

Gender Data Survey of the Australasian Railway Workforce

Purpose of this Survey

The purpose of this survey is to provide a greater understanding of gender diversity within the Australasian rail workforce. The survey questions are based on the Australian Government's Workplace Gender Equality Agency questionnaire to build data already collected and ensure a complete representation of the Australian rail workforce.

This information will enable the ARA to establish benchmarks to track improvements and guide initiatives that the ARA will undertake to address gender balance.

Confidentiality

All information collected will be de-identified with high level aggregated data made publicly available.

Reporting Period

The reporting period is **1 April 2016 to 31 March 2017**.

Who is classified in the Australasian Rail Workforce?

Any person who's role supports the development and functioning of the railway network and its supply chain or is employed by a rail organisation.

1. Gender Composition of the Workforce

1.1 Survey contact

Name

Email

Phone

1.2 Organisation name?

1.3 Do you identify yourself as a:

Freight operator / maintainer

Passenger operator / maintainer

Infrastructure owner / maintainer

Manufacturer / supplier

Contractor

Consultant

Other (Please specify)

1.4 Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUITY relating to the following?

- Recruitment
- Retention
- Performance Management Processes
- Promotions
- Talent identification/identification of high potentials
- Succession planning
- Training and development
- Key performance indicators for managers relating to gender equality
- Gender equality overall

If NO, you may wish to specify why no formal policy or formal strategy is in place

- No, currently under development, please enter date this is to be completed:
- Insufficient resources/expertise
- Not a priority

1.5 What is the overall breakdown of employees during the reporting period?

	Female	Male	Other (who don't identify as female or male)
Full-time			
Part-time			
Casual			

1.6 What is the overall breakdown of managers during the reporting period?

	Female	Male	Other
CEO			
Key Management Personnel			
Other Executives/General Managers			
Senior Managers			
Other Managers			

1.7 How many new appointments were made to manager and non-manager roles during the reporting period? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

	Female	Male	Other
Number of appointments made to Manager roles (including promotions)			
Number of appointments made to Non-Manager roles (including promotions)			

1.8 How many employees were promoted during the reporting period against each category below?

	Managers			Non-Managers		
	Female	Male	Other	Female	Male	Other
Permanent/ongoing full-time employees						
Permanent/ongoing part-time employees						
Fixed-term contract full-time employees						
Fixed-term contract part-time employees						
Casual employees						

1.9 What is the overall breakdown of employees in non-manager roles during the reporting period?

	Female	Male	Other
Clerical and Administrative			
Community and Personal Service			
Machinery Operators and Drivers			
Sales			
Professionals			
Technicians and Trade			
Labourers			

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

	Managers			Non-Managers		
	Female	Male	Other	Female	Male	Other
Permanent/ongoing full-time employees						
Permanent/ongoing part-time employees						
Fixed-term contract full-time employees						
Fixed-term contract part-time employees						
Casual employees						

2. Gender Composition of Governing Body

The following questions relate to the governing body of your organisation. For example your organisation’s governing body would be:

- *For private or publicly listed companies, you will have one or more directors or a board of directors*
- *For trusts, the trustee is the governing body/board*
- *For partnerships, the governing body/board is likely to comprise all or some (if elected) partners*
- *For organisations whose governing body is the same as their parent entity’s governing body/board, it is still deemed to have a governing body*
- *For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board*

2.1 How many members are on this governing body?

	Female	Male	Other
Number			

2.2 Has a target been set to increase the representation of women on this governing body?

Yes

No (you may specify why a target has not been set)

Governing body has gender balance

Currently under development, please enter date this is due to be complete

Insufficient resources/expertise

Do not have control over governing body appointments (provide details why)

Not a priority

Other (Please specify)

2.2a What is the percentage (%) target?

2.2b What year is the target to be reached?

2.3 Do you have a formal selection policy and/or formal selection strategy for governing body members?

- Yes
- No (you may specify why no selection policy or formal selection strategy is in place)
 - In place for some governing bodies
 - Currently under development, please enter date this is due to be completed
 - Insufficient human resources/expertise
 - Do not have control over governing body appointments (please provide details why)
- Not a priority
- Other (Please specify)

3. Equal remuneration

3.1 Do you have a formal policy and/or formal strategy on remuneration generally?

- Yes
- 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
 - Salaries set by awards/industrial or workplace agreements
 - Non-award employees paid market rate
 - Not a priority
 - Other (Please specify)

3.2 Are specific gender pay equity objectives included in your formal policy and/or formal strategy?

- Yes
- 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
 - Salaries set by awards/industrial or workplace agreements
 - Non-award employees paid market rate
 - Not a priority
 - Other (Please specify)

3.2a 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)
- 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 (Please specify)

3.3 Have you analysed your payroll to determine if there are any remuneration gaps between males and females (i.e. conducted a gender pay gap analysis)?

- Yes – the most recent gender remuneration gap analysis was undertaken
 - Within last 12 months
 - Within last 1-2 year
 - More than 2 years ago but less than 4 years ago
 - Other (Please specify)
- 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
 - 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 chance in tenure or qualifications)
 - 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)
 - Non-award employees are paid market rate
 - Not a priority
 - Other (Please specify)

3.3a 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)
 - Set targets to reduce any like-for-like gaps
 - Reported pay equity metric (including gender pay gaps) to the governing body/board
 - Reported pay equity metrics (including gender pay gaps) to the executive
 - Reported pay equity metrics (including 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 explainable 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 case/s of gaps (provide details why)
 - Not a priority
 - Other (Please specify)

4. 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.

4.1 Do you provide Employer Funded paid parental leave for Primary Carers, in addition to any government funded parental leave scheme for primary carers?

Yes (please indicate how employer funded paid parental leave is provided to the primary carer):

- By paying the gap between the employee’s salary and 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)

No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate 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 governments 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)

No, we offer paid parental leave for primary carers that is available for men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY).

- By paying the gap between the employee’s salary and the governments paid parent lave scheme
- By paying the employees full salary (in addition to the governments 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)

No, 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 (Please specify)

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

Female	Male	Other

4.3 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	Other	Female	Male	Other
Managers						

4.4 How many NON-MANAGERS has 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	Other	Female	Male	Other
Non-Managers						

4.5 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 the time. "Ceased employment" means anyone who has exited the organisation for whatever reason including resignations, redundancies and dismissals.

	Female	Male	Other
Managers			

4.6 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced.

	Female	Male	Other
Non - Managers			

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

- Yes
- No (you may specify why no formal strategy is in place)
 - Currently under development, please enter date this is due to be completed
 - Salaries set by awards/industrial or workplace agreements
 - Insufficient resources/expertise
 - Don't offer flexible arrangements
 - Not a priority
 - Other (Please specify)

4.8 You may indicate which of the following are included in your flexible working arrangements strategy:

- A business case for flexibility has been established and endorsed at the leadership level
- Leaders are visible role models of flexible working
- Flexible working is promoted throughout the organisation
- Targets have been set for engagement in flexible work
- Targets have been set for men's engagement in flexible work
- Leaders are held accountable for improving workplace flexibility
- Manager training on flexible working is provided throughout the organisation
- Employee training is provided through the organisation
- Employees are surveyed on whether they have sufficient flexibility
- The organisations approach to flexibility is integrated into client conversations
- The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)
- Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel
- Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body/board

4.9 Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (e.g. employer-subsided childcare, breastfeeding facilities)?

- Yes
- No (you may specify why non-leave based measures are not in place)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not a priority
 - Other (Please specify)

4.10 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
- Breastfeed facilities
 - Available at some worksites only
 - Available at all worksites
- Childcare referral services
 - Available at some worksites only
 - Available at all worksites
- Internal support networks for parents
 - Available at some worksites only
 - Available at all worksites
- Return to work bonus (only select this option if 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

4.11 Please provide details of any other support mechanisms, other than leave, that are in place for employees with family or caring responsibilities and whether they are available at all worksites.

- Yes
- 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 need
 - Not a priority
 - Other (Please specify)

4.12 Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?

- Yes (select all applicable answers)
 - Employee assistance program (including access to a psychologist, chaplain or counsellor)
 - Training of key personnel
 - A domestic violence clause is in an enterprise agreement or workplace agreement
 - Workplace safety planning
 - Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
 - Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
 - Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
 - Access to unpaid leave
 - Confidentiality of matters disclosed
 - Referral of employees to appropriate domestic violence support services for expert advice

- Protection from any adverse action or discrimination based on the disclosure of domestic violent
- Flexible working arrangements
- Provide 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 (Please specify)
- No (you may specify why no other support mechanisms are in place)
 - Currently under development, please enter date this is due to be completed
 - Insufficient resources/expertise
 - Not aware of need
 - Not a priority
 - Other (Please specify)

4.13 Which options from the list below are available to your employees? Please indicate in the related checkboxes. Unmarked boxes mean this option is not available to your employees.

	Managers			Non-Managers		
	Female	Male	Other	Female	Male	Other
Flexible hours of work						
Compressed working weeks						
Time-in-lieu						
Telecommuting						
Part-time work						
Job sharing						
Carer's leave						
Purchased leave						
Unpaid leave						

4.14 You may specify why any of the above options are NOT available to your employees.

- Currently under development, please enter date this is due to be completed
- Insufficient resources/expertise
- Not a priority
- Other (Please specify)

5. Consultation with employees on issues concerning gender equality in the workplace

5.1 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
 - Insufficient resources/expertise
 - Not a priority
 - Other (Please specify)

5.2 How did you consult with employees on issues concerning gender equality in your workplace?

- Survey
- Consultative committee or group
- Focus groups
- Exit interviews
- Performance discussions
- Other (Please specify)

5.3 Who did you consult?

- All staff
- Women only
- Men only
- Human resources managers
- Management
- Employee representative group(s)
- Diversity committee or equivalent
- Employees who have resigned while on parental leave
- Other (Please specify)

6. Sex-based harassment and discrimination

6.1 Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

- Yes
- 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 (Please specify)

6.2. 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 (Please specify)

6.3. 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 (Please specify)
- 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 (Please specify)

7. Other

If your organisation has introduced any outstanding initiative that have resulted in improved gender equality in your workplace, please tell us about them. (As with all of the questions in this questionnaire, information you provide here will appear in your public report)

This question is optional