

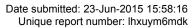




2014-15 public report form submitted by Merri Community Health Services Limited to the Workplace Gender Equality Agency

Organisation and contact details

Organisation registration	Legal name	Merri Community Health Services Limited			
•	ABN	24550946840			
	ANZSIC	8790 Other Social Assistance Services			
Organisation details	Trading name/s ASX code (if relevant)	Merri Community Health Services			
	Postal address	11 Glenlyon Road			
		BRUNSWICK VIC 3056			
		AUSTRALIA			
	Organisation phone number	(03) 9387 6711			
Reporting structure	Number of employees covered in this report submission Other organisations	357			
	reported on in this report				







Workplace profile Manager

Managar accumpational estagarias	Deporting level to CEO	Employment status	No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees	
		Full-time permanent	0	1	1	
		Full-time contract	0	0	0	
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	3	1	4	
		Full-time contract	0	0	0	
Key management personnel	-1	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	1	1	2	
		Full-time contract	0	0	0	
Other executives/General managers	-2	Part-time permanent	0	0	0	
-		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	7	2	9	
		Full-time contract	0	0	0	
Senior Managers	-2	Part-time permanent	4	0	4	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	1	0	1	
		Full-time contract	0	0	0	
Other managers	-3	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers			16	5	21	





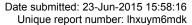
Non-manager

Non-manager occupational	Employment	No. of employees (exclu	No. of gr appli	aduates (if cable)	No. of apprentices (if applicable)		Total	
categories	status	F	М	F	M	F	М	employees
	Full-time permanent	44	7	0	0	0	0	51
	Full-time contract	29	5	0	1	0	0	35
Professionals	Part-time permanent	59	3	0	0	0	0	62
	Part-time contract	30	5	0	0	0	0	35
	Casual	6	1	0	0	0	0	7
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	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	2	0	0	0	0	0	2
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	27	4	0	0	0	0	31
	Part-time contract	5	1	0	0	0	0	6
	Casual	55	1	0	0	0	0	56
	Full-time permanent	14	0	0	0	0	0	14
	Full-time contract	3	1	0	0	0	0	4
Clerical and administrative	Part-time permanent	17	0	0	0	0	0	17
	Part-time contract	5	0	0	0	0	0	5
	Casual	7	3	0	0	0	0	10
	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	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees	
categories	Status	F	М	F	М	F	M	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	1	0	0	0	0	1	
	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		303	32	0	1	0	0	336	







Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

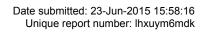
Note: Additional help can be accessed by hovering your cursor over question text. Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to: Recruitment? Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy 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 developmentNo, insufficient human resources staffNo, don't have expertise
No, not a priority1.3 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 Promotions? 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

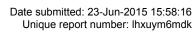
☐ No, not a priority







	(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 insufficient human resources staff don't have expertise not a priority
	Succession planning? (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 insufficient human resources staff don't have expertise not a priority
 No No, No, No, No,	Training and development? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy currently under development insufficient human resources staff don't have expertise not a priority
☐ No ☐ No, ☐ No,	Resignations? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy currently under development insufficient human resources staff don't have expertise
☐ No,	not a priority Key performance indicators for managers relating to gender equality? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy
☐ No, ☐ No,	Strategy is contained within another strategy currently under development insufficient human resources staff don't have expertise 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: We are a Rainbow Tick Accreditation organization through Gay & Lesbian Victoria. All our staff have undertaken Inclusive Practice Training and we have a plan in place to ensure we target all new and over time all existing staff into a more extensive 3.5 hour Living GLBTIQ training session. We also have a GLBTIQ working party that runs internal audits and discusses ways in which we can further promote inclusiveness and incorporate into business as usual processes. We have also rolled our training on CALD Diversity and ATSI. We have also had our Population Health Team undertake a gender equity audit and we have put together an action plan for implementing the recommendations to move towards best practice across the organisation.
1.12 Should you wish to provide additional information on any of your responses under Gender equality indicator 1, please do so below: NA
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.
Gender and

 eached Column.						
Organisation	Gender and NUMBER (NOT percentage) of chairperson/s		Gender and NUMBER (NOT percentage) of other board members		% target for representation of women on each board	Year to be reached
name					(enter a	(in YYYY
	F	M	F	M	percentage number from 0-100)	format; if no target has been set, leave blank)
1 Merri	0	1	3	5	0	





	Organisation name	Gender and NUMBER (NOT percentage) of chairperson/s		Gender and NUMBER (NOT percentage) of other board members		% target for representation of women on each board	Year to be reached
		F	M	F	M	(enter a percentage number from 0-100)	format; if no target has been set, leave blank)
	Community Health Services						,
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							





Organisation		Gender and NUMBER (NOT percentage) of chairperson/s		NUMBI percen other	er and ER (NOT itage) 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)
25							
26							
27							
28							
29							
30							

28												
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): Board appointments are done via community membership nomination and vote, MCHS does not have the constituional right to make board appointments with exception of 3 specialist recruitment appointments. Not a priority Other (provide details):											
	u ,											
□ I	No, don't have e No, not a priority No, other (provic	, ·	s):									



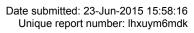


2.4 Partnership structures only: (do NOT answer this question if your organisation is an incorporated entity (i.e. Pty Ltd, Ltd or Inc)). For partnerships, please enter the total number of female and male equity partners (excluding the managing partner) in the following table. Details of your managing 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.

composition in queetien 2.11	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who ARE key management 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:

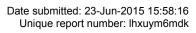
Gender eq	quality indicator 3: Equal remuneration between women and men
3 Do ⊠ Yes	o you have a formal policy or strategy on remuneration generally?
	Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No, instNo, incl	rently under development ufficient human resources staff luded in workplace agreement n't have expertise
☐ No, sala ☐ No, non ☐ No, not	aries set by awards or industrial agreements n-award employees paid market rate
strategy? Yes (pro No No, curr No, inst No, don No, sala No, non No, not	re specific gender pay equity objectives included in your formal policy or formal rovide details in questions 3.2 and/or 3.3 below) Trently under development ufficient human resources staff n't have expertise aries set by awards or industrial agreements n-award employees are paid market rate ta priority per (provide details):
or formal socan be sele	ou have answered yes to question 3.1. Please indicate whether your formal policy strategy includes the following gender pay equity objectives (more than one option ected): ieve gender pay equity







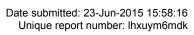
☑ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at salary, out-of-cycle pay reviews, and performance pay reviews)
☐ To be transparent about pay scales and/or salary bands ☐ To ensure managers are held accountable for pay equity outcomes ☐ To implement and/or maintain a transparent and rigorous performance assessment process
☐ Other (details provided in question 3.3 below)
3.3 Provide details of other gender pay equity objectives that are included in your formal policy or formal strategy including timeframes for achieving these objectives: The majority of our remuneration decisions are set by multi-enterprise agreements with the exception of the CEO appointment and where the organisation has implemented its remuneration strategy for individuals that are remunerated above agreement salaries and therefore our remuneration strategy covers this and decisions to progress individuals to the next pay point on an EBA with clear accountabilities that these are done fair, equitable and having no regard to protected attributes.
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):
4.2 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? ☐ Yes ☐ No
No, currently being considered
No, insufficient human resources staffNo, government scheme is sufficient
No, don't know how to implement
No, not a priorityNo, other (provide details):







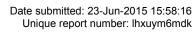
5.1 provide 10	Please indicated for primary ca		eks of employ	yer funded parental	leave that are
5.2 How is employer funded paid parental leave provided to the primary carer? By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination)					
Do you provide employer funded paid parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers? Yes, one week or greater Yes, less than one week No No, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details): 6.1 Please indicate the number of weeks of employer funded parental leave that are provided for secondary carers.					
7 utilised			I) during the p	male and male non- past reporting period Secondary ca	?
		Female	Male	Female	Male
M	lanagers	1	0	1	0
Non-managers		16	1	0	4
8 What proportion of your total workforce has access to employer funded paid parental leave?					
	Primar	y carer's leave		Secondary carer's	leave
%		100		100	
9 Do you have a formal policy or formal strategy on flexible working arrangements? Yes					







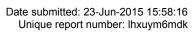
Do you have a formal policy or formal strategy to support employees with family and caring responsibilities?	t
☑ Policy is contained within another policy ☐ Standalone strategy	
Strategy is contained within another strategy	
NoNo, currently under development	
No, insufficient human resources staff	
No, included in workplace agreement	
No, don't have expertiseNo, don't offer flexible arrangements	
No, not a priority	
No, other (provide details):	
Do you have any non-leave based measures to support employees with family and	
caring responsibilities?	
∑ Yes	
□ No	
No, currently under development	
☐ No, insufficient human resources staff☐ No, don't have expertise	
□ No, not a priority	
No, other (provide details):	
11.1 To understand where these measures are available, do you have other worksites in	ı
addition to your head office?	
∑ Yes	
□ No	
11.2 Please indicate what measures are in place and in which worksites they are available.	ole
(if you do not have multiple worksites, you would select 'Head office only'):	
☐ Employer subsidised childcare ☐ Head office only	
Other worksites only	
Head office and some other worksites	
All worksites including head office	
On-site childcare	
☐ Head office only ☐ Other worksites only	
☐ Head office and some other worksites	
All worksites including head office	
☐ Breastfeeding 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	







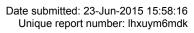
☐ All worksites including head office
Return to work bonus
☐ Head office only
☐ Other worksites only
☐ Head office and some other worksites
All worksites including head office
Information packs to support new parents and/or those with elder care responsibilities
Head office only
Other worksites only
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:
Keeping in Touch Agreements between the line manager and the employee ensuring they
remain engaged and abreast of what is happening within the organisation. Flexibility in work
from home arrangements, negotiating a plan/roster and changes as needed to support a
balance between their work and family commitments.
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
$\overline{\boxtimes}$ 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):
Other than a policy or strategy, do you have any measures to support employees who
are experiencing family or domestic violence?
Voc. places indicate the type of massy was in place (mass there are suffice and by
∑ Yes - please indicate the type of measures in place (more than one option can be
selected):
selected): ☑ Employee assistance program
selected): Employee assistance program Access to leave
selected): Employee assistance program Access to leave Training of human resources (or other) staff
selected): Employee assistance program Access to leave Training of human resources (or other) staff Referral to support services
selected): Employee assistance program Access to leave Training of human resources (or other) staff
selected): Employee assistance program Access to leave Training of human resources (or other) staff Referral to support services Other (provide details):
selected): Employee assistance program Access to leave Training of human resources (or other) staff Referral to support services Other (provide details):
selected): Employee assistance program Access to leave Training of human resources (or other) staff Referral to support services Other (provide details):







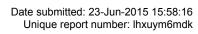
 No, not aware of the need No, don't have expertise No, not a priority No, other (provide details): 								
Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):								
	For	Mana male	agers	ale	For	Non-ma male	anagers	lale
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informa
Flexible hours of work								
Compressed working weeks								
Time-in-lieu					\boxtimes			
Telecommuting								
Part-time work								
Job sharing								
Carer's leave								
Purchased leave								
Unpaid leave								
14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below: NA 14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below: Currently under development Insufficient human resources staff Don't have expertise Not a priority Other (provide details):								
14.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 4, please do so below: NA Gender equality indicator 5: Consultation with employees on issues concerning gender								
equality in the wo	·	ed with emp	oloyees on	issues cor	ncerning g	jender equ	ality in you	ur
workplace? Yes No No, not needed (provide details why):								
☐ No, insufficient human resources staff								







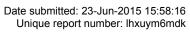
No, don't have expertiseNo, not a priorityNo, other (provide details):
15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)? Survey Consultative committee or group Focus groups Exit interviews Performance discussions Other (provide details):
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):
15.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 5, please do so below: NA
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention? ∇es
 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):
16.1 Do you include a grievance process in any sex-based harassment and discrimination 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 moreVaries across business unitsOther (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: NA
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.) NA







Notification and access

List of employee organisations	ASU, ANMF, HSU, VHPA, and HWU			
CEO sign off confirmation				
Name of CEO or equivalent	Nigel Fidgeon			
Confirmation CEO has signed the report	Yes			
CEO Signature:	Date:			