



Public report

2017-18

Submitted by

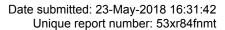
Legal Name: **Downer EDI Services Pty Ltd**





Organisation and contact details

Submitting organisation details	Legal name	Downer EDI Services Pty Ltd				
	ABN	71137732042				
	ANZSIC	M Professional, Scientific and Technical Services 6961 Corporate Head Office Management Services				
	Business/trading name/s					
	ASX code (if applicable)					
	Postal address	Triniti Business Campus, 39 Delhi Road				
		North Ryde NSW 2113				
		AUSTRALIA				
	Organisation phone number	0294689700				
Reporting structure	Ultimate parent	Downer EDI Limited				
	Number of employees covered by this report	490				







All organisations covered by this report

Legal name	Business/trading name/s
Downer EDI Services Pty Ltd	
Downer EDI Limited	





Workplace profile

Manager

Managar accomplished at a region	Departing level to CEO	Emanda uma ant atatua		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	9	13
		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
	Full-	Full-time permanent	6	40	46
		Full-time contract	0	0	0
Other executives/General managers		Part-time permanent	0	0	0
	Part-time contract		0	0	0
		Casual	0	0	0
		Full-time permanent	2	6	8
		Full-time contract	0	0	0
Senior Managers	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	20	60	80
		Full-time contract	1	17	18
Other managers	-4	Part-time permanent	4	0	4
		Part-time contract	0	1	1
		Casual	0	1	1
Grand total: all managers			37	135	172

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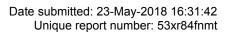


Workplace profile

Non-manager

Non manager accumational actogories	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	' '
	Full-time permanent	38	55	8	4	0	0	105
	Full-time contract	19	16	0	1	0	0	36
Professionals	Part-time permanent	5	0	0	0	0	0	5
	Part-time contract	1	0	0	0	0	0	1
	Casual	2	1	0	0	0	0	3
	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	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	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	83	36	0	0	0	0	119
	Full-time contract	18	15	0	0	0	0	33
Clerical and administrative	Part-time permanent	7	2	0	0	0	0	9
	Part-time contract	3	0	0	0	0	0	3
	Casual	4	0	0	0	0	0	4
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Sales	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	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

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Non manager equipational estageries	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
Non-manager occupational categories	Employment status	F	M	F	M	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		180	125	8	5	0	0	318

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Reporting questionnaire

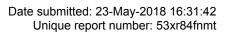
Gender equality indicator 1: Gender composition of workforce

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

NB. IMPORTANT:

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

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





1.4

Promotions



	 ✓ 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	5	18	9	9
Permanent/ongoing part-time employees	1	0	0	0
Fixed-term contract full-time employees	0	0	1	1
Fixed-term contract part-time employees	0	1	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)	13	48
Number of appointments made to NON-MANAGER roles (including promotions)	70	38

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

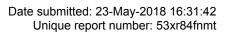
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	3	12	17	22
Permanent/ongoing part-time employees	0	0	1	0
Fixed-term contract full-time employees	1	5	13	22
Fixed-term contract part-time employees	0	0	2	1
Casual employees	0	0	1	0

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

The Downer Group Diversity & Inclusiveness Policy has a particular focus on gender and prescribes what is required by the Company, its officers and employees as we work towards a more diverse and inclusive workforce. In 2016, Downers Diversity and Inclusiveness Framework was extended to include the establishment of a Group Diversity Steering Committee (GDSC) supported by 5 Divisional Diversity Steering Committees (DDSCs). Included in these 5 Committees is the Group Office DDSC. The focus of the DDSCs is to plan, implement and monitor diversity related initiatives which have a focus on, but are not limited to 'Gender'.

Gender equality indicator 2: Gender composition of governing bodies

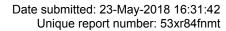
Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant 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.







		nittee of management, council or other go verning body for your Australian entity, e	
2.1	Please answer the following	g questions relating to each governing bo	ody covered in this report.
	Note: If this report covers r organisation before procee	nore than one organisation, the questions ding to question 2.2.	s below will be repeated for each
		rning body is the same as your parent en he numerical details of your parent entity	
2.1a.1	Organisation name?		
	Downer EDI Limited		
2.1b.1	How many Chairs on this g	overning body?	
		Female	Male
	Number	0	1
2.1d.1	☐ Yes ☐ No (you may specify why		
2.1d.1	☐ Yes ☐ No (you may specify why ☐ Governing body/bo ☐ Currently under de ☐ Insufficient resourc ☐ Do not have contro ☐ Not a priority ☐ Other (provide det	a target has not been set) pard has gender balance (e.g. 40% women/evelopment, please enter date this is due to be ces/expertise of over governing body/board appointments (40% men/20% either) be completed (provide details why):
	☐ Yes ☐ No (you may specify why ☐ Governing body/bo ☐ Currently under de ☐ Insufficient resourc ☐ Do not have contro ☐ Not a priority ☐ Other (provide det ☐ Prior to the resign	a target has not been set) pard has gender balance (e.g. 40% women/4 evelopment, please enter date this is due to bees/expertise of over governing body/board appointments (ails):	40% men/20% either) be completed (provide details why):
	☐ Yes ☐ No (you may specify why ☐ Governing body/bo ☐ Currently under de ☐ Insufficient resourc ☐ Do not have contro ☐ Not a priority ☐ Other (provide det Prior to the resign	a target has not been set) pard has gender balance (e.g. 40% women/a evelopment, please enter date this is due to b ces/expertise of over governing body/board appointments (ails): ation of Eve Howell on 2 Nov 17 Downer had	40% men/20% either) be completed (provide details why):
2.1g.1	☐ Yes ☐ No (you may specify why ☐ Governing body/bo ☐ Currently under de ☐ Insufficient resourc ☐ Do not have contro ☐ Not a priority ☐ Other (provide det Prior to the resign Are you reporting on any o	a target has not been set) pard has gender balance (e.g. 40% women/a evelopment, please enter date this is due to b ces/expertise of over governing body/board appointments (ails): ation of Eve Howell on 2 Nov 17 Downer had ther organisations in this report?	40% men/20% either) be completed (provide details why): d a gender neutral board.
2.1g.1	☐ Yes ☐ No (you may specify why ☐ Governing body/bo ☐ Currently under de ☐ Insufficient resourc ☐ Do not have contro ☐ Not a priority ☐ Other (provide det ☐ Prior to the resign ☐ Yes ☐ No ☐ Policy ☐ Policy ☐ Policy ☐ Policy ☐ Roder Are you may specify why ☐ Yes ☐ Policy ☐ Policy ☐ Policy ☐ Policy	a target has not been set) pard has gender balance (e.g. 40% women/a evelopment, please enter date this is due to b ces/expertise of over governing body/board appointments (ails): ation of Eve Howell on 2 Nov 17 Downer had ther organisations in this report? etion policy and/or formal selection strates his report?	40% men/20% either) be completed (provide details why): d a gender neutral board.
2.1g.1	☐ Yes ☐ No (you may specify why ☐ Governing body/bo ☐ Currently under de ☐ Insufficient resourc ☐ Do not have contro ☐ Not a priority ☐ Other (provide det Prior to the resign Are you reporting on any o ☐ Yes ☐ No Do you have a formal select organisations covered in the ☐ Yes (select all applicable and policy ☐ Strategy ☐ No (you may specify why ☐ In place for some general select ☐ Policy ☐ Strategy	a target has not been set) pard has gender balance (e.g. 40% women/a evelopment, please enter date this is due to be ces/expertise of over governing body/board appointments (ails): ation of Eve Howell on 2 Nov 17 Downer had ther organisations in this report? etion policy and/or formal selection strates his report? answers) no formal selection policy or formal selection governing bodies	40% men/20% either) be completed (provide details why): d a gender neutral board. gy for governing body members for
		a target has not been set) pard has gender balance (e.g. 40% women/a evelopment, please enter date this is due to be ces/expertise of over governing body/board appointments (ails): ation of Eve Howell on 2 Nov 17 Downer had ther organisations in this report? answers) no formal selection policy or formal selection governing bodies evelopment, please enter date this is due to be	40% men/20% either) be completed (provide details why): d a gender neutral board. gy for governing body members for a strategy is in place) be completed



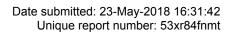


2.3



		"incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)? ☐ Yes ☑ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
Gen	der	equality indicator 3: Equal remuneration between women and men
	remune r equali	ration between women and men is a key component of improving women's economic security and progressing ty.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
		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): 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
	3.2	□ Other (provide details): 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. cted a gender pay gap analysis)?
	⊠ Yes	s - the most recent gender remuneration gap analysis was undertaken: Within last 12 months Within last 1-2 years

Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an







□мо	☐ More than 2 years ago but less than 4 years ago ☐ 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 Insufficient resources/expertise
	Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or eations)
IS roor	Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there in for discretion in pay changes (because pay increases can occur with some discretion such as performance sments)
uoococ	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).
	A "like for like" organisational wide Gender Remuneration Review for white collar (salaried) employees commenced in December 2015. The Downer Executive Committee is provided with updates which includes (by Division) the following pay equity metrics:
	Gender Ratio (Males to Females)Headcount by Gender
	- Average TRP by Gender
	Job Level by GenderAverage TRP % Variance by Job Level & Gender
	The last review was conducted in December 2017.
4.4	Did tales and a still a second of common day and a second a second a second a second a second a second a
4.1	Did you take any actions as a result of your gender remuneration gap analysis?
	 ✓ Yes – indicate what actions were taken (select all applicable answers) ✓ Created a pay equity strategy or action plan
	☑ Identified cause/s of the gaps ☐ Reviewed remuneration decision-making processes
	 ☐ Analysed commencement salaries by gender to ensure there are no pay gaps ☐ Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
	☐ Analysed performance pay to ensure there is no gender bias (including unconscious bias)
	☐ Trained people-managers in addressing gender bias (including unconscious bias)☐ Set targets to reduce any like-for-like gaps
	☐ Set targets to reduce any organisation-wide gaps ☑ Reported pay equity metrics (including gender pay gaps) to the governing body
	☐ Reported pay equity metrics (including gender pay gaps) to the executive
	 ☐ Reported pay equity metrics (including gender pay gaps) to all employees ☐ Reported pay equity metrics (including gender pay gaps) externally
	☐ Corrected like-for-like gaps
	☐ Conducted a gender-based job evaluation process☐ Implemented other changes (provide details):
	 No (you may specify why no actions were taken resulting from your remuneration gap analysis) No unexplainable or unjustifiable gaps identified
	☐ Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise☐ Salaries set by awards/industrial or workplace agreements
	 ☐ Non-award employees are paid market rate ☐ Unable to address cause/s of gaps (provide details why):
	☐ Not a priority
	Other (provide details):
4.2	If your organisation would like to provide additional information relating to gender equality indicator 3,
-7. 2	please do so below:

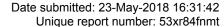




Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

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

5.	A "P	RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having					
-		er responsibility for the day-to-day care of a child.					
		ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?					
	time of time o	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 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) by we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please at 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 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) by we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded parental leave is provided to men ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of 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) conditions the payone of the period of payone of the payone of the period of the period of the payone of the period of the period of payone of the payone of the period of the period of the payone of the period of the period of payone of the period of the payone of the period of the payone of the period of the period of the payone of the period of the period of payone of the period of the pe					
	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.	care	If your organisation would like to provide additional information on your paid parental leave for primary carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other arrangements you may have in place, please do so below.					
		iew of Downers Paid Parental leave policy is currently underway to explore options for a more petitive and industry leading policy.					
	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.					







41-50 %	
☐ 51-60%	
☐ 71-80%	
□ 81-90%	
□ 91-99%	
□ 100%	

6. A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.

Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?

□ Yes
☐ No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)
☐ No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY
☑ No (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
An option to include Secondary Carers (in the revised policy) will be considered as part of the review.
☐ Insufficient resources/expertise
☐ Government scheme is sufficient
☐ Not a priority
☐ Other (provide details):

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	2	0	0	0

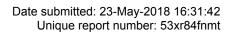
7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	14	0	0	0

- 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.

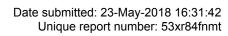






	Female	Male
Non-managers	0	0

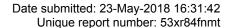
9.	Do yo	u have a formal policy and/or formal strategy on flexible working arrangements?
	⊠ Ye	s (select all applicable answers) ☑ Policy □ Strategy
	□ No	(you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Don't offer flexible arrangements Not a priority Other (provide details):
10.	Do yo	u have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	☐ Ye	s (select all applicable answers)
	⊠ No	☐ Strategy (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
		☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):
11.	Do yo (eg, e	u offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye	s (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):
	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".
		☐ Employer subsidised childcare ☐ Available at some worksites only ☐ Available at all worksites
		☐ On-site childcare ☐ Available at some worksites only ☐ Available at some worksites only ☐ Available at all worksites
		 ☑ Breastfeeding facilities ☑ Available at some worksites only ☐ Available at all worksites
		☐ Childcare referral services ☐ Available at some worksites only ☐ Available at all worksites ☐ 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







12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	 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 agreements □ Not aware of the need □ Not a priority □ Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	∑ 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 Access to paid domestic violence leave (contained in an enterprise/workplace agreement) Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) Access to unpaid domestic violence leave (not contained in an enterprise/workplace agreement) Access to unpaid leave Confidentiality of matters disclosed Referral of employees to appropriate domestic violence support services for expert advice 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): Employees who require assistance in addition to the support measures identified in the policy should consult with their Manager and Human Resources Representative to discuss suitable options. Downer will take all reasonable further measures to support Employees experiencing Family and Domestic Violence. 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





14.



Where any of the following options are available in your workplace, are those option/s available to both women
AND men?
flevible become of words

- flexible hours of work
- compressed working weeks

Other (provide details):

- time-in-lieu
- telecommuting
- part-time work
- job sharing
- · carer's leave
- purchased leave
- unpaid 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.

☑ Yes, the option/s in place are available to both women and men
☐ No, some/all options are not available to both women AND men

14.1 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	\boxtimes	\boxtimes
\boxtimes		\boxtimes	
	\boxtimes		\boxtimes
\boxtimes	\boxtimes	\boxtimes	\boxtimes
\boxtimes		\boxtimes	
\boxtimes			
\boxtimes		\boxtimes	
\boxtimes		\boxtimes	
	Formal	Formal Informal M	Formal Informal Formal Marriago Marriago Marriago Marriago Mar

4 4 2	You may specify why any of the	ahawa antiana ara NO	Tavallabla ta varre amanlavaaa

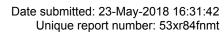
☐ Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Not a priority
Other (provide details):

14.4 If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:

In response to our annual Employee Engagement Survey, a flexible work program was formally launched in February 2018. Managers and employees were also provided with tool kits and training to assist them in adopting the new policy.

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

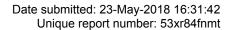
This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.







15.	Have	you consulted with employees on issues concerning gender equality in your workplace?
	⊠ Ye □ No	(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): Team meetings
	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): ☐ All employees (excluding casuals) as part of the annual Employee Engagement Survey.
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
The propertici	revention.	equality indicator 6: Sex-based harassment and discrimination of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining 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?
		s (select all applicable answers) Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Included in award/industrial or workplace agreement Not a priority Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?







	☐ Currently A separa process f ☐ Insufficier ☐ Not a pric	te grievance policy is currently for employees to raise and set nt resources/expertise	nter date this is due to be com	olicy is to provide a clear and fair
17.	Do you provide training fo	or all managers on sex-base	d harassment and discrimin	ation prevention?
		y years s or more siness units etails): y this training is not provided) development, please enter dat irces/expertise		
	17.1 If your organisation please do so below		ional information relating to	gender equality indicator 6,

Other

18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.

(As with all questions in this questionnaire, information you provide here will appear in your public report.)

Date submitted: 23-May-2018 16:31:42 Unique report number: 53xr84fnmt





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 45.9% females and 54.1% males.

Promotions

- 2. 35.6% of employees awarded promotions were women and 64.4% were men
 - i. 24.0% of all manager promotions were awarded to women
 - ii. 50.0% of all non-manager promotions were awarded to women.
- 3. 4.7% of your workforce was part-time and 4.4% of promotions were awarded to part-time employees.

Resignations

- 4. 38.0% of employees who resigned were women and 62.0% were men
 - i. 19.0% of all managers who resigned were women
 - ii. 43.0% of all non-managers who resigned were women.
- 5. 4.7% of your workforce was part-time and 4.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

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

CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:
Grant Fenn	
CEO signature:	Date: