



# 2014-15 public report form submitted by Downer EDI Rail Pty Ltd to the Workplace Gender Equality Agency

## Organisation and contact details

Organisation	Legal name	Downer EDI Rail Pty Ltd				
registration	ABN	92000002031				
	ANZSIC	2393 Railway Rolling Stock				
		Manufacturing and Repair Services				
Organisation details	Trading name/s ASX code (if relevant)					
	Postal address	Level 1, Triniti 1, Triniti Business				
		Campus, 39 Delhi Road				
		NORTH RYDE NSW 2113				
		AUSTRALIA				
	Organisation	0294689700				
	phone number					
Reporting	Ultimate parent	Downer EDI Limited				
structure	Number of	1,396				
	employees covered in this report submission					
	Other organisations reported on in this report	EDI Rail PPP Maintenance Pty Limited				





# Workplace profile Manager

Manager occupational categories	Reporting level to CEO	Employment status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	0	0	0		
		Full-time contract	0	1	1		
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	0	1	1		
		Full-time contract	0	2	2		
Key management personnel	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	3	15	18		
		Full-time contract	0	4	4		
Other executives/General managers	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	7	42	49		
		Full-time contract	1	4	5		
Senior Managers	-3	Part-time permanent	1	0	1		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	0	63	63		
		Full-time contract	0	4	4		
	-4	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
24		Casual	0	0	0		
Other managers		Full-time permanent	9	61	70		
		Full-time contract	0	2	2		
	-5	Part-time permanent	0	0	0		
		Part-time contract	0	1	1		
		Casual	0	0	0		
Grand total: all managers	-		21	200	221		





### Non-manager

Non-manager occupational	Employment	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total	
categories	status	F	М	F	М	F	М	<b>e</b> mployees	
	Full-time permanent	38	130	0	0	0	0	168	
	Full-time contract	2	16	1	2	0	0	21	
Professionals	Part-time permanent	5	2	0	0	0	0	7	
	Part-time contract	1	0	0	0	0	0	1	
	Casual	2	1	0	0	0	0	3	
	Full-time permanent	6	770	0	0	3	35	814	
	Full-time contract	1	19	0	0	0	3	23	
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0	
	Part-time contract	0	1	0	0	0	0	1	
	Casual	0	3	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	
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	48	16	0	0	0	0	64	
	Full-time contract	2	2	0	0	0	0	4	
Clerical and administrative	Part-time permanent	6	0	0	0	0	0	6	
	Part-time contract	0	0	0	0	0	0	0	
	Casual	3	0	0	0	0	0	3	
	Full-time permanent	0	10	0	0	0	0	10	
Sales	Full-time contract	0	0	0	0	0	0	0	
	Part-time permanent	0	0	0	0	0	0	0	





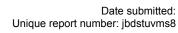
Non-manager occupational categories	Employment status	No. of employees (		aduates (if icable)	No. of apprentices (if applicable)		Total	
Categories		F	M	F	М	F	М	employees
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Machinery 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
	Full-time permanent	1	29	0	0	0	0	30
	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	16	0	0	0	0	16
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	1	0	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		116	1,015	1	2	3	38	1,175





# Reporting questionnaire

Gender	equality indicator 1: Gender composition of workforce
Note:	Additional help can be accessed by hovering your cursor over question text.
	Do you have formal policies or formal strategies in place that SPECIFICALLY RT GENDER EQUALITY in relation to:
	Recruitment? (you can select policy and/or strategy options)  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No, o	currently under development nsufficient human resources staff don't have expertise not a priority
	Retention? (you can select policy and/or strategy options)  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
☐ No, i	currently under development nsufficient human resources staff don't have expertise not a priority
	Performance management processes? (you can select policy and/or strategy options)  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
☐ No, i	currently under development nsufficient human resources staff don't have expertise not a priority
_	Promotions? (you can select policy and/or strategy options)  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
☐ No, i	currently under development nsufficient human resources staff don't have expertise not a priority







1.5 Talent identification/identification of high potentials?  Yes (you can select policy and/or strategy options)  Standalone policy  Policy is contained within another policy  Standalone strategy  Strategy is contained within another strategy
<ul> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
1.6 Succession planning?  Yes (you can select policy and/or strategy options)  Standalone policy  Policy is contained within another policy  Standalone strategy  Strategy is contained within another strategy
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
1.7 Training and development?  Yes (you can select policy and/or strategy options)  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
1.8 Resignations?  Yes (you can select policy and/or strategy options)  Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>
1.9 Key performance indicators for managers relating to gender equality?  Yes (you can select policy and/or strategy options)  Standalone policy  Policy is contained within another policy  Standalone strategy  Strategy is contained within another strategy
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> </ul>





1.10 Gender equality overall?  ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority
1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:  The Downer Group Diversity & Inclusiveness Policy has a particular focus on gender and seeks to promote a workplace that values diversity. The Downer Standards of Business Conduct that apply to all employees states that our "aim is to ensure equal treatment and equal employment opportunities for all our people, regardless of gender".
1.12 Should you wish to provide additional information on any of your responses under Gender equality indicator 1, please do so below:
Gender equality indicator 2: Gender composition of governing bodies  2 Does your organisation, or any organisation you are reporting on, have a governing
<ul> <li>Does your organisation, or any organisation you are reporting on, have a governing body/board?</li> <li>☑ Yes</li> <li>☐ No</li> </ul>
2.1 Please complete the table below. List the names of organisations on whose governing bodies/boards you are reporting. For each organisation, enter the gender composition (in numbers, not percentages) of that governing body/board; and where in place, include what percentage target has been set relating to the representation of women, and the year the target is to be reached.
IMPORTANT NOTE: where an organisation name has been entered in the table, you must enter the gender composition NUMBERS of that governing body/board. If no target has been set for that particular governing body/board, please enter the number 0 in the '% Target' column and leave the 'Year to be reached' column blank. Otherwise, please enter a number from 0-100 in the '% Target' column and a date in the format of YYYY in the 'Year to be reached' column.
Gender and NUMBER (NOT (NOT percentage) of percentage) of other board  Gender and NUMBER (NOT representation of women on each board  Year to be reached

Organisation		Gender and NUMBER (NOT percentage) of chairperson/s		Gender and NUMBER (NOT percentage) of other board members		% target for representation of women on each board	Year to be reached
name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)	
1	Downer EDI Limited	0	1	2	4	0	
2							
3							





	Organisation name	Gender and NUMBER (NOT percentage) of chairperson/s		Gender and NUMBER (NOT percentage) of other board members		% target for representation of women on each board	Year to be reached	
	namo	F	M	F	M	enter a percentage number from 0-100)	format; if no target has been set, leave blank)	
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27								





Organisation		Gender and NUMBER (NOT percentage) of chairperson/s		Gender and NUMBER (NOT percentage) of other board members		% target for representation of women on each board	Year to be reached
	name	F	M	F	M	(enter a percentage number from 0-100)	(in YYYY format; if no target has been set, leave blank)
28							
29							
30							

30							
tick	organisation lis the box confirm	ted as ha ing this is	aving a go s an accu	overning b rate NUM	ody/board IBER, and l		
	nen has not bee	en set, yo has gene developr an resou ertise	u may sp der balan nent rces staff	ecify why ce (e.g. 4	below: 0% women	elating to the reproved the rep	
$\boxtimes$ (		to be an				we will continue t he most recent 2	
2.3 body	y/board membe ∕es ☐ Standalo	rs for AL one polic	L organis y		vered in this	election strategy fo s report?	or governing
	☐ Standalo ☐ Strategy	one strate is conta	egy ined with	in another	•		
	No, in place for s No, currently und No, insufficient h No, do not have	der deve numan re	lopment sources	staff	nents (prov	ride details why):	
□ N ⊠ N	No, don't have e No, not a priority No, other (provic Whist no formal undertaken.	/ de details		exists, in	formal mea	sures and actions	s have been

2.4 Partnership structures only: (do NOT answer this question if your organisation is an incorporated entity (i.e. Pty Ltd, Ltd or Inc)). For partnerships, please enter the total number of female and male equity partners (excluding the managing partner) in the following table. Details of your managing partner should be included separately in the CEO row of your



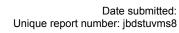


workplace profile. If you have a separate governing body/board of directors, please enter its composition in question 2.1.

composition in quotien 2.1.				
	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)				
Equity partners who are NOT key management personnel (KMPs)				

2.5 Should you wish to provide additional information on any of your responses under Gender equality indicator 2, please do so below:

Gender equality indicator 3: Equal remuneration between women and men
3 Do you have a formal policy or strategy on remuneration generally? ⊠ Yes
<ul> <li>Standalone policy</li> <li>Policy is contained within another policy</li> <li>Standalone strategy</li> <li>Strategy is contained within another strategy</li> </ul>
No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees paid market rate No, not a priority
No, other (provide details):
3.1 Are specific gender pay equity objectives included in your formal policy or formal strategy?  Yes (provide details in questions 3.2 and/or 3.3 below)  No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries set by awards or industrial agreements No, non-award employees are paid market rate No, not a priority No, other (provide details): Downer commenced work on this during the year, however due to a restructure and subsequent personnel changes, this initiative has been delayed and, as such, has taken longer than anticipated to implement.
4 Has a gender remuneration gap analysis been undertaken?  Yes. When was the most recent gender remuneration gap analysis undertaken?  Within last 12 months  Within last 1-2 years  More than 2 years ago but less than 4 years ago  Other (provide details):
<ul><li>☐ No</li><li>☐ No, currently under development</li></ul>







<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)</li> <li>No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)</li> <li>No, non-award employees are paid market rate</li> <li>No, not a priority</li> <li>No, other (provide details):</li> <li>Downer commenced work on this during the year, however due to a restructure and subsequent personnel changes, this initiative has been delayed and, as such, has taken longer than anticipated to implement.</li> </ul>
4.2 Should you wish to provide additional information on any of your responses under Gender equality indicator 3, please do so below:
Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities
Do you provide employer funded paid parental leave for PRIMARY CARERS, in addition to any government funded parental leave scheme for primary carers?  Yes No No, currently being considered No, insufficient human resources staff No, government scheme is sufficient No, don't know how to implement No, not a priority No, other (provide details):
<ul><li>5.1 Please indicate the number of weeks of employer funded parental leave that are provided for primary carers.</li><li>12</li></ul>
5.2 How is employer funded paid parental leave provided to the primary carer?  By paying the gap between the employee's salary and the government's paid parental leave scheme  By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks  As a lump sum payment (paid pre- or post- parental leave, or a combination)
Do you provide employer funded paid parental leave for SECONDARY CARERS, in addition to any government funded parental leave scheme for secondary carers?  Yes, one week or greater  Yes, less than one week  No  No, currently being considered  No, insufficient human resources staff  No, government scheme is sufficient  No, don't know how to implement  No, not a priority  No, other (provide details):





7 How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period?

	Primary care	r's leave	Secondary carer's leave		
	Female	Male	Female	Male	
Managers	5	0	0	0	
Non-managers	10	0	0	13	

8 What proportion of your total workforce has access to employer funded paid parental leave?

	Primary carer's leave	Secondary carer's leave
%	90	0
a	Do you have a formal policy or formal	strategy on flevible working arrangements?

9 ⊠ Yes	Do you have a formal policy or formal strategy on flexible working arrangements?
	<ul><li>☑ Policy is contained within another policy</li><li>☑ Standalone strategy</li></ul>
☐ No ☐ No,	☐ Strategy is contained within another strategy  currently under development
☐ No, ☐ No,	insufficient human resources staff included in workplace agreement
☐ No, ☐ No,	don't have expertise don't offer flexible arrangements not a priority other (provide details):
10	Do you have a formal policy or formal strategy to support employees with family and
caring r	responsibilities?
	<ul> <li>☐ Standalone policy</li> <li>☐ Policy is contained within another policy</li> <li>☐ Standalone strategy</li> </ul>
□No	Strategy is contained within another strategy
☐ No,	currently under development insufficient human resources staff
☐ No,	included in workplace agreement don't have expertise
☐ No,	don't offer flexible arrangements not a priority
Dov sub	other (provide details): wher commenced work on this during the year, however due to a restructure and sequent personnel changes, this initiative has been delayed and, as such, has taken ger than anticipated to implement.
11 caring r	Do you have any non-leave based measures to support employees with family and responsibilities?
Yes       No     No	
	currently under development insufficient human resources staff
No,	don't have expertise
	not a priority other (provide details):





11.1 To understand where these measures are available, do you have other worksites in
addition to your head office?
□ No
11.2 Please indicate what measures are in place and in which worksites they are available
(if you do not have multiple worksites, you would select 'Head office only'):
Employer subsidised childcare
Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
On-site childcare
☐ Head office only
Other worksites only
Head office and some other worksites
All worksites including head office
☐ Breastfeeding facilities
Head office only
Other worksites only
Head office and some other worksites
☐ All worksites including head office
☐ Childcare referral services
Head office only
Other worksites only
☐ Head office and some other worksites
All worksites including head office
☐ Internal support network for parents
Head office only
Other worksites only
·
Head office and some other worksites
All worksites including head office
Return to work bonus
Head office only
Other worksites only
☐ Head office and some other worksites
All worksites including head office
☐ Information packs to support new parents and/or those with elder care responsibilities
Head office only
Other worksites only
Head office and some other worksites
☐ Flead office and some other worksites ☐ All worksites including head office
Referral services to support employees with family and/or caring responsibilities
Head office only
Other worksites only
Head office and some other worksites
☐ Targeted communication mechanisms, for example intranet/forums
Head office only
Other worksites only
Head office and some other worksites
None of the above, please complete question 11.3 below
Tronc of the above, please complete question 11.5 below
11.2 Places provide details of any other per leave based recovered that are in these and
11.3 Please provide details of any other non-leave based measures that are in place and
at which worksites they are available:

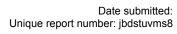




12 D	Do you have a formal policy or formal strategy to support employees who are
experience	cing family or domestic violence?
☐ Yes	
	☐ Standalone policy
<b>-</b>	
<u> </u>	Policy is contained within another policy
<u>_</u>	Standalone strategy
	Strategy is contained within another strategy
☐ No	
☐ No. cu	urrently under development
	sufficient human resources staff
	cluded in workplace agreement
	ot aware of the need
	on't have expertise
	ot a priority
∐ No, otl	ther (provide details):
are exper  ⊠ Yes - ¡ selected):  ∑	Other than a policy or strategy, do you have any measures to support employees who riencing family or domestic violence? please indicate the type of measures in place (more than one option can be  Employee assistance program  Access to leave Training of human resources (or other) staff Referral to support services Other (provide details):
☐ No, ins☐ No, no☐ No, do☐ No, no☐	urrently under development sufficient human resources staff of aware of the need on't have expertise of a priority ther (provide details):

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

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







14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below:
14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below:  Currently under development  Insufficient human resources staff  Don't have expertise  Not a priority  Other (provide details):
14.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 4, please do so below:
Gender equality indicator 5: Consultation with 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 ☐ No, not needed (provide details why):
<ul> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)?  Survey  Consultative committee or group  Focus groups  Exit interviews  Performance discussions  Other (provide details):
15.2 What categories of employees 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):

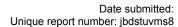
15.3 Should you wish to provide additional information on any of your responses under Gender equality indicator 5, please do so below:





A groupwide Diversity Survey is conducted every two years, with the next survey to be conducted in 2016.

Gender equality indicator 6: Sex-based harassment and discrimination
16 Do you have a formal policy or formal strategy on sex-based harassment and discrimination prevention? ☑ Yes
Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy  No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise
<ul><li>No, not a priority</li><li>No, other (provide details):</li></ul>
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy or strategy?  ☐ Yes ☐ No
No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details):
17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention?  ☑ Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected):  ☑ At induction ☐ At least annually ☑ Every one-to-two years ☐ Every three years or more ☐ Varies across business units ☐ Other (provide details):
<ul> <li>No</li> <li>No, currently under development</li> <li>No, insufficient human resources staff</li> <li>No, don't have expertise</li> <li>No, not a priority</li> <li>No, other (provide details):</li> </ul>
17.1 Should you wish to provide additional information on any of your responses under Gender equality indicator 6, please do so below:
Other







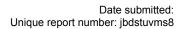
Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any information you provide here will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

The quantitative analysis in this report indicates areas of pay differences by gender for manager and occupational categories, especially in total remuneration. Preliminary analysis indicates these variations relate primarily to the low participation of females in operational and trade roles which attract higher total remuneration for the following reasons:

- o Many operational employees are in remote and/or difficult locations which are more likely to attract higher base salaries and total remuneration;
- o Operational roles are much more likely to attract overtime, shift and site allowances; o Functional roles (including Safety, Finance and Human Resources) which have higher Female participation are more likely to be located in offices that are not remote, and do not enjoy overtime, shift allowances; and
- o Significant skills shortages in some trades and engineering roles over recent years that have resulted in higher pay for those roles, which are reported at the same level within the quantitative WGEA report.

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

Downer is developing a common approach to levels/grades of work across the Group and this will continue in 2015/16. It will provide an important reference point for analysing and addressing potential areas of pay equity, as current position titles cannot be relied upon for that purpose.







### **Notification and access**

Australian Manufacturing Workers Union Communications Electrial Plumbing Union / Electrical Trade Union

Construction, Forestry, Mining & Energy Union Rail, Tram & Bus Union
Australian Workers Union List of employee organisations

### **CEO** sign off confirmation

Name of CEO or equivalent	Ross Spicer
Confirmation CEO has signed the report	Yes
	Date:
CEO Signature:	Date.