



# Public report

2017-18

Submitted by

Legal Name:

Merri Community Health Services Limited





# Organisation and contact details

Submitting organisation details	Legal name	Merri Community Health Services Limited	
	ABN	24550946840	
	ANZSIC	Q Health Care and Social Assistance 8790 Other Social Assistance Services	
	Business/trading name/s	Merri Health	
	ASX code (if applicable)		
	Postal address	11 Glenlyon Road BRUNSWICK VIC 3056	
		AUSTRALIA	
	Organisation phone number	(03) 9387 6711	
Reporting structure	Number of employees covered by this report	385	



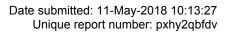


# Workplace profile

# Manager

Managar accumptional actogorica	Departing level to CEO	Employment status		1	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	4	2	6
		Full-time contract	0	0	0
Key management personnel	-2	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	9	4	13
		Full-time contract	0	0	0
Senior Managers		Part-time permanent	1	0	1
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	3	2	5
		Full-time contract	1	0	1
Other managers	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers	-	-	18	9	27

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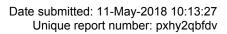


# Workplace profile

# Non-manager

Non manager accumptional estagerica	Employment status	No. of employees (excluding gra	aduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentic	es (if applicable)	Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	44	12	0	0	0	0	56
	Full-time contract	27	5	0	0	0	0	32
Professionals	Part-time permanent	82	7	0	0	0	0	89
	Part-time contract	44	11	0	0	0	0	55
	Casual	14	2	0	0	0	0	16
	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	5	2	0	0	0	0	7
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	18	5	0	0	0	0	23
	Part-time contract	7	0	0	0	0	0	7
	Casual	23	4	0	0	0	0	27
	Full-time permanent	12	0	0	0	0	0	12
	Full-time contract	2	0	0	0	0	0	2
Clerical and administrative	Part-time permanent	19	0	0	0	0	0	19
	Part-time contract	4	0	0	0	0	0	4
	Casual	4	0	0	0	0	0	4
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Sales	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
Machinery operators and drivers	Part-time permanent	1	3	0	0	0	0	4
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1

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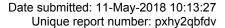






Non manager equipational estageries	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	0	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		306	52	0	0	0	0	358

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# Reporting questionnaire

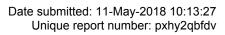
# Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

### NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2017 to 31 March 2018. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment  Yes (select all applicable answers) Policy Strategy No (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority
1.2	Retention  Yes (select all applicable answers) Policy Strategy No (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority
1.3	Performance management processes   ☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority







1.4	Promotions
	<ul><li>✓ Yes (select all applicable answers)</li><li>✓ Policy</li><li>✓ Strategy</li></ul>
	<ul> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.5	Talent identification/identification of high potentials
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> </ul>
	<ul> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.6	Succession planning
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> </ul>
	<ul> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.7	Training and development
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> </ul>
	☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.8	Key performance indicators for managers relating to gender equality
	<ul><li>☐ Yes (select all applicable answers)</li><li>☐ Policy</li><li>☐ Strategy</li></ul>
	<ul> <li>☑ Strategy</li> <li>☑ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.9	Gender equality overall
	<ul><li>✓ Yes (select all applicable answers)</li><li>✓ Policy</li></ul>
	<ul> <li>Strategy</li> <li>No (you may specify why no formal policy or formal strategy is in place)</li> <li>Currently under development, please enter date this is due to be completed</li> <li>Insufficient resources/expertise</li> <li>Not a priority</li> </ul>





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	4	3	0	0
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	1	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	11	5
Number of appointments made to NON-MANAGER roles (including promotions)	89	20

1.12 How many employees resigned during the reporting period against each category below?

	Mana	Managers		nagers
	Female	Female Male		
Permanent/ongoing full-time employees	6	0	21	2
Permanent/ongoing part-time employees	3	0	30	1
Fixed-term contract full-time employees	3	1	3	0
Fixed-term contract part-time employees	1	0	5	4
Casual employees	0	0	12	2

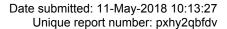
1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

NA

# Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.





2.1



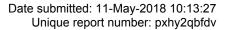
	Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.							
		g body is the same as your parent ent umerical details of your parent entity's						
2.1a.1	Organisation name?							
	Merri Health							
2.1b.1	How many Chairs on this gove	rning body?						
		Female	Male					
	Number	0	1					
	Number	Female 3	Male 5					
	Number	3	5					
	☐ Currently under develor ☐ Insufficient resources/e ☐ Do not have control ov Board appointments a	has gender balance (e.g. 40% women/4) pment, please enter date this is due to be expertise er governing body/board appointments (pre done via community membership nom I right to make board appointments with expertise to make board appointments with expertise to make board appointments.	e completed provide details why): hination and vote, Merri Health does not					
2.1g.1	Are you reporting on any other  ☐ Yes ☐ No	organisations in this report?						
2.2	organisations covered in this re	eport?	y for governing body members for ALI					
	<ul><li>✓ Yes (select all applicable ansv</li><li>✓ Policy</li><li>✓ Strategy</li></ul>							
	☐ In place for some gove							
	<ul><li>Currently under develor</li><li>Insufficient resources/en</li></ul>	opment, please enter date this is due to be expertise	e completed					

Please answer the following questions relating to each governing body covered in this report.

2.3 Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?

Do not have control over governing body appointments (provide details why)

Not a priority
Other (provide details):







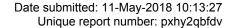
		☐ Yes ⊠ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
		NA
		equality indicator 3: Equal remuneration between women and men
	remune er equali	eration between women and men is a key component of improving women's economic security and progressing ty.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Ye	s (select all applicable answers)  Policy Strategy
	□ No	\(  \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		<ul> <li>Yes (provide details in question 3.2 below)</li> <li>No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Salaries set by awards/industrial or workplace agreements</li> <li>□ Insufficient resources/expertise</li> <li>□ Non-award employees paid market rate</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
		<ul> <li>☐ To achieve gender pay equity</li> <li>☐ To ensure no gender bias occurs at any point in the remuneration review process (for example at</li> </ul>

Have you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. 4. conducted a gender pay gap analysis)?

commencement, at annual salary reviews, 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 (provide details):

☑ Yes - the most recent gender remuneration gap analysis was undertaken:	
☑ Within last 12 months	
☐ Within last 1-2 years	
☐ More than 2 years ago but less than 4 years ago	
☐ Other (provide details):	
$\square$ No (you may specify why you have not analysed your payroll for gender remuneratio	n gaps
Currently under development, please enter date this is due to be completed	



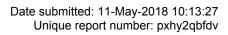




qualific IS roor	☐ Insufficient resources/expertise ☐ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or eations) ☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there in for discretion in pay changes (because pay increases can occur with some discretion such as performance sments) ☐ Non-award employees paid market rate ☐ Not a priority ☐ Other (provide details):
4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).
	No unexplainable and/or unjustifiable gaps identified
4.1	Did you take any actions as a result of your gender remuneration gap analysis?
	Yes − indicate what actions were taken (select all applicable answers)  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 (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  Corrected like-for-like gaps  Conducted a gender-based job evaluation process  Implemented other changes (provide details):  No (you may specify why no actions were taken resulting from your remuneration gap analysis)  No unexplainable or unjustifiable gaps identified  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Salaries set by awards/industrial or workplace agreements  Non-award employees are paid market rate  Unable to address cause/s of gaps (provide details why):  Not a priority  Other (provide details):
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:
	NA

# Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

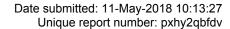
This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.







5.	A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.				
	Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?				
	Yes. (Please indicate how employer funded paid parental leave is 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)   No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY):   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)   No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):   By paying the gap between the employee's salary and the government's paid parental leave scheme   By paying the gap between the employee's salary and the government's paid parental leave scheme   By paying the gap between the employee's salary and the government's paid parental leave scheme   By paying the gap between the employee's salary and the government's paid parental leave scheme   By paying the gap between the employee's salary and the government's paid parental leave scheme   By paying the gap between the employee's salary and the government's paid parental leave scheme   By paying the gap between the employee's salary and the government's paid parental leave scheme   By paying the gap between the employee's salary and the government's paid parental leave scheme     By paying the gap between the employee's				
	How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:				
	12				
5a.	If your organisation would like to provide additional information on your paid parental leave for primary carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other arrangements you may have in place, please do so below.				
	NA .				
	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?  • In your calculation, you MUST INCLUDE CASUALS when working out the proportion.    <10%				
6.	A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.				
	Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?				
	⊠ Yes				







		o, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) o, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY o (you may specify why employer funded paid parental leave for secondary carers is not paid)  Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details):
	6.1	How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:
		1
6a.	If you CAR	r organisation would like to provide additional information on your paid parental leave for SECONDARY ERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.
	NA	
	6.2	What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS?  In your calculation, you MUST INCLUDE CASUALS when working out the proportion.    <10%
7.		many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include oyees still on parental leave, regardless of when it commenced.

7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

Male

Primary carer's leave

0

Female

1

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	8	2	2	1

0

Secondary carer's leave

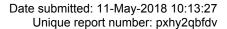
0

Male

Female

- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
  - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

Managers



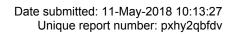




	Female	Male
Managers	0	0

- 8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
  - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
  - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

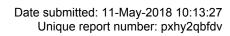
			Female	Male			
		Non-managers	1	0			
9.	Do yo	ou have a formal policy and/or formal strategy on flex	ible working arrangements?				
		s (select all applicable answers)  Policy Strategy (you may specify why no formal policy or formal strategy	vis in place)				
		☐ Currently under development, please enter date this ☐ Insufficient resources/expertise ☐ Don't offer flexible arrangements ☐ Not a priority ☐ Other (provide details):	is due to be completed				
		Cuter (provide details).					
10.	Do yo	ou have a formal policy and/or formal strategy to supp	oort employees with family or	caring responsibilities?			
	⊠ Ye	s (select all applicable answers)  ⊠ Policy					
	□ No	☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement					
		☐ Not a priority ☐ Other (provide details):					
11.		ou offer any other support mechanisms, other than leamployer-subsidised childcare, breastfeeding facilities		γ or caring responsibilitie			
	⊠ Ye						
	☐ No	(you may specify why non-leave based measures are no ☐ Currently under development, please enter date this					
		☐ Insufficient resources/expertise	is add to be completed				
		☐ Not a priority ☐ Other (provide details):					
	11.1	Please select what support mechanisms are in plac  Where only one worksite exists, for example	e and if they are available at a a head-office, select "Availab	III worksites. le at all worksites".			
		☐ Employer subsidised childcare					
		Available at some worksites only					
		☐ Available at all worksites ☐ On-site childcare					
		Available at some worksites only					
		☐ Available at all worksites ☐ Breastfeeding facilities					
		Available at some worksites only					
		☐ Available at all worksites					







	☐ Childcare referral services ☐ Available at some worksites only ☐ Available at all worksites
	<ul> <li>☐ Internal support networks for parents</li> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> </ul>
	☐ Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave) ☐ Available at some worksites only
	<ul> <li>☐ Available at all worksites</li> <li>☐ Information packs to support new parents and/or those with elder care responsibilities</li> <li>☐ Available at some worksites only</li> </ul>
	Available at all worksites  Referral services to support employees with family and/or caring responsibilities  Available at some worksites only
	☐ Available at all worksites ☐ Targeted communication mechanisms, for example intranet/ forums
	☐ Available at some worksites only ☐ Available at all worksites ☐ Support in securing school holiday care
	<ul> <li>☐ Available at some worksites only</li> <li>☐ Available at all worksites</li> <li>☒ Coaching for employees on returning to work from parental leave</li> </ul>
	<ul> <li>☐ Available at some worksites only</li> <li>☒ Available at all worksites</li> <li>☐ Parenting workshops targeting mothers</li> </ul>
	☐ Available at some worksites only ☐ Available at all worksites ☐ Parenting workshops targeting fathers
	Available at some worksites only  Available at all worksites  None of the above, please complete question 11.2 below
	☐ Notice of the above, please complete question 11.2 below
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Policy</li> <li>✓ Strategy</li> </ul>
	□ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise
	☐ Included in award/industrial or workplace agreements ☐ Not aware of the need ☐ Not a priority
	Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>✓ Employee assistance program (including access to a psychologist, chaplain or counsellor)</li> <li>✓ Training of key personnel</li> </ul>
	<ul> <li>☒ A domestic violence clause is in an enterprise agreement or workplace agreement</li> <li>☒ Workplace safety planning</li> <li>☒ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> </ul>
	<ul> <li>△ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>△ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)</li> <li>△ Access to unpaid leave</li> </ul>
	<ul> <li>☒ Confidentiality of matters disclosed</li> <li>☒ Referral of employees to appropriate domestic violence support services for expert advice</li> </ul>
	☑ Protection from any adverse action or discrimination based on the disclosure of domestic violence ☑ Flexible working arrangements
	☑ Provision of financial support (e.g. advance bonus payment or advanced pay)





14.



<ul> <li>☑ Offer change of office location</li> <li>☐ Emergency accommodation assistance</li> <li>☐ Access to medical services (e.g. doctor or nurse)</li> <li>☐ Other (provide details):</li> <li>☐ No (you may specify why no other support mechanisms are in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not aware of the need</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>					
Where AND I	flexible hours of work compressed working weeks time-in-lieu telecommuting part-time work job sharing carer's leave purchased leave	n your workplac	e, are those op	tion/s availabl	e to both womer
For ex	<ul> <li>unpaid leave.</li> <li>Options may be offered both formally and/or informally.</li> <li>For example, if time-in-lieu is available to women formally but to men informally, you would select NO.</li> <li>Yes, the option/s in place are available to both women and men.</li> <li>No, some/all options are not available to both women AND men.</li> </ul>				
	<ul> <li>Which options from the list below are available? Please tick the related checkboxes.</li> <li>Unticked checkboxes mean this option is NOT available to your employees.</li> </ul> Managers Non-managers				
		Formal	agers Informal	Formal	Informal
	Flexible hours of work			Formal	П
	Compressed working weeks				Ш
			П		
	Time-in-lieu			$\boxtimes$	
	Time-in-lieu Telecommuting				
	Time-in-lieu Telecommuting Part-time work				
	Time-in-lieu Telecommuting Part-time work Job sharing	X			
	Time-in-lieu Telecommuting Part-time work Job sharing Carer's leave				
14.3	Time-in-lieu Telecommuting Part-time work Job sharing Carer's leave Purchased leave	⊠ ⊠ ⊠ ⊠ ⊠ ⊠ ⊠ ⊠ ⊠ ⊠ ⊠ ⊠ ⊠ M ⊠ ⊠ M ⊠ W M M M M	ailable to your o		
14.3	Time-in-lieu Telecommuting Part-time work Job sharing Carer's leave Purchased leave Unpaid leave  You may specify why any of the above opti  Currently under development, please enter Insufficient resources/expertise Not a priority	⊠ ⊠ ⊠ ⊠ ⊠ ⊠ ⊠ ⊠ ⊠ ⊠ ⊠ ⊠ M ⊠ W M M M M M	ailable to your o		

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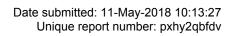




# Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

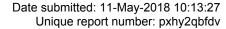
15.	Have	you consulted with employees on issues concerning gender equality in your workplace?
	⊠ Ye □ No	lo (you may specify why you have not consulted with employees on gender equality)  Not needed (provide details why):  Insufficient resources/expertise  Not a priority  Other (provide details):
	15.1	How did you consult with employees on issues concerning gender equality in your workplace?
		<ul> <li>Survey</li> <li>Consultative committee or group</li> <li>Focus groups</li> <li>Exit interviews</li> <li>Performance discussions</li> <li>Other (provide details):</li> </ul>
	15.2	Who did you consult?
		<ul> <li>All staff</li> <li>Women only</li> <li>Men only</li> <li>Human resources managers</li> <li>Management</li> <li>Employee representative group(s)</li> <li>Diversity committee or equivalent</li> <li>Women and men who have resigned while on parental leave</li> <li>Other (provide details):</li> </ul>
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
		NA
The partici	revention.	equality indicator 6: Sex-based harassment and discrimination on of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy training of managers on SBH is in place.
16.	Do yo	ou have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
		s (select all applicable answers)  Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority







		Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		<ul> <li>Yes</li> <li>No (you may specify why a grievance process is not included)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> <li>□ Other (provide details):</li> </ul>
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
		s - please indicate how often this training is provided:  At induction  At least annually  Every one-to-two years  Every three years or more  Varies across business units  Other (provide details):  (you may specify why this training is not provided)  Currently under development, please enter date this is due to be completed  Insufficient resources/expertise  Not a priority  Other (provide details):
	17.1	If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:
		NA
Oth	er	
18.		r organisation has introduced any outstanding initiatives that have resulted in improved gender equality in workplace, please tell us about them.
	-	ith all questions in this questionnaire, information you provide here will appear in your public report.)
	NA	







# Gender composition proportions in your workplace

## Important notes:

- 1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
- Some proportion calculations will not display until you press **Submit** at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
- 3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

# Based upon your workplace profile and reporting questionnaire responses:

### Gender composition of workforce

1. the gender composition of your workforce overall is 84.2% females and 15.8% males.

# **Promotions**

- 2. 50.0% of employees awarded promotions were women and 50.0% were men
  - i. 50.0% of all manager promotions were awarded to women
  - ii. 0.0% of all non-manager promotions were awarded to women.
- 3. 52.5% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

### Resignations

- 4. 89.4% of employees who resigned were women and 10.6% were men
  - i. 92.9% of all managers who resigned were women
  - ii. 88.8% of all non-managers who resigned were women.
- 5. 52.5% of your workforce was part-time and 46.8% of resignations were part-time employees.

# Employees who ceased employment before returning to work from parental leave

- i. 9.1% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

# Notification and access List of employee organisations: ANMF, VAHPA, ASU, HWU, HSU, PA, CPSU CEO sign off confirmation Name of CEO or equivalent: Nigel Fidgeon CEO signature: Date: