

# Workplace Gender Equality Agency

## 2020–21 Compliance Program

### Submission approval

I, the CEO (or equivalent), confirm that the data provided in the 2020-21 Compliance Program submission is complete and correct, as reported in the full data appendices:

- Appendix: Workplace Profile
- Appendix: Workforce Management Statistics
- Appendix: Questionnaire
- Appendix: Confidential Data.


I approve the submission of this data to WGEA.

I also confirm that the organisation/s covered by this submission will meet the notification and access requirements as detailed below.

Name of CEO (or equivalent)

Tassia Michaleas

CEO (or equivalent) signature



Date of signature

16 June 2021

### What next?

The contact nominated for the submission of this report must complete the declaration and consent process in the WGEA Portal. The Agency does not require physical evidence of the CEO's signature.

To comply with the notification and access requirements, your organisation/s must:

- inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the public data may be accessed
- provide access to the public data to employees and members or shareholders
- inform employee organisations with members in its workplace that the report has been lodged
- inform its employees and those employee organisations with members in its workplace of the opportunity to comment on the report to the employer or the Agency.

For more information on the notification and access requirements, read [here](#).

# Workplace Profile Table

Industry: Social Assistance Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	17	9	0	0	26
	Full-time contract	3	0	0	0	3
	Part-time permanent	3	0	0	0	3
	Casual	1	0	0	0	1
Professionals	Full-time permanent	64	17	0	0	81
	Full-time contract	16	3	0	0	19
	Part-time permanent	90	15	0	0	108
	Part-time contract	22	5	0	0	27
	Casual	4	0	0	0	4
Community And Personal Service Workers	Full-time permanent	19	2	0	0	21
	Full-time contract	6	0	0	0	6
	Part-time permanent	32	4	0	0	36
	Part-time contract	11	1	0	0	13
	Casual	12	2	0	0	14
Clerical And Administrative Workers	Full-time permanent	15	3	0	0	18
	Full-time contract	5	0	0	0	5
	Part-time permanent	23	0	0	0	23
	Part-time contract	3	1	0	0	4
	Casual	11	0	0	0	11
Machinery Operators And Drivers	Part-time permanent	1	3	0	0	4
	Casual	0	1	0	0	1
Labourers	Part-time permanent	1	0	0	0	1
	Part-time contract	1	0	0	0	1

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

\*\* Total employees includes Gender X

# Workplace Profile Table

Industry: Social Assistance Services

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	1	0	1
KMP	-1	Full-time permanent	5	2	7
SM	-2	Full-time permanent	9	4	13
		Full-time contract	1	0	1
		Part-time permanent	1	0	1
OM	-2	Full-time permanent	1	1	2
		Full-time contract	2	0	2
		Casual	1	0	1
	-3	Full-time permanent	1	2	3
		Part-time permanent	2	0	2

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Ty..	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Fixed-Term Contract	Managers	1		1
	Part-time	Permanent	Non-managers		1	1
		Fixed-Term Contract	Non-managers	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Fixed-Term Contract	Non-managers	3		3
	Part-time	Permanent	Non-managers	2		2
		Fixed-Term Contract	Non-managers	1		1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1		1
			Managers		1	1
			Non-managers	21	5	26
		Fixed-Term Contract	Managers	1		1
			Non-managers	11	2	13
		Part-time	Managers	1		1
			Non-managers	28	2	31
		Fixed-Term Contract	Non-managers	24	2	26
	N/A	Casual	Non-managers	9		9

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Ty..	Employment Type	Manager Categ..	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Non-managers	13	1	14
		Fixed-Term Contract	Non-managers	3	1	4
	Part-time	Permanent	Non-managers	21	4	25
		Fixed-Term Contract	Non-managers	14		14
	N/A	Casual	Non-managers	4	1	6
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	1		1
		Fixed-Term Contract	Non-managers	1		1
	Part-time	Permanent	Non-managers	10		10
6. How many employees have taken secondary carer..	Full-time	Permanent	Non-managers		1	1
	Part-time	Permanent	Non-managers		1	1

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Ty..	Employment..	Manager Categ..	Female	Total*
7. How many employees ceased employment before ...	Full-time	Permanent	Non-managers	1	1
	Part-time	Permanent	Non-managers	1	1

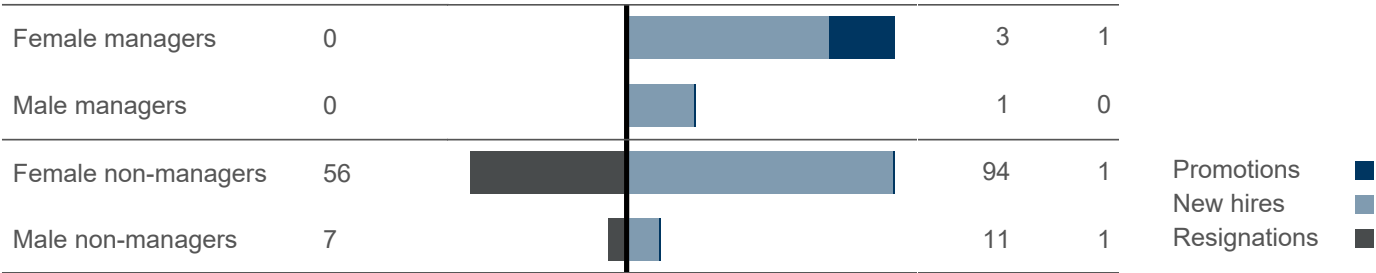
\* Total employees includes Gender X

# Insights at a glance

## Workforce gender composition

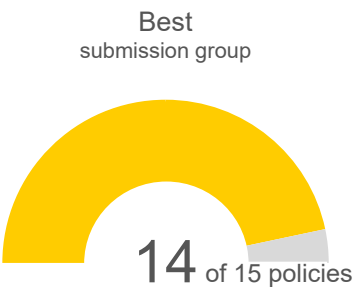
## Employee recruitment and retention

Total number of employees promoted, appointed, and resigned by gender.



## Gender equality policies, strategies and actions

Total number of recommended gender equality policies, strategies and actions in your organisations.



# Questionnaire overview for best performing submission group






This section summarises your responses to the 'yes/no' questions in the Questionnaire for your Best performing submission group.

Section	Category	Question	Yes No
Action on gender equality  5 of 5	Employee consultation	Have you consulted with employees on issues concerning gender equality in your workplace?	<input checked="" type="radio"/>
	Employer action on pay equity	Have you analysed your payroll to determine if there are any remuneration gaps between women and men (e.g. conducted a gender pay gap analysis)?	<input checked="" type="radio"/>
		Did you take any actions as a result of your gender remuneration gap analysis?	<input checked="" type="radio"/>
	Gender pay gaps	Do you have a formal policy and/or formal strategy on remuneration generally?	<input checked="" type="radio"/>
		Are specific pay equity objectives included in your formal policy and/or formal strategy?	<input checked="" type="radio"/>
Workplace overview  4 of 5	Governing bodies	Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	<input checked="" type="radio"/>
		Does this organisation have a governing body?	<input checked="" type="radio"/>
		Has a target been set to increase the representation of women on this governing body?	<input type="radio"/>
	Policies and strategies	Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?	<input checked="" type="radio"/>
		Do you have formal policy and/or formal strategy in place that support gender equality overall?	<input checked="" type="radio"/>



# Questionnaire overview for best performing submission group

This section summarises your responses to the 'yes/no' questions in the Questionnaire for your Best performing submission group.

Section	Category	Question	Yes No
Employee work/life balance	Flexible working	Do you have a formal policy and/or formal strategy on flexible working arrangements?	
1 of 1			
Employee support	Family or domestic violence	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?	
4 of 4			
	Paid parental leave	Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?	
	Sex-based harassment and discrimination	Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?	
	Support for carers	Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?	

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Section	Category	Question	Yes No

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Section	Category	Question	Yes No

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# CEO Sign-off

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I, the CEO, confirms the content of the workplace gender equality compliance submission is accurate and I approve its submission to WGEA

Name of CEO/Head of Business      Tassia Michaleas, Chief Executive Officer

CEO



## Appendix

The full details of your responses to each component of the compliance reporting program are available to review and download below. To access these, you will need to log in to the WGEA Portal using your myGovID.

1. CEO Pro Forma for Corporate Group without Confidential Section  
<https://client-portal.wgea.gov.au/s/ceo-reports?report=CEO+Pro+Forma+for+Corporate+Group+without+Confidential+Section+%28Compliance%29>
2. Questionnaire for Submission Group  
<https://client-portal.wgea.gov.au/s/ceo-reports?report=Questionnaire+for+Submission+Group+%28Compliance%29>
3. Workplace Profile Table for Corporate Group  
<https://client-portal.wgea.gov.au/s/ceo-reports?report=Workplace+Profile+Table+for+Corporate+Group+%28Compliance%29>
4. Workforce Management Statistics Table for Corporate Group  
<https://client-portal.wgea.gov.au/s/ceo-reports?report=Workforce+Management+Statistics+Table+for+Corporate+Group+%28Compliance%29>
5. CEO Pro Forma for Corporate Group with Confidential Section  
<https://client-portal.wgea.gov.au/s/ceo-reports?report=CEO+Pro+Forma+for+Corporate+Group+with+Confidential+Section+%28Compliance%29>
6. Workplace Profile Confidential Table for Corporate Group  
<https://client-portal.wgea.gov.au/s/ceo-reports?report=Workplace+Profile+Confidential+Table+for+Corporate+Group+%28Compliance%29>

# 2020 - 21 Compliance Program

Submitted by:

**Merri Community Health Services Limited**  
**(ABN:24550946840)**



# #Workplace overview

## Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

...Recruitment	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Retention	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Performance management processes	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Promotions	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Talent identification/identification of high potentials	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Succession planning	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Training and development	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy
...Key performance indicators for managers relating to gender equality	Yes( <i>Select all that apply</i> )
...Yes	Policy Strategy

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(*Select all that apply*)

...Yes	Policy Strategy
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3: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

## Governing bodies

*Merri Community Health Services Limited*

1: Does this organisation have a governing body?	Yes( <i>Provide further details on the governing body(ies) and its composition</i> )
1.1: What is the name of your governing body?	Merri Health Board of Directors
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	3
...Male (M)	4
...Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes( <i>Select all that apply</i> )
1.5: Has a target been set to increase the representation of women on this governing body?	No( <i>Select all that apply</i> )
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

Board appointments are done via community membership nomination and vote. Merri does not have the constitutional right to make board appointments with the exception of 4 recruitment appointments. Representation and gender balance is discussed at board level and noted.

# #Action on gender equality

## Gender pay gaps

1: Do you have a formal policy and/or formal strategy on remuneration generally?

Yes(*Select all that apply*)

...Yes

Policy

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

Yes(*Select all that apply*)

...Yes

To achieve gender pay equity  
To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews)  
To be transparent about pay scales and/or salary bands  
To ensure managers are held accountable for pay equity outcomes  
To implement and/or maintain a transparent and rigorous performance assessment process

2: Did your organisation receive JobKeeper payments?

No

3: What was the snapshot date used for your Workplace Profile?

31-Mar-2021

4: If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

## Employer action on pay equity

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

Yes(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

1.1: When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

Yes(*Select all that apply*)

1.2: Did you take any actions as a result of your gender remuneration gap analysis?

Set targets to reduce any organisation-wide gap  
Reported pay equity metrics (including gender pay gaps) to the governing body  
Trained people-managers in addressing gender



.. Yes	bias (including unconscious bias) Corrected like-for-like gaps Identified cause/s of the gaps
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2: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

### Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace?

Yes(*Provide further details on the employee consultation process.*)

1.1: How did you consult employees?	Survey Consultative committee or group Focus groups Exit interviews Performance discussions Other (provide details)
...Other (provide details)	All staff forums
1.2: Who did you consult?	ALL staff

2: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

# #Employee work/life balance

## Flexible working

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes(*Select all that apply*)

...Yes	Policy Strategy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No( <i>Select all that apply</i> )
...No	Not a priority
...Targets have been set for men's engagement in flexible work	No( <i>Select all that apply</i> )
...No	Not a priority
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	Yes
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	Yes
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	Yes
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	Yes

...Other (provide details)	No
2: Do you offer any of the following flexible working options to MANAGERS in your workplace?	
...Flexible hours of work	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Compressed working weeks	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Time-in-lieu	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Telecommuting (e.g. working from home)	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Part-time work	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available
...Job sharing	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available
...Carer's leave	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available
...Purchased leave	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available
...Unpaid leave	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available

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

Yes

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, ALL managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Yes, for both women and men

6: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

# #Employee support

## Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave (using the primary/secondary carer definition)

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes( <i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i> )
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	All, regardless of gender
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption Surrogacy Stillbirth
1.1.c: How do you pay employer funded paid parental leave to primary carers?	Paying the employee's full salary
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	Yes, on employer funded parental leave Yes, on government funded parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	12
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	91-100%
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes( <i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i> )
1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:	All, regardless of gender
1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:	Birth Adoption Surrogacy Stillbirth
1.2.c: How do you pay employer funded paid parental leave to secondary carers?	Paying the employee's full salary

1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave Yes, on government funded parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	4
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	90-100%

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

For employees that have been with the organisation for less than 12 months they can access 8 weeks paid primary carer leave and 4 weeks paid secondary carers leave.

## Support for carers

1: Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

Yes(*Select all that apply*)

...Yes	Policy
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2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

...Employer subsidised childcare	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Insufficient resources/expertise
...On-site childcare	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Insufficient resources/expertise
...Breastfeeding facilities	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at SOME worksites
...Childcare referral services	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Insufficient resources/expertise
...Internal support networks for parents	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Insufficient resources/expertise
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
	No( <i>You may specify why the above support</i>

...Information packs for new parents and/or those with elder care responsibilities	<i>mechanism is not available to your employees.)</i>
...No	Insufficient resources/expertise
...Currently under development	
...Referral services to support employees with family and/or caring responsibilities	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Targeted communication mechanisms (e.g. intranet/forums)	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Support in securing school holiday care	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Insufficient resources/expertise
...Coaching for employees on returning to work from parental leave	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Parenting workshops targeting mothers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Insufficient resources/expertise
...Parenting workshops targeting fathers	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Insufficient resources/expertise
...Other (provide details)	No

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

### Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(*Select all that apply*)

...Yes	Policy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes( <i>Please indicate how often is this training provided (select all that apply):</i> )
...Yes	At induction Every one-to-two years
...All employees	Yes( <i>Please indicate how often is this training provided (select all that apply):</i> )

...Yes	At induction Every one-to-two years
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3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

### Family or domestic violence

1: Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes(*Select all that apply*)

...Yes	Policy Strategy
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2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

...Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
...Training of key personnel	Yes
...A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes
...Access to unpaid leave	Yes
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	Yes
...Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	Yes
...Offer change of office location	Yes
...Emergency accommodation assistance	No( <i>Select all that apply</i> )
...No	Not a priority



...Access to medical services (e.g. doctor or nurse)	No( <i>Select all that apply</i> )
...No	Not a priority
...Other (provide details)	No( <i>Select all that apply</i> )

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