2021 - 22 Compliance Program

Submitted by:

Merri Community Health Services Limited (ABN:24550946840)

Date: 2022-06-07

#Workplace overview

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

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

3: Does your organisation have any of the following targets to address gender equality in your workplace?

Reduce the gender pay gap
Increase the number of men in female-dominated roles
Increase the number of men using flexible work arrangements
Increase the number of men taking parental leave

4: 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(*Provide further details on the governing body(ies) and its composition*)
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	1
…Male	0
…Non-binary	0
…Members	
…Female	4
…Male	4
…Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(*Select all that apply*)
	Policy
1.5: Has a target been set to increase the representation of women on this governing body?	No(*Select all that apply*)
	Do not have control over governing body/appointments Governing body has gender balance (i.e. 40% women / 40% men / 20% either)
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	No
	Other (provide details)
	Board appointments are recruited via community membership nomination and voted on. Merri does not have the constitutional right to make board appointments with the exception of 4 recruited appointments. Representation and gender balance is discussed at board level and noted.

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

#Action on gender equality

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

Yes(*Select all that apply*)

…Yes	Policy Strategy
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: What was the snapshot date used for your Workplace Profile?

31-Mar-2022

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? .. Yes	Reported pay equity metrics (including gender pay gaps) to all employees Reported pay equity metrics (including gender pay gaps) to the executive Reported pay equity metrics (including gender pay gaps) to the governing body Reviewed remuneration decision-making processes Created a pay equity strategy or action plan

	Trained people-managers in addressing gender bias (including unconscious bias)

3: 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 during the reporting period?

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

1.1: How did you consult employees?	Exit interviews Performance discussions Survey Consultative committee or group
1.2: Who did you consult?	ALL staff

2: Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

Yes(*Select all that apply.*)

…Yes	Strategy

3: On what date did your organisation share your previous year's public reports with employees?

18-Jun-2021

4: Does your organisation have shareholders?

No

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

Yes

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

#Flexible work

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(*Select all that apply*)
…No	Not a priority Other (provide details)
…Other (provide details)	Flexibility is embedded within the organisation and widely used.
…Targets have been set for men's engagement in flexible work	No(*Select all that apply*)
…No	Not a priority Other (provide details)
…Other (provide details)	Flexibility is embedded within the organisation and widely used.
…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(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Compressed working weeks	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Time-in-lieu	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Telecommuting (e.g. working from home)	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Part-time work	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available Informal options are available
…Job sharing	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Carer's leave	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…SAME options for women and men	Formal options are available
…Purchased leave	Yes(*Select one option only*)
	SAME options for women and men(*Select all*

…Yes	*that apply*)
…SAME options for women and men	Formal options are available
…Unpaid leave	Yes(*Select one option only*)
…Yes	SAME options for women and men(*Select all that apply*)
…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: Has your organisation implemented an 'all roles flex' approach to flexible work?

No

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Yes, for both women and men

6: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?

Training for managers on how to work with flexible and remote/hybrid teams
Employee performance is measured by performance and not presenteeism
All team meetings are held online

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on your workplace, please do so below.

question 4 - all roles flex is applied to employees who have the capacity to do so, ie. where employees are not client facing or working in a clinical setting.

#Employee support

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(*Please indicate how employer funded paid parental leave is provided to the primary carers.*)
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	Women only
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption
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 Yes, on unpaid 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%
1.1.g: Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	No
1.1.h: Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Yes
1.1.h: Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth? .. Yes	Within 6 months

1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes(*Please indicate how employer funded paid parental leave is provided to the secondary carers.*)
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
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%
1.2.h: Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	No

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.

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

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

…Employer subsidised childcare	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…On-site childcare	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Breastfeeding facilities	Yes(*Please indicate the availability of this support mechanism.*)
…Yes	Available at SOME worksites

…Childcare referral services	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Internal support networks for parents	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Information packs for new parents and/or those with elder care responsibilities	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Referral services to support employees with family and/or caring responsibilities	Yes(*Please indicate the availability of this support mechanism.*)
…Yes	Available at ALL worksites
…Targeted communication mechanisms (e.g. intranet/forums)	Yes(*Please indicate the availability of this support mechanism.*)
…Yes	Available at ALL worksites
…Support in securing school holiday care	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Coaching for employees on returning to work from paid parental leave	Yes(*Please indicate the availability of this support mechanism.*)
…Yes	Available at ALL worksites
…Parenting workshops targeting mothers	No(*You may specify why the above support mechanism is not available to your employees.*)
…No	Insufficient resources/expertise
…Parenting workshops targeting fathers	No(*You may specify why the above support mechanism is not available to your employees.*)
…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 harasssment 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(*Please indicate how often is this training provided (select all that apply):*)
…Yes	At induction Every one-to-two years
…All employees	Yes(*Please indicate how often is this training provided (select all that apply):*)
…Yes	At induction Every one-to-two years

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

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(*Is the leave period unlimited?*)
…Yes	Yes
…Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes(*Is the leave period unlimited?*)
…Yes	Yes
…Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes(*Is the leave period unlimited?*)
…Access to unpaid leave	Yes(*Is the leave period unlimited?*)

…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	Yes
…Access to medical services (e.g. doctor or nurse)	Yes
…Other (provide details)	No

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

Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	2		2
			Managers		2	2
			Non-managers	4		4
		Fixed-Term Contract	Non-managers	1		1
	Part-time	Permanent	Non-managers	2		2
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	2		2
			Managers	5	1	6
			Non-managers	21	4	25
		Fixed-Term Contract	Non-managers	4		4
	Part-time	Permanent	Managers	1		1
			Non-managers	18		18
		Fixed-Term Contract	Non-managers	2		2
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	3	1	4
			Non-managers	24	10	36
		Fixed-Term Contract	Non-managers	15	3	19
	Part-time	Permanent	Non-managers	27	3	30
		Fixed-Term Contract	Non-managers	25	2	27
	N/A	Casual	Non-managers	3	1	4

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers	4		4
			Non-managers	21	7	28
		Fixed-Term Contract	Non-managers	3	1	4
	Part-time	Permanent	Non-managers	29	4	34
		Fixed-Term Contract	Non-managers	12	2	14
	N/A	Casual	Non-managers	5		5
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	7		7
		Fixed-Term Contract	Non-managers	2		2
	Part-time	Permanent	Non-managers	9		9
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers		1	1
	Part-time	Permanent	Non-managers	1		1
		Fixed-Term Contract	Non-managers		1	1

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Managers	1	1
			Non-managers	1	1

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	2		2
			Managers		2	2
			Non-managers	4		4
		Fixed-Term Contract	Non-managers	1		1
	Part-time	Permanent	Non-managers	2		2
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	2		2
			Managers	5	1	6
			Non-managers	21	4	25
		Fixed-Term Contract	Non-managers	4		4
	Part-time	Permanent	Managers	1		1
			Non-managers	18		18
		Fixed-Term Contract	Non-managers	2		2
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	3	1	4
			Non-managers	24	10	36
		Fixed-Term Contract	Non-managers	15	3	19
	Part-time	Permanent	Non-managers	27	3	30
		Fixed-Term Contract	Non-managers	25	2	27
	N/A	Casual	Non-managers	3	1	4

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs		1	1
			Managers	4		4
			Non-managers	21	7	28
		Fixed-Term Contract	Non-managers	3	1	4
	Part-time	Permanent	Non-managers	29	4	34
		Fixed-Term Contract	Non-managers	12	2	14
	N/A	Casual	Non-managers	5		5
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	7		7
		Fixed-Term Contract	Non-managers	2		2
	Part-time	Permanent	Non-managers	9		9
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers		1	1
	Part-time	Permanent	Non-managers	1		1
		Fixed-Term Contract	Non-managers		1	1

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Social Assistance Services

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Managers	1	1
			Non-managers	1	1

* Total employees includes Gender X

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	15	7	0	0	22
	Full-time contract	1	0	0	0	1
	Part-time permanent	2	0	0	0	2
Professionals	Full-time permanent	69	19	0	0	89
	Full-time contract	12	1	0	0	13
	Part-time permanent	97	13	0	0	112
	Part-time contract	32	5	0	0	37
	Casual	5	0	0	0	5
Community And Personal Service Workers	Full-time permanent	19	3	0	0	23
	Full-time contract	3	3	0	0	7
	Part-time permanent	33	4	0	0	37
	Part-time contract	9	0	0	0	9
	Casual	5	1	0	0	7
Clerical And Administrative Workers	Full-time permanent	20	4	0	0	24
	Full-time contract	5	1	0	0	6
	Part-time permanent	16	0	0	0	16
	Part-time contract	2	1	0	0	3
	Casual	10	0	0	0	10
Machinery Operators And Drivers	Part-time permanent	0	1	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	1	6
SM	-2	Full-time permanent	9	6	15
		Full-time contract	1	0	1
		Part-time permanent	2	0	2

* Total employees includes Gender X