



Public report

2018-19

Submitted by

Legal Name:

Downer EDI Mining Pty Ltd







Organisation and contact details

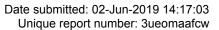
Submitting organisation details	Legal name	Downer EDI Mining Pty Ltd
	ABN	49004142223
	ANZSIC	B Mining 1090 Other Mining Support Services
	Business/trading name/s	Downer Mining
	ASX code (if applicable)	
	Postal address	135 Coronation Drive
		Milton QLD 4064
		AUSTRALIA
	Organisation phone number	0438875716
Reporting structure	Ultimate parent	Downer EDI Limited
	Number of employees covered by this report	8,032





All organisations covered by this report

Legal name	Business/trading name/s
Downer EDI Mining Pty Ltd	Downer Mining
DMH Plant Services Pty Ltd	
Downer EDI Engineering Power Pty Ltd	Downer
Downer EDI Engineering Electrical Pty Ltd	
Snowden Mining Industry Consultants Pty Ltd	
Downer EDI Mining - Blasting Services Pty Limited	
Otraco International Pty Ltd	
Mineral Technologies Pty Ltd	
QCC Resources Pty Ltd	







Workplace profile

Manager

Managan against and actaonics	Demonting level to CEO	Francis in a set atativa		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	2	7	9	
		Full-time contract	0	0	0	
Key management personnel	-1	Part-time permanent	0	0	0	
		Part-time contract	1	0	1	
		Casual	0	0	0	
	T	Full-time permanent	3	28	31	
		Full-time contract	0	1	1	
Other executives/General managers	-2	Part-time permanent	0	0	0	
	Part-time contract		0	0	0	
		Casual	0	0	0	
		Full-time permanent	10	98	108	
		Full-time contract	1	5	6	
Senior Managers	-3	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	5	5	
		Full-time permanent	12	169	181	
		Full-time contract	1	16	17	
Other managers	-4	Part-time permanent	3	1	4	
- -		Part-time contract	0	0	0	
		Casual	0	8	8	
Grand total: all managers			33	339	372	

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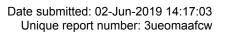


Workplace profile

Non-manager

Nice managed assumptional astonomics	Francis van aud adatus	No. of employees (exclud	ling graduates and apprentices)	No. of gradua	ates (if applicable)	No. of apprentices (if applicable)		Tatal amenia va aa
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	102	506	0	0	0	0	608
	Full-time contract	15	49	0	0	0	0	64
Professionals	Part-time permanent	13	7	0	0	0	0	20
Tolessionals	Part-time contract	0	1	0	0	0	0	1
	Casual	23	122	0	0	0	0	145
	Full-time permanent	44	2,645	6	16	0	12	2,723
	Full-time contract	2	155	0	0	2	5	164
Technicians and trade	Part-time permanent	2	3	0	1	0	0	6
	Part-time contract	0	2	0	0	0	0	2
	Casual	5	735	3	5	0	0	748
	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	236	137	0	0	0	0	373
	Full-time contract	28	19	0	0	0	0	47
Clerical and administrative	Part-time permanent	21	1	0	0	0	0	22
	Part-time contract	1	0	0	0	0	0	1
	Casual	35	18	0	0	0	0	53
	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	216	1,195	0	0	0	0	1,411
	Full-time contract	4	24	0	0	0	0	28
Machinery operators and drivers	Part-time permanent	3	0	0	0	0	0	3
	Part-time contract	1	0	0	0	0	0	1
	Casual	11	39	0	0	0	0	50

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Non manager equipational estageries	Employment status	No. of employees (exclud	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)	
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	41	656	0	0	0	0	697
	Full-time contract	4	28	0	0	0	0	32
Labourers	Part-time permanent	1	0	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	41	419	0	0	0	0	460
	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	·	849	6,761	9	22	2	17	7,660

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Reporting questionnaire

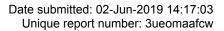
Gender equality indicator 1: Gender composition of workforce

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 2018 to 31 March 2019. (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	0	6	4	26
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	3
Fixed-term contract part-time employees	0	0	0	1
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)	14	75
Number of appointments made to NON-MANAGER roles (including promotions)	483	4752

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

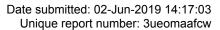
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	3	33	169	1494
Permanent/ongoing part-time employees	2	0	2	1
Fixed-term contract full-time employees	2	2	24	34
Fixed-term contract part-time employees	0	0	0	1
Casual employees	0	0	9	78

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

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.

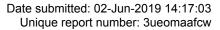
2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.







2.1	Please answer the following questions	s relating to each governing body cove	erea in this report.					
	Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.							
	If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.							
2.1a.1	Organisation name?							
	Downer EDI Limited							
2.1b.1	How many Chairs on this governing b	ody?						
		Female	Male					
	Number	0	1					
2.1c.1	How many other members are on this	governing body (excluding the Chair/s	s)?					
		Female	Male					
	Number	3	7					
2.1g.1	☐ Insufficient resources/expertis	erning body/board appointments (provide						
2.2	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for go	overning body members for A					
	☐ In place for some governing b☐ Currently under development,☐ Insufficient resources/expertis	please enter date this is due to be compl	leted					
2.3	Does your organisation operate as a p "incorporated" entity - Pty Ltd, Ltd or		our organisation is an					
	☐ Yes ⊠ No							





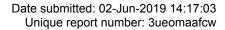


2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.

Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

3.	Бо уо	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Ye	s (select all applicable answers) Policy
	ПМо	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?
		 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.		you analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. ucted a gender pay gap analysis)?
	⊠ Ye	s - the most recent gender remuneration gap analysis was undertaken:
		☑ Within last 12 months☑ Within last 1-2 years
		☐ More than 2 years ago but less than 4 years ago
		Other (provide details):
	∐ No	(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



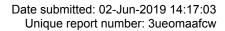




qualifications) Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and the IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments) Non-award employees paid market rate Not a priority
☐ Non-award employees paid market rate
☐ Other (provide details):
4.01 You may provide details below on the type of gender remuneration gap analysis that has been undertake (for example like-for-like and/or organisation-wide).
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 ther (provide details):
4.2 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.
		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 indications of time of paid p	Iss. (Please indicate how employer funded paid parental leave is 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 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 the 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 carental 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 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 not available (you may specify why this leave is not provided) 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):
	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	or organisation would like to provide additional information on your paid parental leave for primary solutions e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
		going review of Downers Paid Parental leave policy to ensure competitive and industry leading ements are offered.
	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% ☐ 21-30% ☐ 31-40% ☐ 41-50% ☑ 51-60% ☐ 61-70% ☐ 71-80% ☐ 81-90% ☐ 91-99% ☐ 100%
	5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:





☐ Insufficient resources/expertise☐ Government scheme is sufficient

☐ Other (provide details):

☐ Not a priority

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 Reviewing as part of the ongoing review of Downers Paid Parental leave policy to ensure competitive and industry leading entitlements are offered. Will determine within next 6-12 months.

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	3	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	26	0	0	5

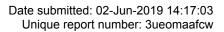
- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid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

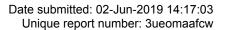
9. Do you have a formal policy and/or formal strategy on flexible working arrangements?







		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 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?
		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):
11.	(eg, e ⊠ Ye	(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 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 ☑ 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



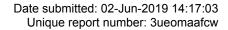




Support in securing school holiday care Available at some worksites only Available at all worksites Coaching for employees on returning to work from parental leave Available at some worksites only Available at all worksites Parenting workshops targeting mothers Available at some worksites only Available 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 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):
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)

- Where any of the following options are available in your workplace, are those option/s available to both women AND men? 14.

 - flexible hours of work compressed working weeks







time-	

- 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.

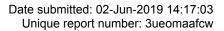
	Mar	Managers		anagers
	Formal	Informal	Formal	Informal
Flexible hours of work		\boxtimes	\boxtimes	\boxtimes
Compressed working weeks		\boxtimes	\boxtimes	
Time-in-lieu		\boxtimes		\boxtimes
Telecommuting		\boxtimes		
Part-time work			\boxtimes	
Job sharing			\boxtimes	
Carer's leave			\boxtimes	
Purchased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

	Oripaid icave				
14.3	You may specify why any of the above options are NOT available to your employees.				
	 ☐ Currently under development, please enter de ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details): 	ate this is due	to be completed		
14.4	If your organisation would like to provide add please do so below:	ditional inform	nation relating to	o gender equa	lity indicator 4,

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?
	Yes 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):



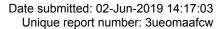


17.



	15.1	How did you consult with employees on issues concerning gender equality in your workplace?
		Survey Su
		☐ Consultative committee or group
		Focus groups
		☐ Foods groups ☐ Exit interviews
		Performance discussions
		☐ Other (provide details):
		Team meetings, Diversity Forum meetings, leadership meetings
		2. 2. 3. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4. 4.
	15.2	Who did you consult?
		☐ All staff
		Women only
		☐ Men only
		Human resources managers
		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,
	10.0	please do so below.
Gar	ndor	equality indicator 6: Sex-based harassment and discrimination
Gei	iuei	equality indicator of bex-based marassifient and discrimination
The n	reventio	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
		☐ 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
		<u> </u>
	16.1	Not a priority
		Not a priority
		□ Not a priority □ Other (provide details):
		Not a priority Other (provide details): Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		Not a priority ☐ Other (provide details): Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy? ☐ Yes
		 Not a priority Other (provide details): Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 Not a priority Other (provide details): Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 Not a priority Other (provide details): Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 Not a priority Other (provide details): Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 Not a priority Other (provide details): Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?

Do you 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 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.)

We have implemented the Inclusive Leadership Team which aims to empower our current and future workforce to enable an inclusive environment which embraces differences and delivers a competitive advantage through engaged, invested, creative and innovative employees. We also have an executive (KMP) appointed specifically to focus on and target diversity across the MEI business.





Gender composition proportions in your workplace

Important notes:

- 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 11.1% females and 88.9% males.

Promotions

- 2. 10.0% of employees awarded promotions were women and 90.0% were men
 - i. 0.0% of all manager promotions were awarded to women
 - ii. 11.8% of all non-manager promotions were awarded to women.
- 3. 0.8% of your workforce was part-time and 2.5% of promotions were awarded to part-time employees.

Resignations

- 4. 11.4% of employees who resigned were women and 88.6% were men
 - . 16.7% of all managers who resigned were women
 - ii. 11.3% of all non-managers who resigned were women.
- 0.8% of your workforce was part-time and 0.3% 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.

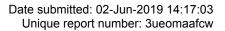
Notification and access

List of employee organisations:

- 1. Rail, Tram and Bus Union
- 2. Transport Workers Union
- 3. Construction, Forestry, Maritime, Mining and Energy Union
- 4. Communications, Electrical and Plumbing Union
- 5. Australian Workers Union
- 6. Australian Manufacturing Workers Union
- 7. United Voice
- 8. Australian Services Union
- 9. Health Services Union
- 10. National Union of Workers

CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:
Brendan Petersen	







Refer	2nd June 2019		
CEO signature:	Date:		
Brendan Petersen			