



## 2013-14 public report form submitted by Downer EDI Mining Pty Ltd to the Workplace Gender Equality Agency

#### Organisation and contact details

Organisation registration	Legal name ABN ANZSIC	Downer EDI Mining Pty Ltd 49004142223 1090 Other Mining Support Services
Organisation details	Trading name/s ASX code (if relevant)	
	Postal address	PO Box 8221 WOOLLOONGABBA QLD 4102 Australia
	Organisation phone number	(07) 3026 6666
Reporting structure	Number of employees covered in this report submission	3835
	Other organisations reported on in this report	Downer Mining Regional NSW Pty Ltd Downer EDI Mining - Blasting Services Pty Limited Otraco International Pty Ltd Rimtec Pty Limited





# Workplace profile Manager

Manager occupational categories	Reporting level to CEO	Employment status		No.	of employees
			F	М	Total employees
CEO/Head of Business in Australia	0	Full-time permanent	0	1	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel	-1	Full-time permanent	0	7	7
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	0	17	17
· ·		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Senior Managers	-3	Full-time permanent	0	10	10
•		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-4	Full-time permanent	12	125	137
		Full-time contract	0	0	0
		Part-time permanent	4	0	4
		Part-time contract	0	0	0
		Casual	0	2	2
Other managers	-4	Full-time permanent	13	108	121
•		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	1	1
	-5	Full-time permanent	3	237	240
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	2	2





Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	М	Total employees
Grand total: all managers			32	510	542





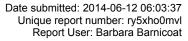
#### Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of gra	aduates (if cable)	No. of ap	Total employees	
		F	M	F	M	F	M	, .,
Professionals	Full-time	71	234	11	34	0	0	350
	permanent							
	Full-time contract	5	3	0	0	0	0	8
	Part-time permanent	7	3	0	0	0	0	10
	Part-time contract	0	0	0	0	0	0	0
	Casual	2	3	0	0	0	0	5
Technicians and trade	Full-time permanent	2	583	0	0	3	59	647
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1
Community and personal service	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	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
Clerical and administrative	Full-time permanent	147	55	0	0	0	0	202
	Full-time contract	4	1	0	0	0	0	5
	Part-time permanent	7	0	0	0	0	0	7
	Part-time contract	0	0	0	0	0	0	0
	Casual	9	0	0	0	0	0	9
Sales	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	1	1	0	0	0	0	2
	Part-time permanent	0	0	0	0	0	0	0





Non-manager occupational categories	Employment status		excluding graduates and prentices)	Aduates and No. of graduates (if applicable)			No. of apprentices (if applicable)			
		F	М	F M		F M				
	Part-time contract	0	0	0	0	0	0	0		
	Casual	0	0	0	0	0	0	0		
Machinery operators and drivers	Full-time permanent	210	1,549	0	0	0	0	1,759		
	Full-time contract	0	0	0	0	0	0	0		
	Part-time permanent	0	0	0	0	0	0	0		
	Part-time contract	0	0	0	0	0	0	0		
	Casual	2	14	0	0	0	0	16		
Labourers	Full-time permanent	0	8	0	0	0	0	8		
	Full-time contract	0	0	0	0	0	0	0		
	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		
Others	Full-time permanent	12	229	1	8	0	7	257		
	Full-time contract	0	0	0	0	0	0	0		
	Part-time permanent	1	0	0	0	0	0	1		
	Part-time contract	0	0	0	0	0	0	0		
	Casual	3	3	0	0	0	0	6		
Grand total: all non-managers		483	2,687	12	42	3	66	3,293		







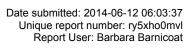
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### Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

1 Do you have formal policies or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:
1.1 Recruitment?  Yes  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.2 Retention?  Yes  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.3 Performance management processes?  Yes  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.4 Promotions?  Yes  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority

Talent identification/identification of high potentials?







Yes	·
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.6 ☐ Yes	Succession planning?
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.7 ☐ Yes	Training and development?
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.8 ☐ Yes	Resignations?
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
☐ No, ☐ No,	currently under development insufficient human resources staff don't have expertise not a priority
1.9 ☐ Yes	Key performance indicators for managers relating to gender equality?
□ No	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> <li>☐ Strategy is contained within another strategy</li> </ul>
No, No, No,	currently under development insufficient human resources staff don't have expertise not a priority
1.10	Gender equality overall?





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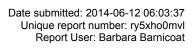
ΠY	es  Standalone policy Policy is contained Standalone strategy Strategy is containe	/		-	ıv					
☐ N		ment			,					
Dow prom apply oppo Equi Dow	You may provide detail fort gender equality that maner's Diversity and Inclusivate a workplace that valuely to all employees state that ortunities for all our people, ty, Discrimination and Haraner Mining has approval frontions to recruit female or	ay be in reness pes divers at our "a regard assmen om the	place: policy hasity. The aim to er less of g t Policy. relevant	as a part Downe nsure eq ender".	cicular foor r Standa rual treat rurther s scriminat	cus on ger rds of Bus ment and o support is	ider and seeks to iness Conduct that equal employment provided through th	е		
Gen	der equality indicator 2: Ge	ender co	ompositio	on of go	verning b	oodies				
comp comp NOT comp partic leave	governing bodies/boards you are reporting. For each organisation, also indicate the gender composition of that governing body/board; and where in place, include what gender composition target has been set and the year the target is to be reached. IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition numbers of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a future date in the format of YYYY in the 'Year to be reached'									
00.0.	Organisation name	Chair	person		ard	<b>%</b>	Year to be			
		F	M	men F	nbers M	Target	reached			
1	Downer EDI Limited	0	1	3	4	0				
2	Downer EDI Mining Pty Ltd									

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	2.2 For any governing bodies/boards where gender composition targets have not been set, you may specify why below:  ☐ Governing body has gender balance (e.g 40% women/40% men/20% either) ☐ Currently under development ☐ Insufficient human resources staff ☐ Don't have expertise ☐ Don't have control over board appointments (provide details why):										

49							
50							
	For any governing bod you may specify why below coverning body has gender currently under development on the ficient human resource bon't have expertise bon't have control over boat of a priority other (provide details):	v: baland nt s staff	e (e.g 4	0% wom	nen/40%	men/20%	
Y N	Do you have a formal solution of the solution	within a  d within  d within  ning bo  ment  urces si	nother parties and the dies	vered in policy r strateç	this rep	ort?	





<ul> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> <li>An informal strategy and actions taken have delivered on genderations.</li> </ul>	der diversific	ation.
2.4 If your organisation, or any organisation you are reporting enter the total number of male and female EQUITY PARTNERS in managing partner is also an equity partner enter those details septibelow). If you have a separate governing body/board of directors, in 2.1	on, is a part the followin arately in the please enter	nership please g table (if your e relevant row its composition
	F	M
Managing partner		
Other equity partners		
		_
Gender equality indicator 3: Equal remuneration between women	and men	
3 Do you have a formal policy or strategy on remuneration $g$ Yes	enerally?	
<ul><li>☑ Standalone policy</li><li>☐ Policy is contained within another policy</li><li>☐ Standalone strategy</li></ul>		
Strategy is contained within another strategy		
No, currently under development		
<ul><li>No, insufficient human resources staff</li><li>No, included in workplace agreement</li></ul>		
☐ No, don't have expertise		
<ul><li>No, salaries set by awards or industrial agreements</li><li>No non-award employees paid market rate</li></ul>		
No, not a priority		
No, other (provide details):		
3.1 Are specific gender pay equity objectives included in your	formal policy	y or formal
strategy?  ☐ Yes		
<ul><li>No</li><li>No, currently under development</li></ul>		
No, insufficient human resources staff		
<ul><li>No, don't have expertise</li><li>No, salaries set by awards or industrial agreements</li></ul>		
No, non-award employees paid market rate		
<ul><li>No, not a priority</li><li>No, other (provide details):</li></ul>		
Gender equity is one of the factors taken into account in the all process.	nnual remun	eration review
<ul> <li>Has a gender remuneration gap analysis been undertaker</li> </ul>	12	
Yes - please indicate when this analysis was most recently unc		
Within last 12 months     Within last 1-2 years     Within la		
More than 2 years ago but less than 4 years ago		
Other (provide details):		
<ul><li>No</li><li>No, currently under development</li></ul>		





<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, salaries set by awards or industrial agreements</li> <li>No, non-award employees paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
4.1 Were any actions taken as a result of your gender remuneration gap analysis?  ☐ Yes - please indicate what actions were taken: ☐ Identified cause/s of the gaps ☐ Created an action plan to address causes ☐ Reviewed remuneration decision-making processes ☐ Reviewed individual remuneration outcomes ☐ Conducted a gender-based job evaluation process ☐ Implemented other changes (provide details):
No No gaps identified No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, unable to address cause/s of gaps (provide details why):
<ul><li>No, not a priority</li><li>No, other (provide details):</li></ul>
Gender equality indicator 4: Availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employess and to working arrangements supporting employees with family or caring responsibilities
Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?  Yes  No  No, currently being considered  No, insufficient human resources staff  No, government scheme is sufficient  No, don't know how to implement  No, not a priority  No, other (provide details):
5.1 Please indicate the number of weeks of employer funded paid parental leave that are provided for primary carers.  12
5.2 How is employer funded paid parental leave provided to the primary carer?  ☑ By paying the gap between the employee's salary and the government's paid parental leave scheme  ☐ By paying the employee's full salary (in addition to the government's paid scheme) (regardless of the period of time over which it is paid for example, full pay for 12 weeks or half pay for 24 weeks)  ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)





Do you provide employer funded parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?  Yes, one week or greater  Yes, less than one week  No  No, currently being considered  No, insufficient human resources staff  No, government scheme is sufficient  No, don't know how to implement  No, not a priority  No, other (provide details)						
7 utilised		paid and/or unpaid	l) during th		ale and male non-m st reporting period?	
		Primary care Female	rs leave Male	$\dashv$	Secondary car Female	ers leave Male
N	lanagers	2	Maio	П	romaio	Maio
Non	-managers	19				
8 leave?		•	force has	acce	ess to employer fund	
%	Primar	y carer's leave 80			Secondary carer's 0	leave
9 Do you have a formal policy or formal strategy on flexible working arrangements?    Yes						
☐ Yes ☐ No ☐ No, ☐ No, ☐ No, ☐ No, ☐ No, ☐ No,	Standalone Policy is cores Standalone Standalone Strategy is currently under insufficient hum	policy ntained within anot strategy contained within ar development an resources staff xplace agreement irtise	her policy		o support employees	with family and





Do you have any non-leave based measures to support employees with family and caring responsibilities?  Yes
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> </ul>
No, don't have expertise
□ No, not a priority
No, other (provide details):
11.1 To understand where these measures are available, do you have other worksites in addition to your head office?
11.2 Please indicate what measures are in place and in which worksites they are available (if you do not have multiple worksites, you would select 'Head office only'):  Employer subsidised childcare
Head office only
Other worksites only
Head office and some other worksites
☐ All worksites including head office
On-site childcare
☐ Head office only ☐ Other worksites only
Head office and some other worksites
All worksites including head office
□ Breastfeeding facilities
Head office only
Other worksites only
<ul><li>☒ Head office and some other worksites</li><li>☒ All worksites including head office</li></ul>
☐ All worksites including flead office ☐ Childcare referral services
Head office only
Other worksites only
Head office and some other worksites
Internal support network for parents
☐ Head office only
<ul><li>☐ Other worksites only</li><li>☐ Head office and some other worksites</li></ul>
☐ All worksites including head office
Return to work bonus
Head office only
Other worksites only
Head office and some other worksites
☐ All worksites including head office
Information packs to support new parents and/or those with elder care responsibilities
Head office only
☐ Other worksites only ☐ Head office and some other worksites
☐ Flead office and some other worksites ☐ All worksites including head office
Referral services to support employees with family and/or caring responsibilities
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
☐ Targeted communication mechanisms, for example intranet/forums





<ul> <li>☐ Head office only</li> <li>☐ Other worksites only</li> <li>☐ Head office and some other worksites</li> <li>☐ All worksites including head office</li> <li>☐ None of the above, please complete question 11.3 below</li> </ul>
Do you have a formal policy or formal strategy to support employees who are experiencing family or domestic violence?  Yes  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, not aware of the need No, don't have expertise No, not a priority No, other (provide details):
Other than a policy or strategy, do you have any measures to support employees who are experiencing family or domestic violence?  Yes - please indicate the type of measures in place:  Employee assistance program  Access to leave  Training of human resources (or other) staff  Other (provide details):
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, not aware of the need</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>

Please tick the checkboxes in the table below to indicate which employment terms, conditions or practices are available to your employees (please note that not ticking a box indicates that a particular employment term, condition or practice is not in place):

	Managers			Non-managers				
	Fer	male	M	ale	Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work		$\boxtimes$		$\boxtimes$		$\boxtimes$		
Compressed working weeks								
Time-in-lieu								
Telecommuting								
Part-time work								
Job sharing								





Carer's leave

 $\boxtimes$ 

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 $\boxtimes$ 

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Purchased leave								Ī
Unpaid leave								Ī
your employees,	mployment y of the ca er develop man resou pertise e details): ner's empl	t terms, cor tegories lis ment urces staff oyees work	ills of those ditions or ted above	practices ar , you may s	e not avai pecify why	lable to you below?	ır	<b>L</b> 5
Gender equality i equality in the wo		Consultati	on with em	nployees on	issues co	ncerning ge	ender	
15 Have you consulted with employees on issues concerning gender equality in your workplace?  Yes No No, not needed (provide details why):								
<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> <li>Conducted in the previous year however difficult sector economics have meant that resources have not been allocated duing the year, but it is our intention to consult with employees next year and establish a biennial consultation process.</li> </ul>								
Gender equality i	ndicator 6:	Sex-based	l harassme	ent and disc	crimination			
16 Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention?  ☑ Yes  ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff								
<ul> <li>No, included in workplace agreement</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>								

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Do you include a grievance process in any sex-based harassment and discrimination
orevention policy or strategy? ⊠ Yes
No, currently under development
No, insufficient human resources staff
No, don't have expertise
☑ No, not a priority ☑ No, other (provide details):
Does your workplace provide training for all managers on sex-based harassment and
discrimination prevention? ☐ Yes - please indicate how often this training is provided:
At induction
At least annually
Every one-to-two years
Every three years
<ul><li>☐ Varies across business units</li><li>☐ Other (provide details):</li></ul>
U Other (provide details).
□ No
No, currently under development
No, insufficient human resources staff
☐ No, don't have expertise ☐ No, not a priority
No, other (provide details):
Compliance e-learning training in trial

#### Other

18 Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (Please note that any information you provide here will appear in your public report)

Downer Mining has approval from the relevant Anti-Discrimination Commission for exemptions regarding the recruitment and employment of female and Indigenous truck drivers in NSW and female truck drivers in Qld.

- You may provide additional details on any information provided in the report below. The quantitative analysis in this report indicates areas of pay differences by gender for manager and occupational categories, especially in total remuneration. Preliminary analysis indicates these variations relate primarily to the low participation of females in operational and trade roles which attract higher total remuneration for the following reasons.
- Many operational employees are in remote and/or difficult locations which are more likely to attract higher base salaries and total remuneration;
- Operational roles are much more likely to attract overtime, shift and site allowances;
- Functional roles (including Safety, Finance and Human Resources) which have higher Female participation are more likely to be located in offices that are not remote, and do not enjoy overtime, shift allowances; and
- Significant skills shortages in some trades and engineering roles over recent years that have resulted in higher pay for those roles, which are reported at the same level within the quantitative WGEA report.

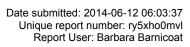
We further note that low female participation for such roles is a common issue affecting organisations in our sector.





Downer has been reviewing performance ratings and available increases to address potential areas of pay inequity however difficult sector economics over the past 2 years have resulted in pay freezes and/or only nominal pay increases, and thus opportunities to address pay equity.

Downer is developing a common approach to levels/grades of work across the Group and this will continue in 2014/15. It will provide an important reference point for analysing and addressing potential areas of pay equity, as current position titles cannot be relied upon for that purpose.







### **CEO** sign off confirmation

Name of CEO or equivalent	David Overall
Confirmation CEO has signed the report	Yes