBER, and NOT a PERCENTAGE. Yes, the data provided in question 2.1 reflect numbers not percentages.										
	2.2 For any governing bodies/boards where a target relating to the representation of women has not been set, you may specify why below: Governing body has gender balance (e.g. 40% women/40% men/20% either) Currently under development Insufficient human resources staff Don't have expertise Do not have control over board appointments (provide details why):										
	Not a priority Other (provide d	letails):									
2.3 Do you have a formal selection policy or formal selection strategy for governing body/board members for ALL organisations covered in this report? ☐ Yes ☐ Standalone policy ☐ Policy is contained within another policy ☐ Strategy is contained within another strategy ☐ No ☐ No, in place for some governing bodies ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, do not have control over board appointments (provide details why): ☐ No, don't have expertise											
No, not a priorityNo, other (provide details):											
2.4 Partnership structures only: (do NOT answer this question if your organisation is an incorporated entity (i.e. Pty Ltd, Ltd or Inc)). For partnerships, please enter the total number of female and male equity partners (excluding the managing partner) in the following table. Details of your managing partner should be included separately in the CEO row of your workplace profile. If you have a separate governing body/board of directors, please enter its composition in question 2.1.											
					Full time femal	e t	Part- time males	Full- time males	Part- time males		

	Full-	Part-	Full-	Part-
	time	time	time	time
	females	females	males	males
Equity partners who ARE key management				



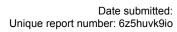


	Full- time females	Part- time females	Full- time males	Part- time males
personnel (KMPs) (excluding your managing				
partner)				
Equity partners who are NOT key management				
personnel (KMPs)				

2.5 Should you wish to provide additional information on any of your responses under Gender equality indicator 2, please do so below:

The current Victorian Government has held meetings with the Chancellors of Victorian Universities over the past three months regarding proposed changes to Council membership. These proposed changes include re-implementing staff and student membership and formal guidance on gender equity. Should these changes proceed it would require amendments to the University's Act.

Gender equality indicator 3: Equal remuneration between women and men
3 Do you have a formal policy or strategy on remuneration generally?☒ Yes
☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
□ No
 No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise
No, salaries set by awards or industrial agreements No, non-award employees paid market rate
No, not a priorityNo, other (provide details):
3.1 Are specific gender pay equity objectives included in your formal policy or formal strategy? Yes (provide details in questions 3.2 and/or 3.3 below) No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees are paid market rate No, not a priority No, other (provide details): Salaries are set by industrial agreements. For non-award employees, the University subscribes to sector salary benchmarking data.
4 Has a gender remuneration gap analysis been undertaken? ☐ Yes. When was the most recent gender remuneration gap analysis undertaken? ☐ Within last 12 months ☐ Within last 1-2 years ☐ More than 2 years ago but less than 4 years ago ☐ Other (provide details):
☐ No ☐ No, currently under development





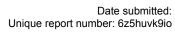


 No, insufficient human resources staff No, don't have expertise No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications) No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments) No, non-award employees are paid market rate No, not a priority No, other (provide details):
4.01 Should you wish to provide details on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like, organisation-wide), please do so below:
4.1 Were any actions taken as a result of your gender remuneration gap analysis? ☐ Yes - please indicate what actions were taken (more than one option can be selected): ☐ Created a pay equity strategy or action plan ☐ Identified cause/s of the gaps ☐ Reviewed remuneration decision-making processes ☐ Analysed commencement salaries by gender to ensure there are no pay gaps ☐ Analysed performance ratings to ensure there is no gender bias (including
unconscious bias)
☐ Analysed performance pay to ensure there is no gender bias (including unconscious bias) ☐ Trained people-managers in addressing gender bias (including unconscious bias) ☐ Set targets to reduce any like-for-like gaps ☐ Set targets to reduce any organisation-wide gaps ☐ Reported pay equity metrics to the board ☐ Reported pay equity metrics to the executive ☐ Corrected like-for-like gaps ☐ Conducted a gender-based job evaluation process ☐ Implemented other changes (provide details):
 No No unexplainable or unjustifiable gaps identified No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees are paid market rate No, unable to address cause/s of gaps (provide details why): No, not a priority
No, other (provide details):
4.2 Should you wish to provide additional information on any of your responses under Gender equality indicator 3, please do so below:
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities
5 Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?





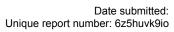
	uman resources staff scheme is sufficient ow to implement			
5.1 Please indic provided for primary 14	ate the number of we carers.	eeks of employ	er funded parental l	eave that are
☐ By paying the galeave scheme ☐ By paying the enregardless of the pehalf pay for 24 week	loyer funded paid par p between the employ nployee's full salary (in riod of time over which s ayment (paid pre- or p	yee's salary an addition to the hit is paid. For	nd the government's paint or example, full pay f	s paid parental d scheme), for 12 weeks or
addition to any gove Yes, one week o Yes, less than or No No, currently bei No, insufficient h No, government No, don't know h No, not a priority No, other (provid	ne week ng considered uman resources staff scheme is sufficient ow to implement e details):	tal leave sche	me for secondary ca	arers?
	emale and male man /e (paid and/or unpaid			
aoa paroma ioa	Primary care	r's leave	Secondary ca	rer's leave
	Female 4	Male 0	Female 0	Male 2
Managers	4	0	U	2
Non-managers	41	0	0	16
leave?	rtion of your total worl	kforce has acc		
Prin	nary carer's leave		Secondary carer's	leave
%	100		100	
✓ Yes☐ Standald✓ Policy is☐ Standald	e a formal policy or fo ne policy contained within anot ne strategy is contained within ar	ther policy	·	rrangements?







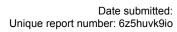
☐ No, i ☐ No, i ☐ No, c ☐ No, c ☐ No, c ☐ No, c	currently under development nsufficient human resources staff ncluded in workplace agreement don't have expertise don't offer flexible arrangements not a priority other (provide details):
	Do you have a formal policy or formal strategy to support employees with family and esponsibilities?
□ No	 ☐ Standalone policy ☑ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
☐ No, d ☐ No, i ☐ No, i ☐ No, d	currently under development nsufficient human resources staff ncluded in workplace agreement don't have expertise don't offer flexible arrangements
☐ No, r	not a priority other (provide details):
caring re	Do you have any non-leave based measures to support employees with family and esponsibilities? currently under development nsufficient human resources staff don't have expertise not a priority other (provide details):
11.1	To understand where these measures are available, do you have other worksites in to your head office?
(if you d	Please indicate what measures are in place and in which worksites they are available o not have multiple worksites, you would select 'Head office only'): loyer subsidised childcare Head office only Other worksites only Head office and some other worksites All worksites including head office
	ite childcare Head office only Other worksites only Head office and some other worksites All worksites including head office
⊠ Brea	stfeeding facilities ☐ Head office only ☐ Other worksites only ☐ Head office and some other worksites ☐ All worksites including head office







☐ Childcare referral services
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
Internal support network for parents
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
⊠ Return to work bonus
Head office only
Other worksites only
Head office and some other worksites
☐ Information packs to support new parents and/or those with elder care responsibilities
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
Referral services to support employees with family and/or caring responsibilities
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
Targeted communication mechanisms, for example intranet/forums
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
None of the above, please complete question 11.3 below
11.3 Please provide details of any other non-leave based measures that are in place and
at which worksites they are available:
10. Do you have a farmal nation or farmal atrategy to appropriate analysis as who are
Do you have a formal policy or formal strategy to support employees who are
experiencing family or domestic violence?
∐ Yes
☐ Standalone policy
Policy is contained within another policy
Standalone strategy
☐ Strategy is contained within another strategy
∐ No
No, currently under development
No, insufficient human resources staff
No, included in workplace agreement
No, not aware of the need
No, don't have expertise
No, not a priority
No, other (provide details):
40 Others there are all assessment and a second
Other than a policy or strategy, do you have any measures to support employees who
are experiencing family or domestic violence?
Xes - please indicate the type of measures in place (more than one option can be
selected):
Employee assistance program
Access to leave
☐ Training of human resources (or other) staff



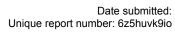




	Referral to support services Other (provide details): Personalised workplace security assessment							
No No, currently No, insufficier No, not aware No, don't have No, not a prio No, other (pro	under dev nt human i e of the ne e expertise rity	elopment resources s ed e						
14 Please ti conditions or pra indicates that a p	ctices are	available to employmen	o your em t term, co	ployees (pl	ease note	not in place	cking a bo e):	
	Fer	Mana male		ale	Fer	Non-ma nale		ale
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work								
Compressed working weeks								
Time-in-lieu								
Telecommuting								
Part-time work								
Job sharing								
Carer's leave								
Purchased leave								
Unpaid leave								
14.1 If there a your employees,					ns or prac	tices that a	re availab	le to
14.2 Where e employees for ar Currently und Insufficient hu Don't have ex Not a priority Other (provide	ny of the c er develop Iman reso pertise	ategories li oment				vailable to y vhy below:	our/	
14.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 4, please do so below:								

Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

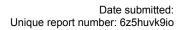
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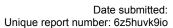
Have you consulted with employees on issues concerning gender equality in your workplace? Yes No No, not needed (provide details why):
 No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)? Survey Consultative committee or group Focus groups Exit interviews Performance discussions Other (provide details): Through a range of measures including with unions on relevant provisions including carer leave in enterprise agreement; through the Social Inclusion Committee's development and monitoring of FedUni's Social Inclusion Plan; informal topic-based discussions eg on a women's mentoring scheme; informal consultations with key female staff.
15.2 What categories of employees did you consult? ☐ All staff ☐ Women only ☐ Men only ☐ Human resources managers ☐ Management ☐ Employee representative group(s) ☐ Diversity committee or equivalent ☐ Women and men who have resigned while on parental leave ☐ Other (provide details): ☐ ad hoc consultation with various staff depending on the issue. 15.3 Should you wish to provide additional information on any of your responses under
Gender equality indicator 5, please do so below: Gender equality indicator 6: Sex-based harassment and discrimination
16 Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention? ☑ Yes ☐ Standalone policy ☑ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, not a priority No, other (provide details):







prevention policy or strategy? Yes
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
Does your workplace provide training for all managers on sex-based harassment and discrimination prevention? ☐ Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected): ☐ At induction ☐ At least annually ☐ Every one-to-two years ☐ Every three years or more ☐ Varies across business units ☐ Other (provide details):
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
17.1 Should you wish to provide additional information on any of your responses under Gender equality indicator 6, please do so below:
Other
Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any information you provide here will appear in your public report.) Free-text box Q 5.2 only allowed one figure to be entered. Federation University provides 14 to 26 weeks funded parental leave for primary carers. Q 6.1 only allowed on figure to be entered. Federation University provides 1 to 2 weeks funded parental leave for secondary carers.



Yes





CEO sign off confirmation

Name of CEO or equivalent Professor David Battersby

Confirmation CEO has signed the report

CEO Signature: Date: 31/7/2015