



# Public report

2016-17

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				
	ANZOIC	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	63210000				
Reporting structure	Ultimate parent	BHP Billiton Limited - Group Functions				
	Number of employees covered by this report	165				
-						

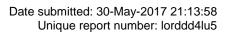




# Workplace profile

## Manager

Manager and the state of the	Described to OFO	E		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	M	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	0	1	1		
		Full-time contract	0	0	0		
Key management personnel	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	0	1	1		
		Full-time contract	0	0	0		
Senior Managers	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	0	6	6		
		Full-time contract	0	0	0		
	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	11	12		
		Full-time contract	0	0	0		
Other managers	-3	Part-time permanent	1	0	1		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	3	4		
		Full-time contract	0	0	0		
	-4	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		







Managar acquirational actagorica	Reporting level to CEO	Employment status		No. of employees		
Manager occupational categories	Reporting level to CEO	Employment status		М	Total employees	
Grand total: all managers				23	26	

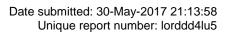




# Workplace profile

## Non-manager

Non-manager accupational actoroxica	Employment status	No. of employees (exclud	ing graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total ampleyage
Non-manager occupational categories	Employment status	F	M	F	M	F	M	Total employees
	Full-time permanent	16	67	2	6	0	0	91
	Full-time contract	3	3	0	0	0	0	6
Professionals	Part-time permanent	5	2	0	0	0	0	7
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	0	29	0	0	0	0	29
	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	1	1	0	0	0	0	2
	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	3	1	0	0	0	0	4
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	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
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







Non-manager acquiretional actagories	Employment status	No. of employees (exclud	ing graduates and apprentices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
Non-manager occupational categories	Employment status	F	M	F	M	F	М	l otal 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		28	103	2	6	0	0	139





## 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.
- 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



**Promotions** 



	<ul> <li>Yes (select all applicable answers)         <ul> <li>□ Policy</li> <li>☑ Strategy</li> </ul> </li> <li>□ No (you may specify why no formal policy or formal strategy is in place)             <ul> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul> </li> </ul>
1.5	Talent identification/identification of high potentials
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>☑ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.6	Succession planning
	<ul> <li>Yes (select all applicable answers)</li> <li>□ Policy</li> <li>□ Strategy</li> <li>□ No (you may specify why no formal policy or formal strategy is in place)</li> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul>
1.7	Training and development
	<ul> <li>Yes (select all applicable answers)         <ul> <li>□ Policy</li> <li>☑ Strategy</li> </ul> </li> <li>□ No (you may specify why no formal policy or formal strategy is in place)             <ul> <li>□ Currently under development, please enter date this is due to be completed</li> <li>□ Insufficient resources/expertise</li> <li>□ Not a priority</li> </ul> </li> </ul>
1.8	Key performance indicators for managers relating to gender equality
	<ul> <li>Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☐ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>
1.9	Gender equality overall
	<ul> <li>✓ Yes (select all applicable answers)</li> <li>☐ Policy</li> <li>☑ Strategy</li> <li>☐ No (you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Not a priority</li> </ul>





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).

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	1	14
Number of appointments made to NON-MANAGER roles (including promotions)	19	29

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.

	Mana	Managers		nagers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	0	7	8	11
Permanent/ongoing part-time employees	1	0	1	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

1.12 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	1	0	4
Permanent/ongoing part-time employees	0	0	0	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

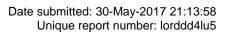
1.13 If your organisation would like to provide additional information relating to gender equality indicator 1, please do so below.

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

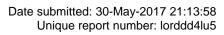
Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant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







	of directors, trustees, committee	will have a governing body. In the A of management, council or other go g body for your Australian entity, ev	verning authority of the employe
2.1	Please answer the following ques	stions relating to each governing bo	dy covered in this report.
	Note: If this report covers more the organisation before proceeding to	nan one organisation, the questions o question 2.2.	below will be repeated for each
		pody is the same as your parent ent nerical details of your parent entity'	
2.1a.1	Organisation name?		
	BHP Billiton Limited		
2.1b.1	How many Chairs on this governi	ng body?	
		Female	Male
	Number	0	1
2 14 1	Number	Female 3	Male 7
2.1d.1	Has a target been set to increase  Yes  No (you may specify why a target Governing body/board hat Currently under developed Insufficient resources/exp Do not have control over Not a priority Other (provide details): BHP Billiton Limited comfurther target has been see	the representation of women on this et has not been set) as gender balance (e.g. 40% women/4 ment, please enter date this is due to be pertise governing body/board appointments (mitted to having three women on the set. The Board continue to seek opposition.	is governing body?  10% men/20% either) be completed (provide details why):  board by 2015. This was achieved ortunities to ensure the Board is made
	Has a target been set to increase  Yes  No (you may specify why a target Governing body/board hat Currently under developed Insufficient resources/exp Do not have control over Not a priority Other (provide details): BHP Billiton Limited comfurther target has been see	the representation of women on this et has not been set) as gender balance (e.g. 40% women/4 ment, please enter date this is due to be pertise governing body/board appointments (mitted to having three women on the set. The Board continue to seek oppose of gender, background and experien	is governing body?  10% men/20% either) be completed (provide details why):  board by 2015. This was achieved ortunities to ensure the Board is man
2.1g.1	Has a target been set to increase  ☐ Yes ☐ No (you may specify why a target ☐ Governing body/board hat ☐ Currently under developet ☐ Insufficient resources/ext ☐ Do not have control over ☐ Not a priority ☐ Other (provide details): ☐ BHP Billiton Limited comfurther target has been started in terms ☐ Are you reporting on any other or ☐ Yes ☐ No	the representation of women on this et has not been set) as gender balance (e.g. 40% women/4 ment, please enter date this is due to be pertise governing body/board appointments (mitted to having three women on the set. The Board continue to seek oppose of gender, background and experien rganisations in this report?	is governing body?  10% men/20% either) the completed (provide details why):  board by 2015. This was achieved ortunities to ensure the Board is marce.
	Has a target been set to increase  Yes  No (you may specify why a target Governing body/board hat Currently under developed Insufficient resources/exp Do not have control over Not a priority Other (provide details): BHP Billiton Limited comfurther target has been stardiverse skill sets in terms  Are you reporting on any other of Yes No  Do you have a formal selection progranisations covered in this reporting on the composition of the composition	the representation of women on this et has not been set) as gender balance (e.g. 40% women/4 ment, please enter date this is due to be certise governing body/board appointments (mitted to having three women on the set. The Board continue to seek oppose of gender, background and experien rganisations in this report?	is governing body?  10% men/20% either) be completed (provide details why):  board by 2015. This was achieved ortunities to ensure the Board is made.







		☐ Not a priority ☐ 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.
Gen	der	equality indicator 3: Equal remuneration between women and men
	remune r equalit	ration between women and men is a key component of improving women's economic security and progressing y.
3.	Do you	have a formal policy and/or formal strategy on remuneration generally?
	⊠ Yes	(select all applicable answers)  ☐ Policy
	□ No	<ul> <li>✓ Strategy</li> <li>(you may specify why no formal policy or formal strategy is in place)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Salaries set by awards/industrial or workplace agreements</li> <li>☐ Non-award employees paid market rate</li> <li>☐ Not a priority</li> </ul>
		Other (provide details):
	3.1	Are specific gender pay equity objectives included in your formal policy and/or formal strategy?
		<ul> <li>✓ Yes (provide details in question 3.2 below)</li> <li>☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)</li> <li>☐ Currently under development, please enter date this is due to be completed</li> <li>☐ Salaries set by awards/industrial or workplace agreements</li> <li>☐ Insufficient resources/expertise</li> <li>☐ Non-award employees paid market rate</li> <li>☐ Not a priority</li> <li>☐ Other (provide details):</li> </ul>
	3.2	Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?
		<ul> <li>☑ To achieve gender pay equity</li> <li>☑ 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)</li> <li>☐ To be transparent about pay scales and/or salary bands</li> <li>☑ To ensure managers are held accountable for pay equity outcomes</li> <li>☑ To implement and/or maintain a transparent and rigorous performance assessment process</li> <li>☐ Other (provide details):</li> </ul>
4.		ou analysed your payroll to determine if there are any remuneration gaps between women and men (i.e. cted a gender pay gap analysis)?

 $\boxtimes$  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
	cations)
	☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there
	m for discretion in pay changes (because pay increases can occur with some discretion such as performance
asses	sments) ☐ Non-award employees paid market rate
	□ Not a priority
	Other (provide details):
4.01	You may provide details below on the type of gender remuneration gap analysis that has been undertaken
4.01	(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:
	and the state of t
	There should be no unjustifiable disparity in remuneration between males and females where
	<ul> <li>qualifications, years of experience, performance, role and tenure are similar;</li> <li>Broad "average" based outcome analysis may identify areas to address first, but individual analysis must</li> </ul>
	be conducted so any anomalies 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?
	∑ 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
	<ul> <li>☒ Analysed commencement salaries by gender to ensure there are no pay gaps</li> <li>☒ Analysed performance ratings to ensure there is no gender bias (including unconscious bias)</li> </ul>
	<ul> <li>☒ Analysed performance ratings to ensure there is no gender bias (including unconscious bias)</li> <li>☒ Analysed performance pay to ensure there is no gender bias (including unconscious bias)</li> </ul>
	☐ 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

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

Corrected like-for-like gaps

■ Not a priority

Other (provide details):

Conducted a gender-based job evaluation process
Implemented other changes (provide details):

☐ Non-award employees are paid market rate

☐ Insufficient resources/expertise
☐ Salaries set by awards/industrial or workplace agreements

Unable to address cause/s of gaps (provide details why):





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

# 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.		IMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as havin er responsibility for the day-to-day care of a child.
		u 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 o	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 ver 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 ver 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 funderental 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 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), 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.	carers	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 gements 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.



6a.

7.



□ <10%         □ 10-20%         □ 21-30%         □ 31-40%         □ 41-50%         □ 51-60%         □ 61-70%         □ 71-80%         □ 81-90%         □ 91-99%         □ 100%
A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.
Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?
Yes No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave) No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY No (you may specify why employer funded paid parental leave for secondary carers is not paid) Currently under development, please enter date this is due to be completed Insufficient resources/expertise Government scheme is sufficient Not a priority Other (provide details):
6.1 How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided:
10
If your organisation would like to provide additional information on your paid parental leave for SECONDARY CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.
6.2 What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS?  • In your calculation, you MUST INCLUDE CASUALS when working out the proportion.  □ <10% □ 10-20% □ 21-30% □ 31-40% □ 41-50% □ 51-60% □ 61-70% □ 71-80% □ 81-90% □ 91-99% □ 91-99% □ 100%
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

0

Male

0

Female

2

Public	report	www.wgea.gov.au
r upiic	IEDUIL	www.wyea.yov.au

Managers

Secondary carer's leave

1

Male

Female





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	2	3	0	1	

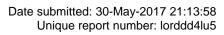
- 8. How many MANAGERS, during the reporting period, ceased employment before returning to work from parental leave, regardless of when the leave commenced?
  - Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid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

	Females	Males
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

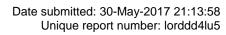
Do y	ou have a formal policy and/or formal strategy on flexible working arrangements?
⊠ Y	es (select all applicable answers)
	□ Policy
	⊠ Strategy
□ N	o (you may specify why no formal policy or formal strategy is in place)
	Currently under development, please enter date this is due to be completed
	☐ 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
	<ul> <li>☒ are surveyed on whether they have sufficient flexibility</li> <li>☒ The organisation's approach to flexibility is integrated into client conversations</li> </ul>
	☐ The organisations approach to healping is integrated into client conversations ☐ The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement)
	☐ 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.	Бо уо	u have a formal policy and/or formal strategy to support employees with family or caring responsibilities?
		s (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.		u 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
		☐ Preastfeeding facilities
		☑ Available at some worksites only
		Available at all worksites
		<ul> <li>☐ Childcare referral services</li> <li>☐ Available at some worksites only</li> </ul>
		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
		☐ 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
		<ul> <li>☒ Available at all worksites</li> <li>☒ Targeted communication mechanisms, for example intranet/ forums</li> </ul>
		Available at some worksites only
		Available at all worksites
		Support in securing school holiday care
		☐ Available at some worksites only ☐ Available at all worksites
		☐ 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 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?
	⊠ 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?
	employees who are experiencing family of domestic violence?
	Employee assistance program (including access to a psychologist, chaplain or counsellor)
	<ul> <li>☐ Training of key personnel</li> <li>☐ A domestic violence clause is in an enterprise agreement or workplace agreement</li> </ul>
	☐ 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)
	<ul> <li>☒ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)</li> <li>☒ Access to unpaid leave</li> </ul>
	☐ Confidentiality of matters disclosed
	Referral of employees to appropriate domestic violence support services for expert advice
	<ul> <li>☑ Protection from any adverse action or discrimination based on the disclosure of domestic violence</li> <li>☑ Flexible working arrangements</li> </ul>
	<ul> <li>☑ Provision of financial support (e.g. advance bonus payment or advanced pay)</li> </ul>
	Emergency accommodation assistance
	<ul><li>☒ Access to medical services (e.g. doctor or nurse)</li><li>☐ Other (provide details):</li></ul>
	☐ 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 works
	<ul> <li>compressed working weeks</li> <li>time-in-lieu</li> </ul>
	• telecommuting
	part-time work
	<ul> <li>job sharing</li> <li>carer's leave</li> </ul>
	<ul> <li>carer's leave</li> <li>purchased leave</li> </ul>
	• 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.
	No some/all options are not available to both women AND men



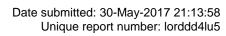


14.1 Which options from the list below are available? Please tick the related checkbox	oxes
--	------

Unticked checkboxes mean this option is NOT available to your employees.

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

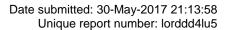
	releconlinuting				
	Part-time work			$\boxtimes$	
	Job sharing	$\boxtimes$		$\boxtimes$	
	Carer's leave	$\boxtimes$		$\boxtimes$	
	Purchased leave				
	Unpaid leave	$\boxtimes$		$\boxtimes$	
14.3 14.4 <b>Gender</b>	You may specify why any of the above option  Currently under development, please enter development insufficient resources/expertise  Not a priority Other (provide details):  If your organisation would like to provide add please do so below:  equality indicator 5: Consult	late this is due nt – to be comp	to be completed bleted by Decem	ber 2017 gender equal	
<b>CONCER</b> This gender 6	ning gender equality in the water equality in the water equality indicator seeks information on what consumender equality in the workplace.	orkplace	•		
15. Have	you consulted with employees on issues conc	erning gender	equality in you	r workplace?	
⊠ Ye □ No	es o (you may specify why you have not consulted wit o (you may specify why you have not consulted wit o Not needed (provide details why): o Insufficient resources/expertise o Not a priority o Other (provide details):	th employees o	n gender equalit	у)	
15.1	How did you consult with employees on issue	es concerning	gender equality	y in your work	place?
	<ul> <li>Survey</li> <li>Consultative committee or group</li> <li>Focus groups Exit</li> <li>interviews Performance</li> <li>discussions Other</li> <li>(provide details):</li> </ul>				
15.2	Who did you consult?				







		<ul> <li>All staff</li> <li>Women only</li> <li>Men only</li> <li>Human resources managers</li> <li>Management</li> <li>Employee representative group(s)</li> <li>Diversity committee or equivalent</li> <li>Women and men who have resigned while on parental leave</li> <li>Other (provide details):</li> <li>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 &amp; Diversity committees are consulted on the issues and areas of opportunity</li> </ul>
	15.3	If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.
The pr	eventio	equality indicator 6: Sex-based harassment and discrimination  n 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?
		s (select all applicable answers)  Policy 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?
	⊠ Yes	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.







(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):
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 20.0% females and 80.0% males.

#### **Promotions**

- 2. 35.7% of employees awarded promotions were women and 64.3% were men
  - . 12.5% of all manager promotions were awarded to women
  - ii. 45.0% of all non-manager promotions were awarded to women.
- 3. 4.8% of your workforce was part-time and 7.1% of promotions were awarded to part-time employees.

#### Resignations

- 4. 16.7% of employees who resigned were women and 83.3% were men
  - i. 0.0% of all managers who resigned were women
  - ii. 20.0% of all non-managers who resigned were women.
- 5. 4.8% 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 - CFMEU
Australian Manufacturing Workers Union - AMWU
Communications Electrical & Plumbing Union - CEPU
Transport Workers Union - TWU
Australian Workers Union - AWU
Professional Australia (formerly Professional Engineers Scienti

Professionals Australia (formerly - Professional Engineers, Scientists and Managers Australia ) - APESMA

## CEO sign off confirmation

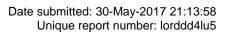
Name of CEO or equivalent:

Confirmation CEO has signed the report:

Graham Salmond

Date: 23 June 2017

**CEO** signature:











Date submitted: 30-May-2017 21:13:58 Unique report number: lorddd41u5