



Public report

2019-20

Submitted by

Legal Name: KDR Victoria Pty Ltd

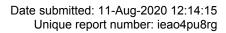






Organisation and contact details

Submitting organisation details	Legal name	KDR Victoria Pty Ltd
	ABN	42138066074
	ANZSIC	I Transport, Postal and Warehousing 4622 Urban Bus Transport (Including Tramway)
	Business/trading name/s	Yarra Trams
	ASX code (if applicable)	
	Postal address	GPO Box 5231
		MELBOURNE VIC 3001
		AUSTRALIA
	Organisation phone number	(03) 9619 3200
Reporting structure	Ultimate parent	Keolis Australia Pty Ltd
	Number of employees covered by this report	2,465



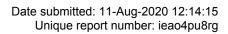




Workplace profile

Manager

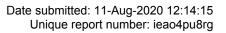
Management and actional actions	Deporting level to CEO	Constanting at a tatus		No	. of employees
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees
		Full-time permanent	0	1	1
		Full-time contract	0	0	0
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	1	2	3
		Full-time contract	0	0	0
	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
Key management nersennel		Casual	0	0	0
Key management personnel	-2	Full-time permanent	2	5	7
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	20	50	70
	-3	Full-time contract	0	0	0
Other executives/General managers		Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	4	5	9
		Full-time contract	0	0	0
Senior Managers	-3	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	22	66	88
		Full-time contract	0	0	0
Other managers	-4	Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0







Managar acquirational estagarias	Reporting level to CEO	Employment status	No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	M	Total employees	
Grand total: all managers					182	



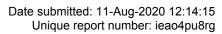




Workplace profile

Non-manager

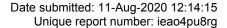
Non manager appunational actorories	Employment status	No. of employees (exclude	ling graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
Non-manager occupational categories	Employment status	F	M	F	М	F	M	' '
	Full-time permanent	55	128	0	0	0	0	183
	Full-time contract	0	0	0	0	0	0	0
Professionals	Part-time permanent	5	3	0	0	0	0	8
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	11	303	0	0	0	0	314
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	72	148	0	0	0	0	220
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	6	1	0	0	0	0	7
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	43	85	0	0	0	0	128
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	Part-time permanent	2	3	0	0	0	0	5
	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
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	303	983	0	0	0	0	1,286
	Full-time contract	0	0	0	0	0	0	0
Machinery operators and drivers	Part-time permanent	28	57	0	0	0	0	85
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0







Non manager equipational estageries	Employment status	No. of employees (exclud	ling graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total omployoos
Non-manager occupational categories	Employment status	F	M	F	М	F	М	Total employees
	Full-time permanent	2	45	0	0	0	0	47
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		527	1,756	0	0	0	0	2,283







Reporting questionnaire

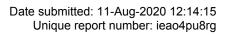
Gender equality indicator 1: Gender composition of workforce

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 2019 to 31 March 2020. (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
1.6	Succession planning
	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
	 Strategy No (you may specify why no formal policy or formal strategy is in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority
1.8	Key performance indicators for managers relating to gender equality
	☐ Yes (select all applicable answers) ☐ Policy
	☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place)
	 ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☑ Not a priority
1.9	Gender equality overall
	✓ Yes (select all applicable answers)✓ Policy
	☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place)
	Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority





1.10 How many employees were promoted during the reporting period against each category below?
IMPORTANT: Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

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

1.11 How many appointments in total were made to manager and non-manager roles (based on WGEA-defined managers/non-managers) during the reporting period (add the number of external appointments and internal promotions together)?

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	14	31
Number of appointments made to NON-MANAGER roles (including promotions)	89	101

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

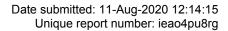
	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	14	31	81	94
Permanent/ongoing part-time employees	0	0	4	2
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	4	5

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 relating to each governing body covered in this report.



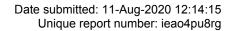




Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

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.

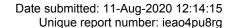
KDR Victoria Pty Ltd				
What gender is the Chair or Chair at your last meeting)?		f the role of the C	Chair rotates, ent	er the gender of the
		Female		Male
Number	1		0	
How many other members a	are on this governing bo	ody (excluding th	e Chair/s)?	
		Female		Male
Number	3		11	
with them on this. Are you reporting on any of Yes No	her organisations in thi	s report?		
Do you have a formal select organisations covered in th		ıl selection strate	egy for governing	g body members for ALL
☐ Yes (select all applicable a ☐ Policy ☐ Strategy	answers)			
No (you may specify why r ☐ In place for some g	poverning bodies velopment, please enter o			ace)
☑ Do not have controlThis is done by ou☑ Not a priority	ol over governing body ap r parent companies Keoli			
Other (provide deta Department of Tra with them on this.		r the Public Trans	port Sector to 25%	% by 2022. We are working







	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.
Gen	der	equality indicator 3: Equal remuneration between women and men
Equal r gender		ration between women and men is a key component of improving women's economic security and progressing y.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ 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 □ 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 More than 2 years ago but less than 4 years ago Other (provide details):





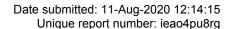


room fo qualific	(you may specify why you have not analysed your payroll for gender remuneration gaps) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no or discretion in pay changes (for example because pay increases occur only when there is a change in tenure or exations) 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).
	Our analysis was completed in 2018, but we are continuing to make sure that we are consistent in what we are offering regardless of gender.
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 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 the executive □ Reported pay equity metrics (including gender pay gaps) to the executive □ Reported pay equity metrics (including gender pay gaps) to the executive □ Reported pay equity metrics (including gender pay gaps) to externally □ Corrected like-for-like gaps □ Conducted a gender-based job evaluation process □ Implemented other changes (provide details): □ Succession planning - Females engaged Development Programs □ No (you may specify why no actions were taken resulting from your remuneration gap analysis) □ No unexplainable or unjustifiable gaps identified □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Salaries set by awards/industrial or workplace agreements □ Non-award employees are paid market rate □ Unable to address cause/s of gaps (provide details why): □ Not a priority □ Other (provide details):

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

Our enterprise agreements cover more than 90% of our workforce, ensuring the same wage rates are available across like roles. The majority of the differences will be due to tenure and overtime. With our diversity focus we are increasing the number of women in front line operational roles; however the average tenure of women remains less than men in similar roles and this is relevant under enterprise agreements where rates and progressions are tenure based. While overtime is available to all people equally, historically it is taken up by male employees more than female. This overtime take up leads to higher overall figures for men on average.

For non-agreement covered employees we have had historically more men in operational roles than women. Through our diversity work this is changing, but there remains a gap, particularly in technical engineering functions. The majority of women in senior leadership roles are in support functions, not in operational functions. Support functions tend to pay less than operational roles across both genders. In the 2018 salary review we conducted a benchmaking exercise against market rates and focused on bringing those in the





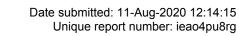


bottom quartile closer to the median. This resulted in approximately 40% of the above average increases going to women. This is a higher proportion than women in the eligible roles (30% approx.).

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.

	ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
time of time of paid p	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) 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) we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funder paying the gap between the employee's salary and the government's paid parental leave scheme By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination) on, 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:
	14
carer	r organisation would like to provide additional information on your paid parental leave for primary is e.g. eligibility period, where applicable the maximum number of weeks provided, and other gements you may have in place, please do so below.
carer arran	s e.g. eligibility period, where applicable the maximum number of weeks provided, and other
carer arran	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.







5.3 Please indicate whether your employer funded paid parental leave for primary carers covers: Adoption Surrogacy Sullibrith			☐ 31-40% ☐ 41-50% ☐ 51-60% ☐ 61-70% ☐ 71-80% ☐ 81-90% ☐ 91-99% ☑ 100%
Surrogacy Stillbirth 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 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: 10 6a. 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. 6.2 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		5.3	Please indicate whether your employer funded paid parental leave for primary carers covers:
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 (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 Covernment 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: 10 6a. 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. 6.2 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.			Surrogacy
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) Gurrently 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: 10 6a. 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. 6.2 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. 109%	6.		
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: 10 6a. 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. 6.2 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.			
amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees: 10 6a. 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. 6.2 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%		☐ No, ☐ No,	we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) we offer paid parental leave for SECONDARY CARERS that is available to women ONLY (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
 6a. 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. 6.2 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% 6.3 Please indicate whether your employer funded paid parental leave for secondary carers covers: □ Adoption 		6.1	amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided
CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below. 6.2 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
CARERS? In your calculation, you MUST INCLUDE CASUALS when working out the proportion. <10%	6a.		
6.3 Please indicate whether your employer funded paid parental leave for secondary carers covers: ☑ Adoption		6.2	• In your calculation, you MUST INCLUDE CASUALS when working out the proportion. <10%
		6.3	△ Adoption





Stillbirth

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	1	0	1	6

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	5	0	1	35

- 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

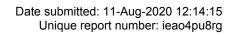
9.	Do vou have a f	[- d/- = f- = =	E	ascila a secandeisa ac	
ч	TOO VOIL DAVE A 1	mrmai nolicy ar	10/OF TORMAL S	arateny on t	IEXIDIE WORKING	arrannements /

✓ 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 p

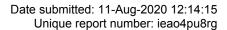
 \boxtimes No (you may specify why no formal policy or formal strategy is in place)







		2020
		☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement ☐ Not a priority ☐ Other (provide details):
		Other (provide details).
11.		ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye □ No	s (you may specify why non-leave based measures are not in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a priority Other (provide details):
	11.1	Please select what support mechanisms are in place and if they are available at all worksites. • Where only one worksite exists, for example a head-office, select "Available at all worksites".
		Employer subsidised childcare
		Available at some worksites only Available at all worksites 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



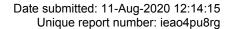


12.



	violence?
	 Yes (select all applicable answers) □ Policy □ Strategy □ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Included in award/industrial or workplace agreements □ Not aware of the need □ Not a priority □ Other (please provide details):
13.	Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?
	 Yes (select all applicable answers) Employee assistance program (including access to a psychologist, chaplain or counsellor) Training of key personnel A domestic violence clause is in an enterprise agreement or workplace agreement Workplace safety planning Access to paid domestic violence leave (contained in an enterprise/workplace agreement) Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) Access to unpaid 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): No (you may specify why no other support mechanisms are in place) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Not a ware of the need Not a priority Other (provide details):
14.	Where any of the following options are available in your workplace, are those option/s available to both women AND men? Ilexible 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. 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.

Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic







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

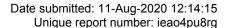
		Job snaring				
		Carer's leave	\boxtimes		\boxtimes	
		Purchased leave				
		Unpaid leave	\boxtimes		\boxtimes	
	14.3	You may specify why any of the above option	ns are NOT av	ailable to your e	employees.	
		 ☐ Currently under development, please enter d ☐ Insufficient resources/expertise ☑ Not a priority ☐ 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	gender equa	ality indicator 4,
		Yarra Trams supports widely a variety if flexible possible and within the constraints of our industr working from home policy earlier this year in res of this long term with the view to formalise a poli	ial mechanism ponse to the C	s. Yarra Trams s OVID Pandemic	uccessfully im	plemented a
		equality indicator 5: Consul ning gender equality in the w			yees on	issues
		quality indicator seeks information on what consuender equality in the workplace.	Itation occurs t	oetween employe	ers and employ	ees on issues
15.	Have	you consulted with employees on issues cond	erning gende	r equality in you	ır workplace?	
	☐ Ye ⊠ No	s (you may specify why you have not consulted wit Not needed (provide details why): Insufficient resources/expertise Not a priority Other (provide details):	h employees o	n gender equalit	y)	
	15.3	If your organisation would like to provide add	ditional inform	ation relating to	o gender equa	ality indicator 5,

please do so below.

Yarra Trams has surveyed employees through a formal survey on a number of engagement matters including gender equality. Results are yet to be received by the organisation at the time of writing this report.

Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.







16.	Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	 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):
	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 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:

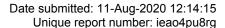
Other

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.)

Growing talent in the industry:

- Yarra Trams provided financial sponsorship to disadvantaged women who wish to undertake tertiary studies in the Transport and associated industries. These women would be unlikely to be able to undertake studies without this financial support as they are often required to financially support themselves and even their families.
- Yarra Trams participated in the 2019 Women in Transport Mentoring Program. This program is a structured arrangement where senior female leaders in the Transport industry are matched to more junior females in the transport industry for a period of 1 year. They meet regularly and the mentor supports the mentee with advice and coaching.







Parental Leave:

Introduced payment of superannuation on unpaid parental leave periods

Review of breast feeding facilities at all depots to improve suitability

Implemented a Parental Leave Handbook to support Managers and employees. The handbook covers topics for Managers and Employees to consider prior to commencement of Parental Leave, while on parental leave and when returning from parental leave. It aims to support the employee on Parental leave to stay connected to Yarra Trams and create a smooth integration back into the workplace and enhance retention of employees returning from Parental Leave.

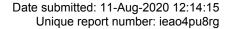
Attracting Females:

Review of Driver recruitment process to continue to enhance attracting Female Candidates (eg. Facebook is used to target female candidates in the areas where the depots require new drivers).

Targeted sourcing strategies to attract women into non-traditional roles.

Other initiatives

- Yarra Trams' Pride Alliance continues to drive the agenda for the LBGTI community. This group participated in the 2020 Pride March.
- Individual coaching of selected female middle managers to support their development by enhancing personal effectiveness.







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 23.5% females and 76.5% males.

Promotions

- 2. 72.7% of employees awarded promotions were women and 27.3% were men
 - i. 71.4% of all manager promotions were awarded to women
 - ii. 75.0% of all non-manager promotions were awarded to women.
- 3. 4.4% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 43.8% of employees who resigned were women and 56.2% were men
 - i. 31.1% of all managers who resigned were women
 - ii. 46.8% of all non-managers who resigned were women.
- 4.4% of your workforce was part-time and 2.6% 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: RTBU ETU AMMVU APESMA CEO sign off confirmation Name of CEO or equivalent: Julien Dehornoy CEO signature: Date: 11 August 2020