



Public report

2018-19

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	377





Workplace profile

Manager

Managar applyingtional actoroxica	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	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	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
	-2	Full-time permanent	8	2	10		
		Full-time contract	2	1	3		
Senior Managers		Part-time permanent	1	0	1		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	2	1	3		
		Full-time contract	1	0	1		
Other managers	-3	Part-time permanent	2	0	2		
		Part-time contract	1	0	1		
		Casual	0	0	0		
Grand total: all managers			21	7	28		

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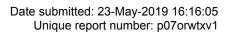


Workplace profile

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding gra	aduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total amenia va aa
	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	36	13	0	0	0	0	49
	Full-time contract	38	5	3	0	0	0	46
Professionals	Part-time permanent	69	8	0	0	0	0	77
	Part-time contract	45	8	0	0	0	0	53
	Casual	12	4	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	1	0	0	0	0	6
	Full-time contract	3	1	0	0	0	0	4
Community and personal service	Part-time permanent	17	2	0	0	0	0	19
	Part-time contract	5	0	0	0	0	0	5
	Casual	21	5	0	0	0	0	26
	Full-time permanent	8	1	0	0	0	0	9
	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	8	1	0	0	0	0	9
	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 gra	aduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyees
Non-manager occupational categories	Employment status	F	М	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	•	293	53	3	0	0	0	349

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Reporting questionnaire

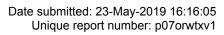
Gender equality indicator 1: Gender composition of workforce

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 2018 to 31 March 2019. (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





Promotions



	 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
1.5	Talent identification/identification of high potentials
	 ✓ 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
1.6	Succession planning
	 ✓ 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
1.7	Training and development
	 ✓ 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
1.8	Key performance indicators for managers relating to gender equality
	 ✓ 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
1.9	Gender equality overall
	 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





1.10 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	1	0	0	0
Permanent/ongoing part-time employees	0	0	1	0
Fixed-term contract full-time employees	0	0	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)	4	0
Number of appointments made to NON-MANAGER roles (including promotions)	64	16

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

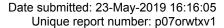
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	3	0	17	4
Permanent/ongoing part-time employees	0	1	30	0
Fixed-term contract full-time employees	0	0	3	0
Fixed-term contract part-time employees	0	0	8	0
Casual employees	0	0	16	0

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

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.







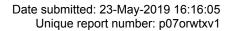
	Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.						
	If your organisation's governi organisation's name BUT the						
2.1a.1	Organisation name?						
	Merri Health						
2.1b.1	How many Chairs on this gov	verning body?					
		Fem	ale	Male			
	Number	0	1				
2.1c.1	How many other members are	e on this governing body (ex	-	Male			
	Number	4	5	iviale			
	☐ Currently under develocities ☐ Insufficient resources ☐ Do not have control of Board appointments have the constitution	over governing body/board app are done via community member all right to make board appoint ever woman representation and	s is due to be complete cointments (provide det bership nomination and ments with exception o	ed tails why): d vote, Merri Health does not			
2.1g.1	Are you reporting on any other ☐ Yes ☑ No	er organisations in this repor	rt?				
2.2	Do you have a formal selectic organisations covered in this		tion strategy for gove	erning body members for ALL			
	Yes (select all applicable and Policy Strategy						
	☐ No (you may specify why no ☐ In place for some go ☐ Currently under deve ☐ Insufficient resources	verning bodies elopment, please enter date this					
	二二						

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):





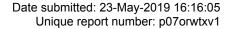


	☐ Yes ☑ No
2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
	NA

Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
		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
		☐ Salaries set by awards/industrial or workplace agreements ☐ Non-award employees paid market rate ☐ Not a priority ☐ Other (provide details):
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		 Yes (provide details in question 3.2 below) No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) □ Currently under development, please enter date this is due to be completed □ Salaries set by awards/industrial or workplace agreements □ Insufficient resources/expertise □ Non-award employees paid market rate □ Not a priority □ Other (provide details):
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
		 ☑ To achieve gender pay equity ☑ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance 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):
4.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
	⊠ Ye	s - 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):
	☐ No	☐ Other (provide details). (you may specify why you have not analysed your payroll for gender remuneration gaps) ☐ Currently under development, please enter date this is due to be completed







qualifi IS roo	☐ Insufficient resources/expertise ☐ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations) ☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there m 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).
	As part of the citation process Merri undertook a more comprehensive pay gap analysis. Merri on an annual basis looks at/undertakes a pay gap analysis in accordance with our performance review framework and remuneration policy. Merri Health engaged Mercer to undertake an independent review of our position classification/remuneration framework which benchmarked positions based on organisational expectations, responsibilities and accountabilities – without the incumbent being considered. This benchmarked positions instead of people and supports the remuneration strategy.
4.1	Did you take any actions as a result of your gender remuneration gap analysis?
4.1	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) to all employees 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.		IMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having r responsibility for the day-to-day care of a child.
		u provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND n addition to any government funded parental leave scheme for primary carers?
	time or No indicate time or No paid paid paid paid paid paid paid paid	S. (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 ver 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) we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please e 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 ver 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) we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded arental 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 employee's full salary (in addition to the government's paid scheme), regardless of the period of ver 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) not available (you may specify why this leave is not provided) 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):
	5.1	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.	carers	r organisation would like to provide additional information on your paid parental leave for primary e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
	5.2	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% □ 10-20% □ 21-30% □ 31-40% □ 41-50% □ 51-60% □ 61-70% □ 71-80% □ 81-90% □ 91-99% □ 100%

Please indicate whether your employer funded paid parental leave for primary carers covers:

5.3





Adoption

		Stillbirth Stillbirth
6.	prima	ECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the arry carer.
	Do yo wome	ou provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and en, in addition to any government funded parental leave scheme for secondary carers?
	☐ No	we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) we offer paid parental leave for SECONDARY CARERS that is available to women ONLY (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:
		5
6a.		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.
	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%
	6.3	Please indicate whether your employer funded paid parental leave for secondary carers covers:

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

	Primary carer'	s leave	Secondary carer's leave		
	Female	Male	Female	Male	
Managers	0	0	0	1	

✓ Adoption✓ Surrogacy✓ Stillbirth





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.

	Primary carer	's leave	Secondary carer's leave		
	Female	Male	Female	Male	
Non-managers	9	0	1	1	

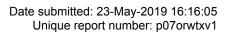
- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid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

	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

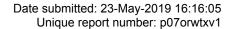
9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	 Yes (select all applicable answers) □ Policy □ Strategy □ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Don't offer flexible arrangements □ Not a priority □ Other (provide details):
10.	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	 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 □ Included in award/industrial or workplace agreement □ Not a priority □ Other (provide details):
11.	Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?
	 ✓ Yes ☐ No (you may specify why non-leave based measures are not in place)







	☐ Currently under development, please enter date this is due to be completed
	Insufficient resources/expertise
	Not a priority
	Other (provide details):
44.4	Disease select what arrows we show it we have and if they are smalled at all weaksites
11.1	Please select what support mechanisms are in place and if they are available at all worksites. • Where only one worksite exists, for example a head-office, select "Available at all worksites".
	where only one worksite exists, for example a near-onice, select. Available at all worksites.
	☐ Employer subsidised childcare
	Available at some worksites only
	☐ Available at some worksites
	On-site childcare
	Available at some worksites only
	☐ Available at some worksites
	☐ Reastfeeding facilities
	☐ Available at some worksites only
	Available at some worksites
	Childcare referral services
	Available at some worksites only
	Available at all worksites
	☐ Internal support networks for parents
	Available at some worksites only
	Available at all worksites
	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
	☐ Available at all worksites
	☐ Information packs to support new parents and/or those with elder care responsibilities
	☐ Available at some worksites only
	☐ 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
	Available at some worksites only
	Available at all worksites
	Coaching for employees on returning to work from parental leave
	Available at some worksites only
	Available at all worksites
	Parenting workshops targeting mothers
	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
	into the above, please complete question 11.2 below
Da	
violen	u have a formal policy and/or formal strategy to support employees who are experiencing family or domestic
VIOLETT	ce:
⊠ Ye:	s (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
	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 suppo
	employees who are experiencing family or domestic violence?

Yes (select all applicable answers)
Employee assistance program (including access to a psychologist, chaplain or counsellor)
☑ Training of key personnel
☑ A domestic violence clause is in an enterprise agreement or workplace agreement
Workplace safety planning Workplace safety planning
☐ Confidentiality of matters disclosed
☑ Referral of employees to appropriate domestic violence support services for expert advice
oxtimes 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)
☑ Offer change of office location
☐ Emergency accommodation assistance
☐ Access to medical services (e.g. doctor or nurse)
☐ Other (provide details):
☐ No (you may specify why no other support mechanisms are in place)
☐ Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Not aware of the need
☐ Not a priority
☐ Other (provide details):
Where any of the following options are available in your workplace, are those option/s available to both womer
AND men?
flexible hours of work
compressed working weeks
• time-in-lieu
telecommuting
part-time work
job sharing

unpaid leave.

carer's leave purchased leave

Options may be offered both formally and/or informally.

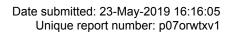
For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

\boxtimes	Yes,	the opti	ion/s in	place	are av	vailable	e to b	oth w	omen	and r	men
	No,	some/all	options	s are n	ot ava	ailable	to bo	th wo	men A	ND r	men

Which options from the list below are available? Please tick the related checkboxes.

Unticked checkboxes mean this option is NOT available to your employees.

Managers		Non-managers	
Formal	Informal	Formal	Informal
\boxtimes		\boxtimes	
	Formal	Formal Informal	Formal Informal Formal







		☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
	14.4	If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:
		NA
		equality indicator 5: Consultation with employees on issues ing gender equality in the workplace
		quality indicator seeks information on what consultation occurs between employers and employees on issues inder equality in the workplace.
15.	Have	you consulted with employees on issues concerning gender equality in your workplace?
	⊠ Yes	(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?
		 Survey Consultative committee or group Focus groups Exit interviews Performance discussions Other (provide details):
	15.2	Who 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	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
		We consulted with all staff and then specific groups on particular matters such as being inclusive of wording when reporting on gender equality and our LGBTIQA+ commitments or our leadership group when determining KPOs

You may specify why any of the above options are NOT available to your employees.





Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?		
	⊠ Ye	s (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 ☐ 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?		
		Yes No (you may specify why a grievance process is not included) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Not a priority □ Other (provide details):		
17.	Do you 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):		
	∐ No	(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 vorkplace, please tell us about them.		
	-	ith all questions in this questionnaire, information you provide here will appear in your public report.)		
	NΙΛ			





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 84.1% females and 15.9% males.

Promotions

- 2. 100.0% of employees awarded promotions were women and 0.0% were men
 - i. 100.0% of all manager promotions were awarded to women
 - ii. 100.0% of all non-manager promotions were awarded to women.
- 3. 49.1% of your workforce was part-time and 50.0% of promotions were awarded to part-time employees.

Resignations

- 4. 93.9% of employees who resigned were women and 6.1% were men
 - 75.0% of all managers who resigned were women
 - ii. 94.9% of all non-managers who resigned were women.
- 5. 49.1% of your workforce was part-time and 47.6% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 10.0% 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: