



Public report

2017-18

Submitted by

Legal Name: BHP Billiton Petroleum Pty Ltd





Organisation and contact details

Submitting organisation details	Legal name	BHP Billiton Petroleum Pty Ltd
	ABN	97006918832
	ANZSIC	B Mining 0700 Oil and Gas Extraction
	Business/trading name/s	
	ASX code (if applicable)	
	Postal address	PO Box J668
		PERTH WA 6842
		AUSTRALIA
	Organisation phone number	0863217956
Reporting structure	Ultimate parent	BHP Billiton Limited - Group Functions
	Number of employees covered by this report	157





Workplace profile

Manager

Managar acquinational actorories	Deporting 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	1	1	
		Full-time contract	0	0	0	
CEO/Head of Business in Australia	0	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	2	11	13	
	-1	Full-time contract	0	0	0	
Senior Managers		Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
		Full-time permanent	2	11	13	
		Full-time contract	0	0	0	
Other managers	-2	Part-time permanent	0	0	0	
		Part-time contract	0	0	0	
		Casual	0	0	0	
Grand total: all managers	4	23	27			

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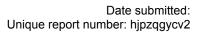


Workplace profile

Non-manager

Non manager accumational actogories	Employment status	No. of employees (excluding	graduates and apprentices)	No. of graduate	s (if applicable)	No. of apprentic	Total employees	
Non-manager occupational categories	Employment status	F	M	F	М	F	M	Total employees
	Full-time permanent	18	63	1	6	0	0	88
	Full-time contract	1	0	0	0	0	0	1
Professionals	Part-time permanent	5	2	0	0	0	0	7
	Part-time contract	1	0	0	0	0	0	1
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	28	0	0	0	0	28
	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	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	2	0	1	0	0	0	3
	Full-time contract	0	1	0	0	0	0	1
Clerical and administrative	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
	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	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

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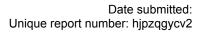






Non manager assumptional estageries	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyees
Non-manager occupational categories	Employment status	F	M	F	М	F	М	rotal employees
	Full-time permanent	0	0	0	0	0	0	0
	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	Grand total: all non-managers		94	2	6	0	0	130

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Reporting questionnaire

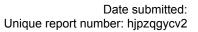
Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

NB. IMPORTANT:

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2017 to 31 March 2018. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- · Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.
- 1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?

1.1	Recruitment ☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.2	Retention ☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.3	Performance management processes ☐ Yes (select all applicable answers) ☐ Policy ☐ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority







1.4	Promotions
	 Yes (select all applicable answers) □ Policy □ Strategy □ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Not a priority
1.5	Talent identification/identification of high potentials
	 Yes (select all applicable answers) □ Policy ☑ Strategy □ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Not a priority
1.6	Succession planning
	 ✓ Yes (select all applicable answers) ☐ Policy ☑ Strategy ☐ No (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority
1.7	Training and development
	 Yes (select all applicable answers) □ Policy □ Strategy □ No (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Not a priority
1.8	Key performance indicators for managers relating to gender equality
	 ✓ Yes (select all applicable answers) ☐ Policy ☑ Strategy ☐ 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	1	1	1	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 (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?

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

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	2	9
Number of appointments made to NON-MANAGER roles (including promotions)	12	13

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	0	0	1	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

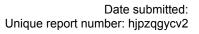
1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

In October 2016 BHP announced an aspirational goal to achieve gender balance globally by 2025. The global Inclusion & Diversity Council, chaired by the CEO, has identified the following four strategic priorities to enable the goal:

- Embedding flexibility in the way we work;
- · Enabling our supply chain partners to support our commitment to inclusion and diversity;
- Uncovering and taking steps to mitigate potential bias in our behaviours, systems, policies and processes;
- Ensuring our brand and industry are attractive to a diverse range of people.

Gender equality indicator 2: Gender composition of governing bodies

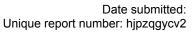
Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant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







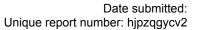
2.1a.1 O BI 2.1b.1 He No 2.1c.1 He 2.1c.1 He	Please answer the following questions Note: If this report covers more than o organisation before proceeding to que if your organisation's governing body organisation's name BUT the numerical Organisation name? BHP Billiton Limited How many Chairs on this governing both Number How many other members are on this with the control of the	pre organisation, the questions belowestion 2.2. is the same as your parent entity's, all details of your parent entity's governing body (excluding the Chair Female 3	w will be repeated for each you will need to add your rerning body. Male 1 ir/s)? Male 7
2.1a.1 O BI 2.1b.1 H 2.1c.1 H 2.1c.1 H	organisation before proceeding to que f your organisation's governing body organisation's name BUT the numerical Organisation name? BHP Billiton Limited How many Chairs on this governing both Number How many other members are on this Number	stion 2.2. is the same as your parent entity's, all details of your parent entity's governing body (excluding the Chair Female 3	you will need to add your rerning body. Male 1 ir/s)? Male 7
2.1a.1 O BI 2.1b.1 H N 2.1c.1 H 2.1d.1 H	Organisation's name BUT the numerical Drawnisation name? BHP Billiton Limited How many Chairs on this governing become	pody? Female O governing body (excluding the Chair Female 3	Male 1 ir/s)? Male 7
2.1b.1 He No 2.1c.1 He 2.1d.1 He	How many Chairs on this governing between the many other members are on this entered with the many other members are on the many other members.	Female 0 governing body (excluding the Chair Female 3	1 ir/s)? Male 7
2.1b.1 Ho	How many Chairs on this governing be Number How many other members are on this elements are on this elements at a target been set to increase the recommend of the set to increase the set to in	Female 0 governing body (excluding the Chair Female 3	1 ir/s)? Male 7
2.1c.1 Ho	Number How many other members are on this entered to the second that the second through	Female 0 governing body (excluding the Chair Female 3	1 ir/s)? Male 7
2.1c.1 Ho	How many other members are on this entered and the second	governing body (excluding the Chair Female	1 ir/s)? Male 7
2.1c.1 Ho	How many other members are on this entered and the second	governing body (excluding the Chain Female	ir/s)? Male 7
N: 2.1d.1 H	Number Has a target been set to increase the re □ Yes	Female 3	Male 7
	⊒ Yes	epresentation of women on this gov	erning body?
	Governing body/board has ger Currently under development, Insufficient resources/expertise Do not have control over gover Not a priority Other (provide details): Part of the Board's role is to confine the series of the Board and to assess a BHP has an aspiration to achieve	nder balance (e.g. 40% women/40% me please enter date this is due to be com	npleted le details why): ctives for workforce diversity enderes in achieving those objective – and on our Board – by I
2.1g.1 A	Are you reporting on any other organis	sations in this report?	
	☐ Yes ⊠ No		
	Do you have a formal selection policy organisations covered in this report?	and/or formal selection strategy for	governing body members f
\boxtimes	∑ Yes (select all applicable answers)		







		 ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise
		 □ Do not have control over governing body appointments (provide details why) □ Not a priority □ Other (provide details):
		☐ Other (provide details).
	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.
0		annelity in director O. Fannel removement in a between vices and man
		equality indicator 3: Equal remuneration between women and men
	remune r equali	ration between women and men is a key component of improving women's economic security and progressing ty.
3.	Do yo	u have a formal policy and/or formal strategy on remuneration generally?
	⊠ Yes	s (select all applicable answers)
	□ 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 datails):







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

Within last 12 months
☐ Within last 1-2 years
☐ More than 2 years ago but less than 4 years ago
Other (provide details):
No (you may specify why you have not analysed your payroll for gender remuneration gaps)
Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ 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)
☐ 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 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).

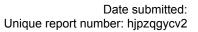
BHP has an embedded annual process to identify and rectify any gaps in like-for-like roles. Within this process, the gender pay gap used in BHP's internal process of ensuring pay equity is the difference between a male's and female's average full-time equivalent salary, or remuneration, for like roles. The purpose of our internal annual gender pay process to identify any pay gaps on this basis, and their causes, in order to address identified pay equity issues. The following principles are applied:

- There should be no unjustifiable disparity in remuneration between males and females where attributes,
- relevant experiences, qualifications, performance and role are similar;

 Broad "average" based outcome analysis may identify areas to address first, but individual analysis must be conducted so any discrepancies are captured and addressed; and
- Compa ratio data (i.e. actual salaries compared to relevant market benchmarks) are utilised to ensure a comparable analysis is completed with the correct peer market grouping. In addition to WGEA, BHP report externally on gender pay analysis to the Gender Pay Reporting body in the US and the Gender Pay Gap Regulations body in the UK.

4.1 Did you take any actions as a result of your gender remuneration gap analysis?

☐ Created a pay equity strategy or action plan
☐ Identified cause/s of the gaps
Reviewed remuneration decision-making processes
Analysed commencement salaries by gender to ensure there are no pay gaps
Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
Analysed performance pay to ensure there is no gender bias (including unconscious bias)
☐ Trained people-managers in addressing gender bias (including unconscious bias)
⊠ Set targets to reduce any like-for-like gaps
☑ Set targets to reduce any organisation-wide gaps
☑ Reported pay equity metrics (including gender pay gaps) to the governing body
☒ Reported pay equity metrics (including gender pay gaps) to the executive
Reported pay equity metrics (including gender pay gaps) to all employees
Reported pay equity metrics (including gender pay gaps) externally
☐ Corrected like-for-like gaps
Conducted a gender-based job evaluation process
☐ Implemented other changes (provide details):
/
No (you may specify why no actions were taken resulting from your remuneration gap analysis)
☐ No unexplainable or unjustifiable gaps identified
Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Salaries set by awards/industrial or workplace agreements
☐ Non-award employees are paid market rate





4.2



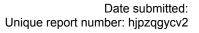
☐ Unable to address cause/s of gaps (provide details why): ☐ Not a priority ☐ Other (provide details):	
f your organisation would like to provide additional information relating to gender equality indica lease do so below:	ator 3,

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 al

suppo to cor	orting er mbine pa	terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements inployees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men aid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental pality and to maximising Australia's skilled workforce.
5.		RIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having er responsibility for the day-to-day care of a child.
		ou provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND in addition to any government funded parental leave scheme for primary carers?
	time of indical time of paid p	s. (Please indicate how employer funded paid parental leave is provided to the primary carer): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks As a lump sum payment (paid pre- or post- parental leave, or a combination), we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please te 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 funded parental leave is provided to men ONLY): By paying the gap between the employee's salary and the government's paid parental leave scheme By paying the 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) 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:
		18
5a.		r organisation would like to provide additional information on your paid parental leave for primary s e.g. eligibility period, where applicable the maximum number of weeks provided, and other

arrangements you may have in place, please do so below.







	5.2	What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?
		In your calculation, you MUST INCLUDE CASUALS when working out the proportion.
		□ <10%
6.		CONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the cy carer.
		u provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and n, in addition to any government funded parental leave scheme for secondary carers?
	☐ 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 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.		organisation would like to provide additional information on your paid parental leave for SECONDARY RS 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%

How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

7.





	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	1	0	0	0

7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	4	2	0	0

- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
 - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

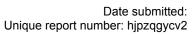
	Female	Male
Managers	0	0

- 8.1 How many NON-MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
 - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
 - 'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.

	Female	Male
Non-managers	0	0

9	Do you have a forma	I policy and/or forma	I strategy on flexible	working arrangements?

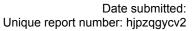
⊠ Ye	s (select all applicable answers) ☑ Policy
□мо	Strategy (vou may appoint why no formal policy or formal atrategy is in place)
□ мо	(you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed
	☐ Insufficient resources/expertise
	☐ Don't offer flexible arrangements
	☐ Not a priority ☐ Other (provide details):
	Other (provide details).
9.1	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 throughout the organisation
	☐ Team-based training is provided throughout the organisation
	Employees are surveyed on whether they have sufficient flexibility
	☐ The organisation's approach to flexibility is integrated into client conversations







		 ☑ The impact of flexibility is evaluated (eg reduced absenteersm, 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
10.	Do yo	u have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
	⊠ Ye	s (select all applicable answers)
	☐ No	☐ Strategy (you may specify why no formal policy or formal strategy is in place) ☐ Currently under development, please enter date this is due to be completed
		☐ Insufficient resources/expertise ☐ Included in award/industrial or workplace agreement ☐ Not a priority
		Other (provide details):
11.		ou offer any other support mechanisms, other than leave, for employees with family or caring responsibilities mployer-subsidised childcare, breastfeeding facilities)?
	⊠ Ye	S
	☐ No	(you may specify why non-leave based measures are not in place) Currently under development, please enter date this is due to be completed
		☐ Insufficient resources/expertise
		☐ Not a priority
		Other (provide details):
	11.1	Please select what support mechanisms are in place and if they are available at all worksites. • Where only one worksite exists, for example a head-office, select "Available at all worksites".
		Employer subsidised childcare
		☐ Available at some worksites only ☐ Available at all worksites
		On-site childcare
		Available at some worksites only
		☐ Available at all worksites ☐ Breastfeeding facilities
		☐ Available at all worksites ☐ Childcare referral services
		☐ Available at some worksites only
		☐ Available at all worksites
		 ✓ Internal support networks for parents ☐ Available at some worksites only
		⊠ Available at all worksites
		Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave
		when an employee returns from leave) Available at some worksites only
		Available at all worksites
		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 all worksites





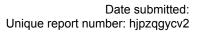


	☐ Parenting workshops targeting mothers ☐ Available at some worksites only
	☐ Available at all worksites ☐ Parenting workshops targeting fathers
	Available at some worksites only
	Available at all worksites
	☐ None of the above, please complete question 11.2 below
12.	Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
	☐ 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):
	 ✓ Yes (select all applicable answers) ☑ Employee assistance program (including access to a psychologist, chaplain or counsellor) ☑ Training of key personnel ☐ A domestic violence clause is in an enterprise agreement or workplace agreement ☑ Workplace safety planning ☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement) ☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement) ☑ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement) ☑ Access to unpaid leave ☑ Confidentiality of matters disclosed ☑ Referral of employees to appropriate domestic violence support services for expert advice ☑ Protection from any adverse action or discrimination based on the disclosure of domestic violence ☑ Flexible working arrangements ☑ Provision of financial support (e.g. advance bonus payment or advanced pay) ☑ Offer change of office location ☑ Emergency accommodation assistance
	□ 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 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?

- flexible hours of work compressed working weeks
- time-in-lieu telecommuting
- part-time work job sharing carer's leave

- purchased leave

unpaid leave.
 Options may be offered both formally and/or informally.
 For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

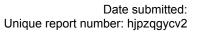






 \boxtimes Yes, the option/s in place are available to both women and men. \square No, some/all options are not available to both women AND men.

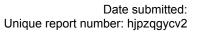
		Man	Managers		anagers
		Formal	Informal	Formal	Informal
	Flexible hours of work		\boxtimes	\boxtimes	\boxtimes
	Compressed working weeks		\boxtimes	\boxtimes	\boxtimes
	Time-in-lieu				
	Telecommuting		\boxtimes	\boxtimes	
	Part-time work				
	Job sharing			\boxtimes	
	Carer's leave		\boxtimes	\boxtimes	\boxtimes
	Purchased leave				
	Unpaid leave	\boxtimes		\boxtimes	
	Purchased leave currently under de Insufficient resources/expertise Not a priority Other (provide details):	velopment – to be com	pleted 2018/19		
	If your organisation would like to proplease do so below: Tequality indicator 5: Coning gender equality in	onsultation w	ith emplo		
ender onceri	please do so below:	onsultation wi	ith emplo e	yees on	issues
ender enceri gender cerning g	r equality indicator 5: Coning gender equality in the equality indicator seeks information on who	onsultation withe workplace	ith emplo e between employ	yees on vers and employ	issues vees on issue
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ender enceri e gender cerning g	please do so below: requality indicator 5: Coning gender equality in the equality in the workplace. requality indicator seeks information on white the equality in the workplace. representation on white the ployees on issues to (you may specify why you have not consigned in the provide details why): Insufficient resources/expertise Not a priority	onsultation withe workplace at consultation occurs in the consultation occu	ith emploe between employ r equality in you	vers and employ our workplace?	issues vees on issue







		Other (provide details):
	15.2	Who did you consult?
		□ All staff □ Women only □ Men only □ Human resources managers □ Management □ Employee representative group(s) □ Diversity committee or equivalent □ Women and men who have resigned while on parental leave □ Other (provide details): All staff are consulted as part of the annual employee engagement survey. In addition, a selection of new employees are surveyed to understand how inclusive their experience has been. Focus groups are held at the local team level and Inclusion & Diversity committees are consulted on the issues and areas of opportunity
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
Ger	nder	equality indicator 6: Sex-based harassment and discrimination
partici	pation.	on of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy raining of managers on SBH is in place.
16.	Do yo	u have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?
	⊠ Ye	s (select all applicable answers) Policy
	□No	Strategy (you may specify why no formal policy or formal strategy is in place) □ Currently under development, please enter date this is due to be completed □ Insufficient resources/expertise □ Included in award/industrial or workplace agreement □ Not a priority □ Other (provide details):
	16.1	Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?
		 ✓ Yes ☐ No (you may specify why a grievance process is not included) ☐ Currently under development, please enter date this is due to be completed ☐ Insufficient resources/expertise ☐ Not a priority ☐ Other (provide details):
17.	Do yo	u provide training for all managers on sex-based harassment and discrimination prevention?
	⊠ Ye	s - please indicate how often this training is provided: At induction At least annually Every one-to-two years Every three years or more Varies across business units







	Other (provide details):
	Sex-based harassment and discrimination training is included in a broader set of training materials which
	provides learnings with insight into all forms of harassment and discrimination. Our publicly-available Code of
	Business Conduct covers harassment and discrimination related training is conducted with every employee on an
	annual basis.
∐ 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.)





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 21.7% females and 78.3% males.

Promotions

- 2. 50.0% of employees awarded promotions were women and 50.0% were men
 - i. 50.0% of all manager promotions were awarded to women
 - ii. 50.0% of all non-manager promotions were awarded to women.
- 3. 5.7% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 50.0% of employees who resigned were women and 50.0% were men
 - i. 0.0% of all managers who resigned were women
 - ii. 50.0% of all non-managers who resigned were women.
- 5. 5.7% of your workforce was part-time and 0.0% 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:

Construction, Forestry, Mining and Energy Union - CMFEU Australian Manufacturing Workers Union - AMWU Communications Electrical & Plumbing Union - CEPU Transport Workers Union - TWU Australian Workers Union - AWU Professionals Australia (formally - Professional Engineers, Scientists and Managers Australia) - APESMA

CEO sign off confirmation

Name of CEO or equivalent:	Confirmation CEO has signed the report:
CEO signature:	Date:

