

Public report

2016-17

Submitted by

Legal Name:
BHP Billiton Limited - Group Functions



Organisation and contact details

Submitting organisation details	
Legal name	BHP Billiton Limited - Group Functions
ABN	49004028077
ANZSIC	B Mining 1090 Other Mining Support Services
Business/trading name/s	BHP
ASX code (if applicable)	BHP
Postal address	GPO Box 86A MELBOURNE VIC 3000 AUSTRALIA
Organisation phone number	1 300 554 757
Ultimate parent	BHP Billiton Limited - Group Functions
Number of employees covered by this report	577

Workplace profile

Manager

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
CEO/Head of Business in Australia	0	Full-time permanent	0	1	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel	-1	Full-time permanent	2	3	5
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-2	Full-time permanent	4	9	13
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Senior Managers	-3	Full-time permanent	1	0	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-4	Full-time permanent	15	22	37
		Full-time contract	1	1	2
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0

Manager occupational categories		Reporting level to CEO	Employment status	No. of employees		
				F	M	Total employees
	-5	Full-time permanent	1	0		1
		Full-time contract	0	0		0
		Part-time permanent	0	0		0
		Part-time contract	0	0		0
	-3	Casual	0	0		0
		Full-time permanent	0	1		1
		Full-time contract	0	0		0
		Part-time permanent	0	0		0
	-4	Part-time contract	0	0		0
		Casual	0	0		0
		Full-time permanent	30	43		73
		Full-time contract	1	1		2
Other managers		Part-time permanent	5	0		5
		Part-time contract	0	0		0
		Casual	0	0		0
		Full-time permanent	23	44		67
	-5	Full-time contract	0	1		1
		Part-time permanent	8	0		8
		Part-time contract	0	0		0
		Casual	0	0		0
	-6	Full-time permanent	0	1		1
		Full-time contract	1	0		1
		Part-time permanent	0	0		0
		Part-time contract	0	0		0
Grand total: all managers		Casual	0	0		0
			93	127		220

Workplace profile

Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Professionals	Full-time permanent	142	128	2	1	0	0	273
	Full-time contract	8	10	0	0	0	0	18
	Part-time permanent	28	1	0	0	0	0	29
	Part-time contract	2	0	0	0	0	0	2
	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
	Part-time permanent	0	0	0	0	0	0	0
Technicians and trade	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	24	1	0	0	0	0	25
Clerical and administrative	Full-time contract	2	1	0	0	0	0	3
	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
Sales	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	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
	Part-time permanent	0	0	0	0	0	0	0
Machinery operators and drivers	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

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Labourers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	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
Others	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
Grand total: all non-managers	Casual	0	0	0	0	0	0	0
		212	142	2	1	0	0	357

Additional Information regarding Workplace Profile

During 2016/17 BHP moved to a global operating model involving structural changes. This will impact year on year comparisons of the workplace profile data.

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 means 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 2016 to 31 March 2017. (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 new appointments were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)? IMPORTANT: this should incorporate appointments from both external and internal sources (including all promotions).

	Number of appointments made to MANAGER roles (including promotions)		Number of appointments made to NON-MANAGER roles (including promotions)	
	Female	Male	Female	Male
	68	85	144	115

1.11 How many employees were promoted during the reporting period against each category below? IMPORTANT: Because promotions are included in the number of appointments in Q1.10, the number of promotions should never exceed appointments.

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	12	14	10	10
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	2	1
Fixed-term contract part-time employees	0	0	1	0
Casual employees	0	0	0	0

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

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	4	10	9	4
Permanent/ongoing part-time employees	0	0	4	0
Fixed-term contract full-time employees	0	0	1	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. 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.

2.1a.1 Organisation name?
BHP Billiton Limited

2.1b.1 How many Chairs on this governing body?

Number	
Female	0
Male	1

2.1c.1 How many other members are on this governing body (excluding the Chair/s)?

Number	
Female	3
Male	7

2.1d.1 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/board has gender balance (e.g. 40% women/40% men/20% either)
☐ Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Do not have control over governing body/board appointments (provide details why):
☐ Not a priority
☒ Other (provide details):
BHP Billiton Limited committed to having three women on the board by 2015. This was achieved and no further target has been set. The Board continue to seek opportunities to ensure the Board is made up of diverse skill sets in terms of gender, background and experience.

2.1g.1 Are you reporting on any other organisations in this report?

☐ Yes
☒ No

2.2 Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL organisations covered in this report?

☒ Yes (select all applicable answers)
☐ Policy
☒ Strategy

☐ No (you may specify why no formal 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 resources/expertise
☐ Do not have control over governing body appointments (provide details why)

Gender equality indicator 3: Equal remuneration between women and men

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

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

- ☒ 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
- ☐ 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. 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)?

☒ Yes - the most recent gender remuneration gap analysis was undertaken:

☒ Within last 12 months
☐ Within last 1-2 years
☐ More than 2 years ago but less than 4 years ago
☐ Other (provide details):

☐ No (you may specify why you have not analysed your payroll for gender remuneration gaps)
☐ Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ 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 qualifications, years of experience, performance, role and tenure are similar.
- Broad "average" based outcome analysis may identify areas to address first, but individual analysis must be conducted so any anomalies are captured and addressed; and
- Comp ratio data (i.e. actual salaries compared to relevant peer 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?

☒ Yes – indicate what actions were taken (select all applicable answers)
☒ Created a pay equity strategy or action plan
☒ Identified causes of the gaps
☒ Reviewed remuneration decision-making processes
☒ Analysed commencement salaries by gender to ensure there are no pay gaps
☒ Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
☒ Analysed performance pay to ensure there is no gender bias (including unconscious bias)
☐ Trained people-managers in addressing gender bias (including unconscious bias)
☒ Set targets to reduce any like-for-like gaps
☒ Set targets to reduce any organisation-wide gaps
☒ Reported pay equity metrics (including gender pay gaps) to the governing body
☒ Reported pay equity metrics (including gender pay gaps) to the executive
☒ Reported pay equity metrics (including gender pay gaps) to all employees
☒ Reported pay equity metrics (including gender pay gaps) externally
☒ Corrected like-for-like gaps
☐ Conducted a gender-based job evaluation process
☐ Implemented other changes (provide details):
☐ No (you may specify why no actions were taken resulting from your remuneration gap analysis)
☐ No unexplainable or unjustifiable gaps identified
☐ Currently under development, please enter date this is due to be completed
☐ Insufficient resources/expertise
☐ Salaries set by awards/industrial or workplace agreements
☐ Non-award employees are paid market rate
☐ Unable to address causes of gaps (provide details why):
☐ Not a priority
☐ Other (provide details):

Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

5. A "PRIMARY CAREER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.

Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CAREERS that is available for women AND men, 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 the government's paid parental leave scheme time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
- ☐ 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 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 government's paid parental leave scheme time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
- ☐ 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 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 government's paid parental leave scheme time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
- ☐ 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, 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:

18

5a. If your organisation would like to provide additional information on your paid parental leave for primary carers 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 CAREERS?

* In your calculation, you MUST INCLUDE CASUALS when working out the proportion.

6. A "SECONDARY CAREER" 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 CAREERS 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 CAREERS that is available to men ONLY (e.g. paternity leave)
☐ No, we offer paid parental leave for SECONDARY CAREERS 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 CAREERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided:

10

6a. If your organisation would like to provide additional information on your paid parental leave for SECONDARY CAREERS 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 CAREERS?
* 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%

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.

Managers	
19	Female
2	Male
0	Female
11	Male
Primary carer's leave	
Secondary carer's leave	

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.

Non-managers			
30	1	1	7
Female	Male	Female	Male
Primary carer's leave		Secondary carer's leave	

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.

Managers			
1	0		
Females	Males		

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.

Non-managers			
6	0		
Female	Male		

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

- ☒ 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):

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 men's engagement in flexible work
☐ Leaders have been set 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 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

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 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. Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised 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 (provide details):

11.1 Please select what support mechanisms are in place and if they are available at all workites.
Where only one worksite exists, for example a head-office, select "Available at all workites".

- ☐ Employer subsidised childcare
- ☐ Available at all workites
- ☐ Available at some workites only
- ☐ On-site childcare
- ☐ Available at all workites
- ☐ Available at some workites only
- ☒ Breastfeeding facilities
- ☐ Available at all workites
- ☐ Available at some workites only
- ☐ Available at all workites
- ☒ Internal support networks for parents
- ☐ Available at all workites
- ☐ Available at some workites only
- ☐ 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 all workites
- ☐ Available at some workites only
- ☒ Information packs to support new parents and/or those with elder care responsibilities
- ☐ Available at all workites
- ☐ Available at some workites only
- ☒ Referral services to support employees with family and/or caring responsibilities
- ☐ Available at all workites
- ☐ Available at some workites only
- ☒ Targeted communication mechanisms, for example intranet/ forums
- ☐ Available at all workites
- ☐ Available at some workites only
- ☐ Support in securing school holiday care
- ☐ Available at all workites
- ☐ Available at some workites only
- ☐ Available at all workites
- ☒ Coaching for employees on returning to work from parental leave
- ☐ Available at all workites
- ☐ Available at some workites only
- ☒ Parenting workshops targeting mothers
- ☐ Available at all workites
- ☐ Available at some workites only
- ☐ Parenting workshops targeting fathers

12. Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?
- ☐ Available at some work sites only
☐ Available at all work sites
☐ 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?

- ☒ 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 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
☒ 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 aware of the need
☐ Not a priority
☐ Other (provide details):

14. Where any of the following options are available in your workplace, are those options 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.

- ☒ Yes, the options 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.

		Managers				Non-managers	
		Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work		☒	☒	☒	☒	☒	☒
Compressed working weeks		☒	☒	☒	☒	☒	☒
Time-in-lieu		☐	☒	☒	☐	☐	☒
Telecommuting		☒	☒	☒	☒	☒	☒
Part-time work		☒	☐	☐	☒	☐	☐
Job sharing		☒	☐	☐	☒	☐	☐
Care's leave		☒	☒	☒	☒	☒	☒
Purchased leave		☐	☐	☐	☐	☐	☐
Unpaid leave		☒	☐	☐	☒	☐	☐

14.3 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
☐ Purchased leave currently under development – to be completed by December 2017
☐ Insufficient resources/expertise
☐ Not a priority
☐ Other (provide details):

14.4 If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:

Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

15. Have you consulted with employees on issues concerning gender equality in your workplace?

- ☒ Yes
☐ No (you may specify why you have not consulted with employees on gender equality)
☐ Not needed (provide details why):
☐ Insufficient resources/expertise
☐ Not a priority
☐ Other (provide details):

15.1 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 (provide details):

15.2 Who did you consult?

15.3 If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.

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.

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:
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.

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.
2. 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 53.2% females and 46.8% males.

Promotions

2. 50.0% of employees awarded promotions were women and 50.0% were men
- i. 46.2% of all manager promotions were awarded to women
- ii. 54.2% of all non-manager promotions were awarded to women.

3. 8.8% of your workforce was part-time and 2.0% of promotions were awarded to part-time employees.

Resignations

4. 56.2% of employees who resigned were women and 43.8% were men
 - i. 28.6% of all managers who resigned were women
 - ii. 77.8% of all non-managers who resigned were women.
5. 8.8% of your workforce was part-time and 12.5% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- i. 14.0% 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. 100.0% of all managers who utilised parental leave and ceased employment before returning to work were women
- iv. 100.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.

Notification and access

List of employee organisations:

CEO sign off confirmation

Name of CEO or equivalent:

Andrew Mackenzie

CEO signature:

Andrew Mackenzie

Date:

26 June, 2017

Confirmation CEO has signed the report:

