



Public report

2017-18

Submitted by

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







Organisation and contact details

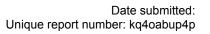
Submitting organisation details	Legal name	Downer EDI Rail Pty Ltd
	ABN	9200002031
	ANZSIC	C Manufacturing 2393 Railway Rolling Stock Manufacturing and Repair Services
	Business/trading name/s	
	ASX code (if applicable)	
	Postal address	Level 1, Triniti 1, Triniti Business Campus, 39 Delhi Road
		NORTH RYDE NSW 2113
		AUSTRALIA
	Organisation phone number	0294689700
Reporting structure	Ultimate parent	Downer EDI Limited
	Number of employees covered by this report	1,017





All organisations covered by this report

Legal name	Business/trading name/s			
Downer EDI Rail Pty Ltd				
EDI Rail PPP Maintenance Pty Limited				





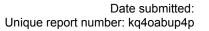


Workplace profile

Manager

Managan againstianal astanarias	Departing level to CEO	Constant at a table		No	. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	M	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	1	3	4
		Full-time contract	0	0	0
Key management personnel	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-2	Full-time permanent	5	23	28
		Full-time contract	0	5	5
Other executives/General managers		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	3	12	15
		Full-time contract	0	1	1
Senior Managers	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	15	86	101
		Full-time contract	0	11	11
Other managers	-4	Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	1	1
Grand total: all managers			26	143	169

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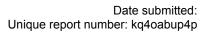


Workplace profile

Non-manager

Non manager ecounctional estagerica	Employment status	No. of employees (excludi	ing graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	16	111	7	12	0	0	146
	Full-time contract	3	21	0	2	0	0	26
Professionals	Part-time permanent	1	1	0	0	0	0	2
	Part-time contract	1	3	0	0	0	0	4
	Casual	1	3	0	0	0	0	4
	Full-time permanent	18	419	0	0	2	10	449
	Full-time contract	3	52	0	0	6	28	89
Technicians and trade	Part-time permanent	0	3	0	0	0	0	3
	Part-time contract	0	1	0	0	0	1	2
	Casual	0	1	0	0	0	0	1
	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	36	15	0	0	0	0	51
	Full-time contract	5	4	0	0	0	0	9
Clerical and administrative	Part-time permanent	4	0	0	0	0	0	4
	Part-time contract	3	1	0	0	0	0	4
	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
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	1	32	0	0	0	0	33
	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 ecoungtional estegaries	Employment status	No. of employees (excludi	ng graduates and apprentices)	No. of gradua	tes (if applicable)	No. of apprentices (if applicable)		Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	1	19	0	0	0	0	20
	Full-time contract	0	1	0	0	0	0	1
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		93	687	7	14	8	39	848

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Reporting questionnaire

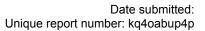
Gender equality indicator 1: Gender composition of workforce

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
	 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
	 ⊠ 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	4	8	2	9
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	2
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

IMPORTANT: promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	13	73
Number of appointments made to NON-MANAGER roles (including promotions)	57	217

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

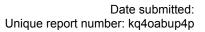
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	11	16	46
Permanent/ongoing part-time employees	0	0	0	2
Fixed-term contract full-time employees	0	0	5	17
Fixed-term contract part-time employees	0	0	0	1
Casual employees	0	2	1	2

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 Rail 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

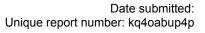
Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant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







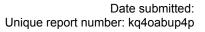
board	of directors, trustees, comm		n the Act, governing body is defined as er governing authority of the employer ity, even if it is located overseas.
2.1	Please answer the following	g questions relating to each governii	ng body covered in this report.
	Note: If this report covers morganisation before proceed		stions below will be repeated for each
		rning body is the same as your parente numerical details of your parent e	nt entity's, you will need to add your entity's governing body.
2.1a.1	Organisation name?		
	Downer EDI Ltd		
2.1b.1	How many Chairs on this go	overning body?	
		Female	Male
	Number	0	1
	Number	2	3
z.1 d.1	☐ Yes ☐ No (you may specify why a ☐ Governing body/bo ☐ Currently under dev ☐ Insufficient resourc ☐ Do not have contro ☐ Not a priority ☐ Other (provide deta	pard has gender balance (e.g. 40% wor velopment, please enter date this is du ses/expertise of over governing body/board appointme	men/40% men/20% either) le to be completed ents (provide details why):
2.1g.1		her organisations in this report?	
	☐ Yes ⊠ No		
2.2	Do you have a formal select organisations covered in the		trategy for governing body members f
	Yes (select all applicable a Policy Strategy	answers)	
	☐ Policy ☐ Strategy ☐ No (you may specify why r ☐ In place for some g	no formal selection policy or formal sele governing bodies velopment, please enter date this is du	







	2.3	Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)? ☐ Yes ☐ No
	2.5	If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.
Ger	nder	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 cy.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
		s (select all applicable answers) Policy Strategy (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries set by awards/industrial or workplace agreements Non-award employees paid market rate Not a priority Other (provide details):
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		 Yes (provide details in question 3.2 below) No (you may specify why pay equity objectives are not included in your formal policy or formal strategy) □ Currently under development, please enter date this is due to be completed □ Salaries set by awards/industrial or workplace agreements □ Insufficient resources/expertise □ Non-award employees paid market rate □ Not a priority □ Other (provide details):
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
		 ☑ To achieve gender pay equity ☑ To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance pay reviews) ☐ To be transparent about pay scales and/or salary bands ☐ To ensure managers are held accountable for pay equity outcomes ☐ To implement and/or maintain a transparent and rigorous performance assessment process ☐ Other (provide details):
4.		ou 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

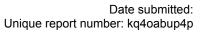






room f qualific	 More than 2 years ago but less than 4 years ago Other (provide details): (you may specify why you have not analysed your payroll for gender remuneration gaps) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or cations) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there in for discretion in pay changes (because pay increases can occur with some discretion such as performance sments) Non-award employees paid market rate Not a priority Other (provide details):
4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide).
	A "like for like" organisational wide Gender Remuneration Review commenced in December 2015 and has been ongoing. The Executive Committee is provided with regular 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 Gender - Average TRP % Variance by Job Level & Gender The last review was conducted in December 2017. Salaries for our blue collar workforce are set by awards or industrial agreements and there is no room for discretion in pay changes (because pay increases occur only when there is a change in tenure or qualifications).
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) to all employees □ Cornected 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):

If your organisation would like to provide additional information relating to gender equality indicator 3, please do so below:



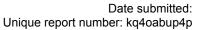




Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

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.		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.		
	Do yo	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?		
	Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):			
	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.	carer	r organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.		
		lew of Downers paid parental leave policy is currently underway to explore options for a more competitive 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.		
		☐ <10% ☐ 10-20%		





6a.

7.



☐ 21-30% ☐ 31-40% ☐ 41-50% ☐ 51-60% ☐ 61-70% ☑ 71-80% ☐ 81-90% ☐ 91-99% ☐ 100%
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 □ Insufficient resources/expertise □ Government scheme is sufficient □ Not a priority □ Other (provide details):
6.1 How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:
3
If your organisation would like to provide additional information on your paid parental leave for SECONDARY CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.
Included within two Rail industrial agreements.
 What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS? In your calculation, you MUST INCLUDE CASUALS when working out the proportion.
□ <10% □ 10-20% □ 21-30% □ 31-40% □ 41-50% □ 51-60% □ 61-70% □ 71-80% □ 81-90% □ 91-99% □ 100%

	Primary carer's leave		Secondary carer's leave		
	Female	Male	Female	Male	
Managers	2	0	0	0	

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.





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	4	0	0	10	

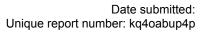
- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid 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

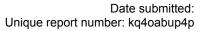
9.	Do you have a formal policy and/or formal strategy on flexible working arrangements?
	 Yes (select all applicable answers) □ Policy □ Strategy □ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient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







	☐ Insufficient resources/expertise ☐ Not a priority
	Other (provide details):
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 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☐ Available at all worksites
	☐ Available at all Workshes ☐ Referral services to support employees with family and/or caring responsibilities
	☐ Available at some worksites only
	Available at all worksites
	☐ Targeted communication mechanisms, for example intranet/ forums
	 ☐ Available at some worksites only ☐ Available at all worksites
	Support in securing school holiday care
	Available at some worksites only
	Available at all worksites
	☐ Coaching for employees on returning to work from parental leave ☐ Available at some worksites only
	Available at some worksites
	Parenting workshops targeting mothers
	Available at some worksites only
	Available at all worksites
	☐ Parenting workshops targeting fathers ☐ Available at some worksites only
	Available at all worksites
	☐ None of the above, please complete question 11.2 below
Do yo	u have a formal policy and/or formal strategy to support employees who are experiencing family or domestic ce?
⊠ Yes	s (select all applicable answers)
_ ^	⊠ Policy
п	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 paid 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 Rail 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
☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
☐ Not aware of the need
☐ Not a priority
☐ Not a priority
☐ Not a priority ☐ Other (provide details):
□ Not a priority □ Other (provide details): Where any of the following options are available in your workplace, are those option/s available to both women
□ Not a priority □ Other (provide details): Where any of the following options are available in your workplace, are those option/s available to both women AND men?
 Not a priority Other (provide details): Where any of the following options are available in your workplace, are those option/s available to both women AND men? flexible hours of work
 Not a priority Other (provide details): Where any of the following options are available in your workplace, are those option/s available to both women AND men? flexible hours of work compressed working weeks
Not a priority
 Not a priority Other (provide details): Where any of the following options are available in your workplace, are those option/s available to both women AND men? flexible hours of work compressed working weeks time-in-lieu telecommuting part-time work job sharing carer's leave purchased leave
Not a priority
Not a priority Other (provide details): Where any of the following options are available in your workplace, are those option/s available to both women AND men? • flexible hours of work • compressed working weeks • 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.
Not a priority
Not a priority Other (provide details): Where any of the following options are available in your workplace, are those option/s available to both women AND men? • flexible hours of work • compressed working weeks • 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.
 Not a priority Other (provide details): Where any of the following options are available in your workplace, are those option/s available to both women AND men? flexible hours of work compressed working weeks 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.

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

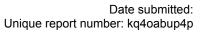
 Unticked checkboxes mean this option is NOT available to your employees.





	Managers		Non-managers	
	Formal	Informal	Formal	Informal
Flexible hours of work	\boxtimes	\boxtimes	\boxtimes	\boxtimes
Compressed working weeks	\boxtimes		\boxtimes	\boxtimes
Time-in-lieu				\boxtimes
Telecommuting		\boxtimes	\boxtimes	\boxtimes
Part-time work	\boxtimes		\boxtimes	
Job sharing			\boxtimes	
Carer's leave	\boxtimes		\boxtimes	
Purchased leave				
Unpaid leave	\boxtimes		\boxtimes	

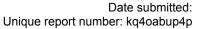
	Unpaid leave					
14.3	☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority					
	Other (provide details):					
14.4	If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:					
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 con	cerning gende	r equality in yoւ	ır workplace?		
L N	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 issu	ues concernin	g gender equalit	ty in your wor	kplace?	
	⊠ 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.
		A Rail Diversity Committee was established to drive a range of diversity related initiatives including gender.
Gen	der	equality indicator 6: Sex-based harassment and discrimination
particip	oation. S	n 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?
	⊠ Yes	s (select all applicable answers) Policy
	□ 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):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 Yes No (you may specify why a grievance process is not included) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Not a priority □ Other (provide details):
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
	⊠ Yes	s - please indicate how often this training is provided: At induction At least annually Every one-to-two years Every three years or more Varies across business units Other (provide details):
	□ No	(you may specify why this training is not provided) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
	17.1	If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:







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.)

In FY2016/17 the Rail Divisional Diversity Steering Committee (DDSC) was established to plan, implement and monitor diversity related initiatives. It also set a range of gender focused metrics and targets relating to workplace flexibility.

Specific initiatives which support 'Gender' will be planned and implemented by the Rail DDSC and include:

- Training to drive behavioral change.
- Promotion of flexible work arrangements as 'normal for all'.
- Design and rollout of Performance and Development plans for all female Rail employees.
- Confirmation of a group-wide talent process enhanced for women.
- Targeted engagement with TAFEs, universities and schools.
- Determination of hard targets for recruitment.
- Allocation of graduate / apprentice spaces to minority groups including females.
- Peer review of Downer Rail recruitment strategy & sourcing.





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 13.2% females and 86.8% males.

Promotions

- 2. 24.0% of employees awarded promotions were women and 76.0% were men
 - i. 33.3% of all manager promotions were awarded to women
 - ii. 15.4% of all non-manager promotions were awarded to women.
- 3. 2.1% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 22.1% of employees who resigned were women and 77.9% were men
 - i. 7.1% of all managers who resigned were women
 - ii. 24.4% of all non-managers who resigned were women.
- 5. 2.1% of your workforce was part-time and 2.9% 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. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A managers who utilised parental leave and ceased employment before returning to work were women
- iv. N/A non-managers who utilised parental leave and ceased employment before returning to work were women.

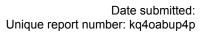
Notification and access

List of employee organisations:

Letters (covering all Downer Divisions) have been drafted and will be provided to the following employee organisations week commencing 4 Jun 18:

Rail, Tram and Bus Union
Transport Workers Union.
Construction, Forestry, Maritime, Mining and Energy Union
Communications, Electrical and Plumbing Union
Australian Workers Union
Australian Manufacturing Workers Union
United Voice
Australian Services Union
Health Services Union
National Union of Workers

CEO sign off confirmation







Name of CEO or equivalent:	Confirmation CEO has signed the report:			
Michael Miller				
CEO signature:	Date:			
	8 June 2018			