

Diversity in the Western Australian Resources Sector



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Acknowledgements

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Disclaimer

The data presented in this report has been calculated from information provided by CME member companies through the *2013 Diversity in Resources Survey*. The information provided has not been verified by CME, and therefore CME cannot provide any assurance as to its completeness or accuracy. Some data has also been obtained from publicly available data sources.

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EXECUTIVE SUMMARY

The resources sector in Western Australia is well aware of the benefits of employing and retaining a diverse workforce. With ongoing demands for skilled labour, the future growth of the industry will rely on its ability to attract and retain a diverse range of staff. To meet these demands, for a number of years industry has focused on employing and training people from traditionally under-represented sectors of the workforce, in particular, women and Indigenous Australians.

In 2011, the Chamber of Minerals and Energy of Western Australia (CME) recognised a need for baseline data on the participation of women and Indigenous Australians in the resources sector workforce. CME conducted the first *Diversity in Resources Survey* in November 2011 to obtain this information. It has guided industry-wide policies and strategies since then. The survey has been repeated in 2013 to evaluate whether these policies have had an impact on the proportion of women and Indigenous Australians working in the industry.

The inaugural survey conducted in 2011 saw 26 CME member companies submit data. In 2013 the number of participating CME members increased substantially to 50 highlighting the growing importance of workforce diversity to the resources sector.

The 2013 survey found that:

- 19 per cent of the Western Australian resources sector workforce are female. This proportion is slightly lower than the 22 per cent obtained in the 2011 survey, but higher than the Australian Bureau of Statistics' estimate of 17 per cent, and about the same as the Workplace Gender Equality Agency's estimate of 20 per cent. These data indicate that little has changed over the last two years and given that women make up 43 per cent of the total Western Australian workforce, there remains great potential for the resources sector to tap into this segment of the population.
- 4.2 per cent of the Western Australian resources sector workforce are Indigenous Australians. This figure has also remained unchanged from 2011. As Indigenous Australians make up only 1.6 per cent of the total Western Australian workforce, the survey highlights the positive commitment made by Western Australian resources sector companies to employing Indigenous Australians.
- 24 per cent of Indigenous Australians working in the resources sector are female.
- 70 per cent of employees working on a part-time/casual basis are female. The provision of more part-time work may encourage more women into the industry.

- One third of the resources sector workforce work as machine operators and drivers, 24 per cent work in professional occupations (such as engineers, geologists etc) and 20 per cent are in management roles. There is a greater proportion of employees over the sector in management roles and a lower proportion in trades workers and machine operators and drivers than in 2011.
- Females most commonly work in professional occupations (37 per cent), as clerical and administrative workers (20 per cent) or as machine operators and drivers (19 per cent). There is a greater proportion of female employees in management roles in 2013 than in 2011 (16 per cent and 7 per cent respectively).
- Indigenous employees most commonly work as machine operators and drivers (56 per cent of all Indigenous employees). There has not been much change to these figures since 2011.
- 79 per cent of all employees work at their company's operation site, but among females this percentage is only 56 per cent.
- 94 per cent of Indigenous employees work at their company's operation site.
- 88 per cent of companies have anti-harassment/anti-discrimination policies in place and 88 per cent also have uniforms, equipment and facilities suitable for women.
- 72 per cent of companies offer flexible working arrangements and 57 per cent have paid parental leave provisions over and above legislative requirements in place.
- Of all the employees who had left the company to go on maternity leave, two-thirds (66 per cent) returned to work at the company a year later.
- 16 per cent of companies provide some form of childcare support to their employees.

While there has been little change in the representation of women and Indigenous Australians in the resource sector workforce over the last two years, it is recognised that it takes time for workplace policies and strategies to show an effect on the overall structure of the workforce. There have been, however, subtle changes in the composition of the workforce, particularly in the distribution of occupations in the industry. These changes may partially be as a result of a change in the focus of the industry, from construction work to an operations phase.

It is recommended that companies in the resources sector continue to implement and measure strategies to encourage women and Indigenous Australians to work in the industry. The benefits of having a diverse and inclusive workforce will not only be seen in the individual companies, but in a strong and vibrant industry for years to come. It is promising that two-thirds of women in the industry returned to work in the industry following the birth of a child, and the provision of more part-time/casual employment and childcare support may further encourage women wishing to work to the industry. Employing Indigenous Australians who live close to operations has been a successful strategy for resources sector companies, strengthening local communities and Indigenous opportunities as well.



BACKGROUND

The CME is the peak resources sector representative body in Western Australia. The role of CME is to champion the Western Australian resources sector and assist it to achieve its vision to lead the world in sustainable practice through innovation and to underpin Australia's position in the global economy.

CME represents companies directly involved in the resources sector (including mining, oil and gas) or those providing services to it. CME's member companies generate 95 per cent of all mineral and energy production and employ 80 per cent of the resources sector workforce in the state.

The resources sector has grown substantially in recent years, and has become Western Australia's biggest economic contributor. According to CME's *Economic Reach of the Western Australian Resources Sector, July 2013*, the resources sector directly employed 143,040 people in May 2013 (which includes resource extraction and services, resource-related manufacturing and resource-related construction). For the purposes of the analysis in this report, further references to the "resources sector" relate to resource extraction and services only. This includes coal mining, oil and gas extraction, metal ore mining, non-metallic mineral mining and quarrying, and exploration and other mining support services.

The CME's *WA State Growth Outlook, 2013*, published in November 2012, predicts that the workforce required for projects in the Western Australian resources sector is expected to slowly decline as the current wave of construction activity gives way to operations, and by 2018 it is predicted that the size of the workforce will sit below 2012 levels.

With market conditions changing and as the resources sector moves from a construction phase to an operational phase, the composition of occupations and skills required will change. The changing nature of the industry highlights the importance of thinking beyond aggregate labour demand and focusing more on attracting workers with the appropriate skills.

The ability to respond to an increasing and evolving demand for labour will impact on sustainability and the future growth of the industry. As a strategy to address these issues, the industry has focused on training and employing people from traditionally under-represented sectors of the workforce, primarily women and Indigenous Australians.



ABOUT THIS STUDY

Understanding the current state of the resources sector is important for developing effective strategies, policies and programs to increase workforce diversity and is the basis for establishing managerial commitment for initiatives.

While some general data exists on the participation rates of women and Indigenous Australians in the workforce, there is limited information available on participation rates in the Western Australian resources sector, particularly by occupation. The CME's *Diversity in Resources Survey* was developed to specifically collect this data, which will be used to assist the development of future strategies and policy responses. The survey also gives member companies the opportunity to review and benchmark their employment practices and how these practices impact on the attraction, retention and promotion of women and Indigenous Australians in their organisation.

The *2013 Diversity in Resources Survey* was conducted in July/August 2013. All CME members in the scope of the survey at that time (including minerals production, oil and gas extraction, contractor, exploration and project development companies) were invited to participate. Responses were received from 50 of the 102 invited companies. Total employment across these companies equates to 51 per cent of the number employed across the Western Australian resources sector. An Excel spreadsheet was emailed out to member companies and they were asked to report the number of male and female employees, and the number of Indigenous and non-Indigenous employees in a range of occupation categories. The survey also captured whether these employees worked on a full-time or part-time/casual basis. A further series of questions identified which strategies companies used to increase the representation of women in the workplace.

Resources Sector Definition

The definition of the resources sector varies between publications. For the purposes of this analysis, the term "resources sector" refers to resource extraction and services only. This includes coal mining, oil and gas extraction, metal ore mining, non-metallic mineral mining and quarrying, and exploration and other mining support services. Further information about this definition can be found in Appendix I.

Abbreviations

ABS	Australian Bureau of Statistics
ANZSIC	Australian and New Zealand Standard Industry Classification
ATO	Australian Taxation Office
CME	Chamber of Minerals and Energy of Western Australia
EOWA	Equal Opportunity for Women in the Workplace Agency
OHS	Occupational Health and Safety
WGEA	Workplace Gender Equality Agency
n.p.	Not for publication



THE WESTERN AUSTRALIAN WORKFORCE

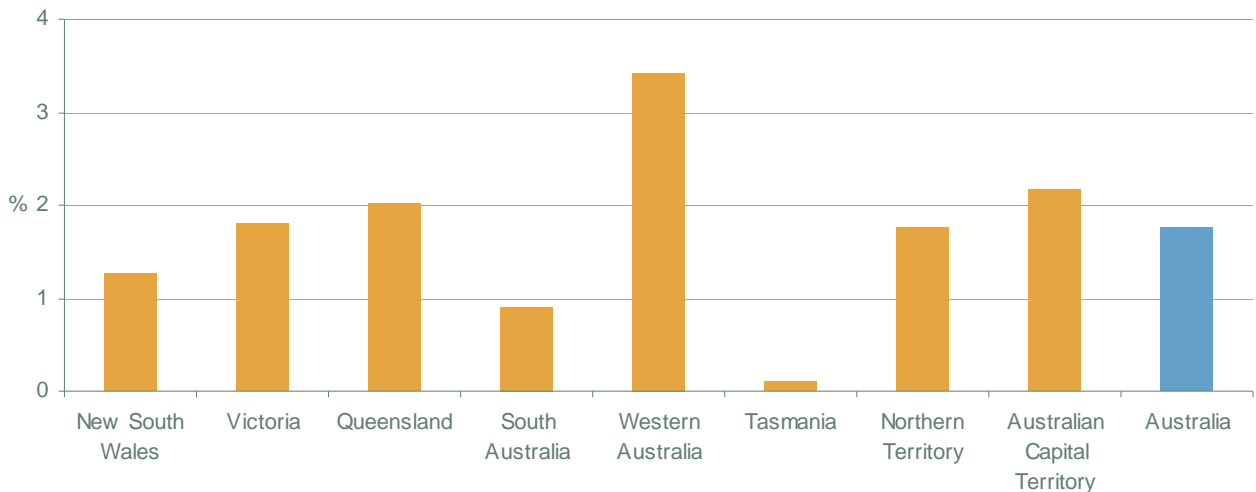
A broad picture of the Western Australian population and the size and composition of its workforce provides a useful context for the results of the *Diversity in Resources Survey*.

Population

According to the Australian Bureau of Statistics (ABS), the estimated resident population in Western Australia grew to 2,497,500 persons in March 2013, a 3.4 per cent annual increase. This was the largest growth across all of the states and territories, the next highest being growth recorded in the Australian Capital Territory (2.2 per cent increase) and Queensland (2.0 per cent).

Estimated Resident Population

Annual Percentage Change to March 2013



Population growth in Western Australia has been the strongest across all states and territories for the last six years. This growth can primarily be attributed to net overseas migration. Over the first quarter of 2013 to March 2013, 65 per cent of state's the population growth has been a result of net overseas migration, 25 per cent due to natural increase and 10 per cent to net interstate migration.

ABS data shows that the population of Australia is very close to being half males and half females in all states and territories except for in the Northern Territory (where females make up only 47 per cent of the population). In Western Australia, it is estimated that there are slightly more males than females, but the difference is only 26,000 persons, or about 1 per cent of the population.

There were 69,665 persons in Western Australia who identified as being Indigenous at the time of the 2011 Census. That equates to 3.1 per cent of the population of Western Australia at that time. Of these, just over half (50.6 per cent) were female.

Employment

According to the ABS's *Labour Force Survey*, an estimated 1,310,800 persons were employed in Western Australia in August 2013. This is an increase of approximately 11,000 persons (0.8 per cent) from the same time a year ago. Employment growth in Western Australia is the third highest across the states over this period, following strong growth in New South Wales (1.7 per cent) and Victoria (1.2 per cent). Tasmania showed a marked decline in employment with a 1.7 per cent drop over the last 12 months.

Employed Persons

Annual Percentage Change to August 2013

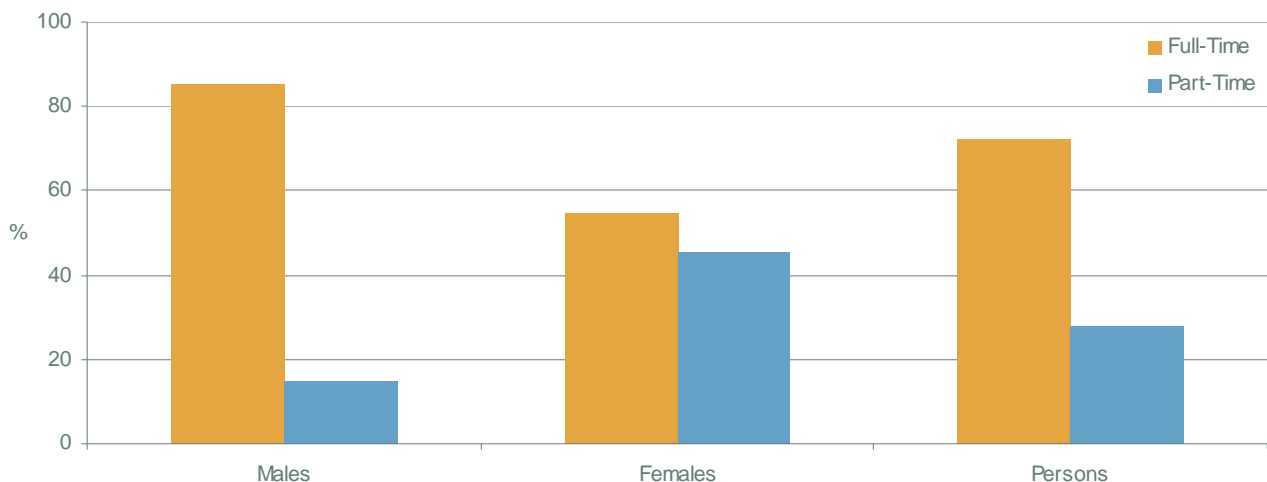


Source: Labour Force, Australia, Detailed – Electronic Delivery (ABS cat. no. 6291.0.55.001)

Approximately 72 per cent of Western Australian employees are employed on a full-time basis (working 35 hours or more in the reference week), and 28 per cent are employed on a part-time basis. Females are more likely to work on a part-time basis than males, with almost half (45 per cent) of female employees working part-time, compared with only 15 per cent of male employees.

Employed Persons

by Employment Type, August 2013

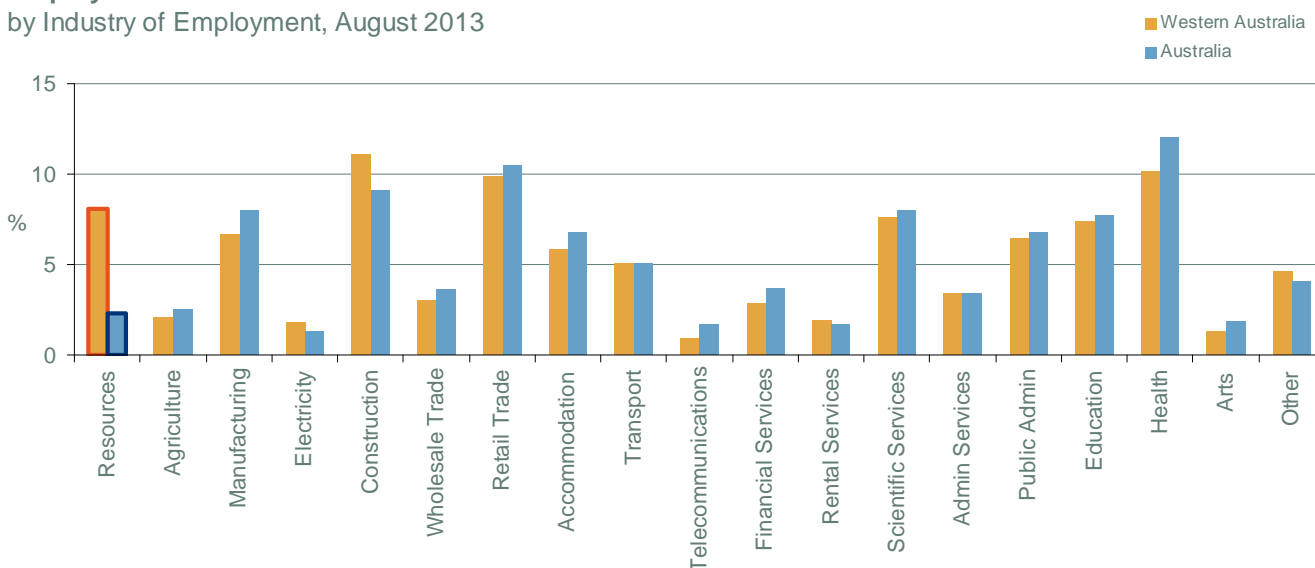


Source: Labour Force, Australia, Detailed – Electronic Delivery (ABS cat. no. 6291.0.55.001)

Of the 1,310,800 people estimated to be employed in Western Australia in August 2013, 105,400 were employed in the resources sector, equating to 8 per cent of all employed persons. The resources sector was the fourth largest employing industry in Western Australia, following construction (11 per cent), health care and social assistance (10 per cent) and retail trade (10 per cent).

Employed Persons

by Industry of Employment, August 2013



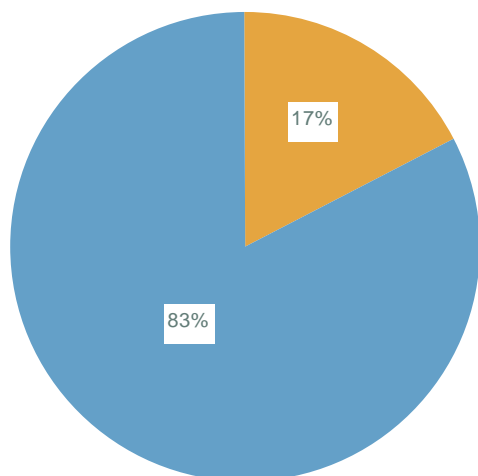
Source: Labour Force, Australia, Detailed, Quarterly (ABS cat. no. 6291.0.55.003)

The resources sector is a much more prominent industry in Western Australia than across Australia, with only 2 per cent of all workers Australia-wide employed in the resources sector. While the resources sector is the fourth largest workforce in Western Australia, it is the fifth smallest across all of Australia.

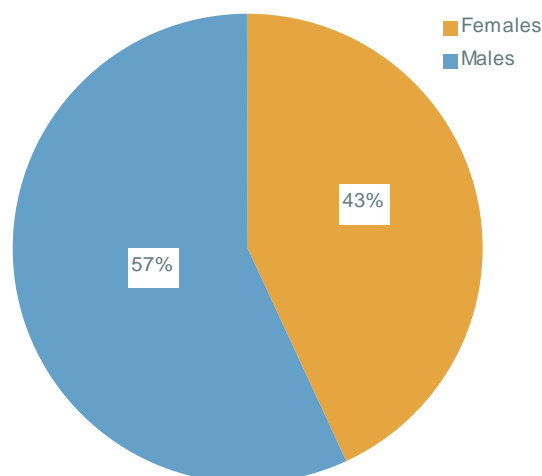
Female Participation

According to the ABS's *Labour Force Survey*, there are an estimated 18,300 females working in the resources sector in Western Australia. This equates to approximately 17 per cent of the resources sector workforce although females make up 43 per cent of the overall workforce in Western Australia.

Percentage of WA Resources Sector Workforce
August 2013



Percentage of Total WA Workforce
August 2013

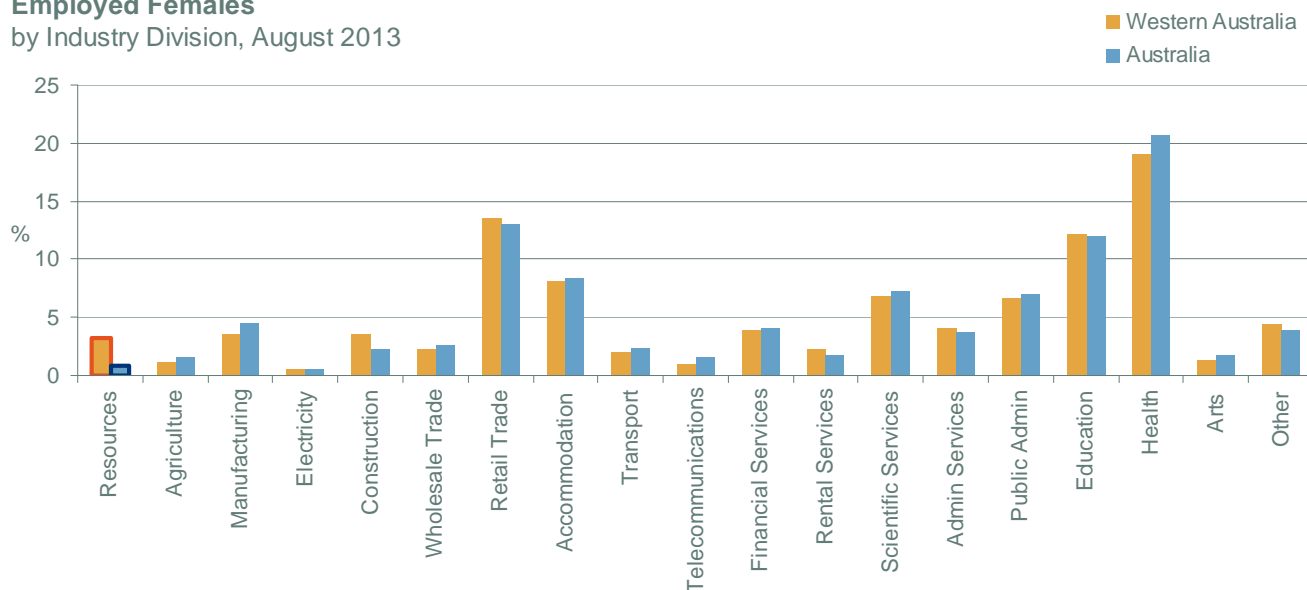


Source: Labour Force, Australia, Detailed, Quarterly (ABS cat. no. 6291.0.55.003)

Females are more commonly employed in industries such as health care and social assistance (19 per cent of all employed females), retail trade (14 per cent) and education and training (12 per cent) than in the resources sector (3.2 per cent of employed females).

Employed Females

by Industry Division, August 2013

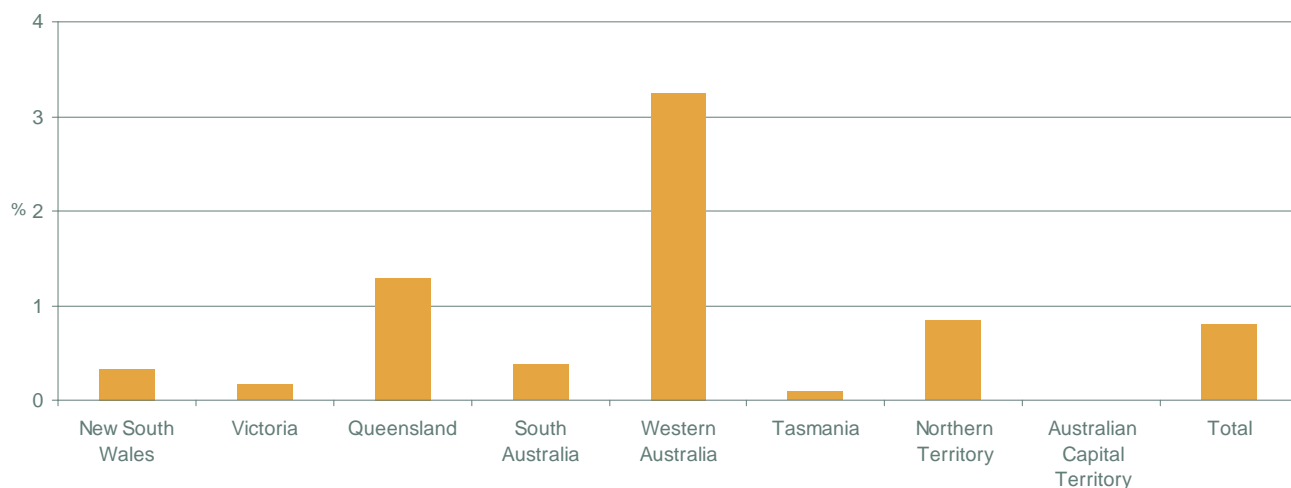


Source: Labour Force, Australia, Detailed, Quarterly (ABS cat. no. 6291.0.55.003)

Although females more commonly work in industries other than the resources sector, the proportion working in the Western Australia resources sector is much higher than across the whole of Australia (3.2 per cent versus 0.8 per cent respectively). The Western Australian resources sector is leading the way, employing the highest proportion of females across all states and territories (the next highest being Queensland with 1.3 per cent of females in that state working in the resources sector).

Females Employed in the Resources Sector

by State, August 2013

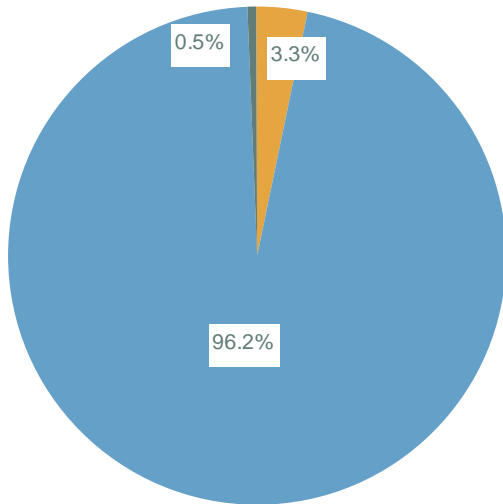


Source: Labour Force, Australia, Detailed, Quarterly (ABS cat. no. 6291.0.55.003)

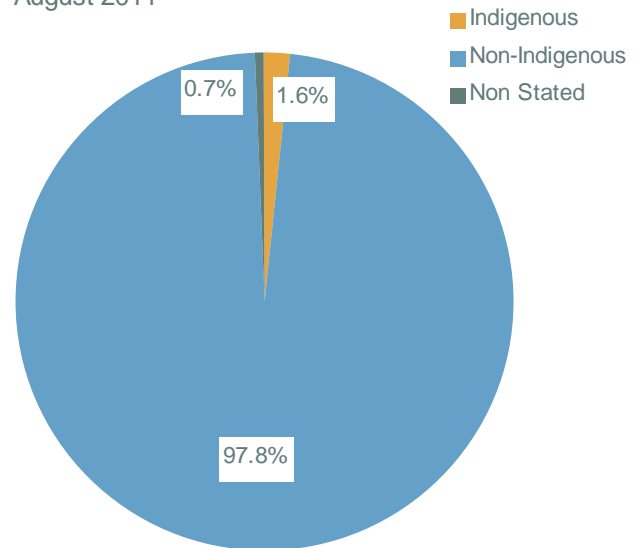
Indigenous Participation

At the time of the 2011 Census, there were 2,200 Indigenous Australians employed in the Western Australian resources sector. This equates to 3.3 per cent of the resources sector workforce in the state. In comparison, Indigenous Australians made up only 1.6 per cent of the overall workforce in Western Australia.

Percentage of WA Resources Sector Workforce
August 2011



Percentage of Total WA Workforce
August 2011

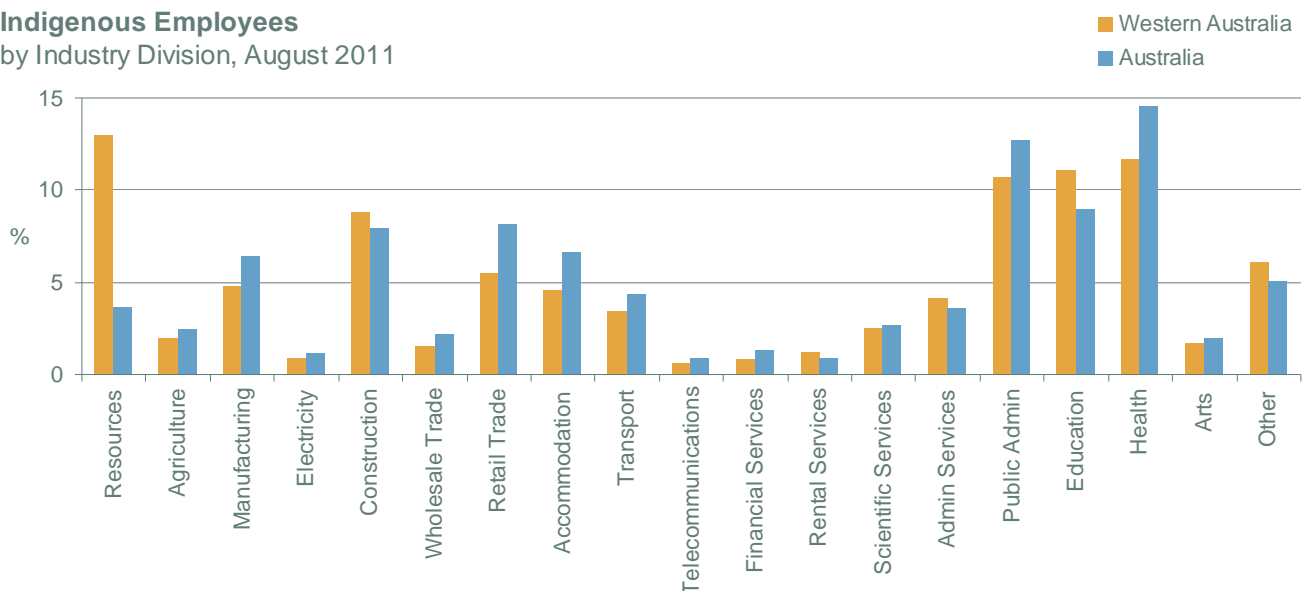


Source: 2011 Census of Population and Housing

In Western Australia, the most common industry of employment for Indigenous Australians is the resources sector (13 per cent of all employed Indigenous Australians), followed by health care and social assistance (12 per cent), education and training (11 per cent) and public administration and safety (11 per cent).

Indigenous Employees

by Industry Division, August 2011



Source: 2011 Census of Population and Housing

There is a much smaller proportion of Indigenous employees who work in the resources sector across all of Australia (4 per cent) compared to Western Australia (13 per cent). This data, while not as current as ABS Labour Force estimates, indicate that the Western Australian resources sector has had success attracting Indigenous employees.



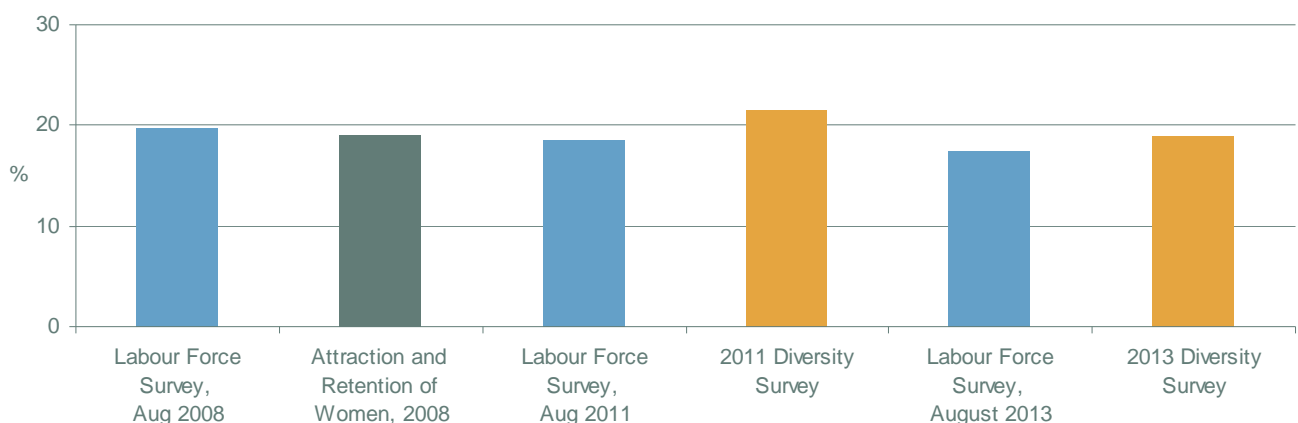
DIVERSITY SURVEY

Female Participation

Results from the *2013 Diversity in Resources Survey* show that 19 per cent of the resources sector workforce in Western Australia is female. The proportion of female employees in the industry is slightly lower than the 22 per cent obtained in the 2011 survey, and slightly higher than the percentage estimated in the ABS's August 2013 *Labour Force Survey* (17 per cent).

In 2008, CME commissioned a study to identify current strategies used by the Western Australian resources sector for the attraction and retention of women. The study, which included data from only 13 member companies, found that 19 per cent of the resources sector workforce are female. While the study itself concedes that "the findings are not necessarily reflective of the sector as a whole", it is interesting to note that their estimate is very similar to the percentage obtained in the current survey, which included data from 50 companies.

Females in the Western Australian Resources Sector

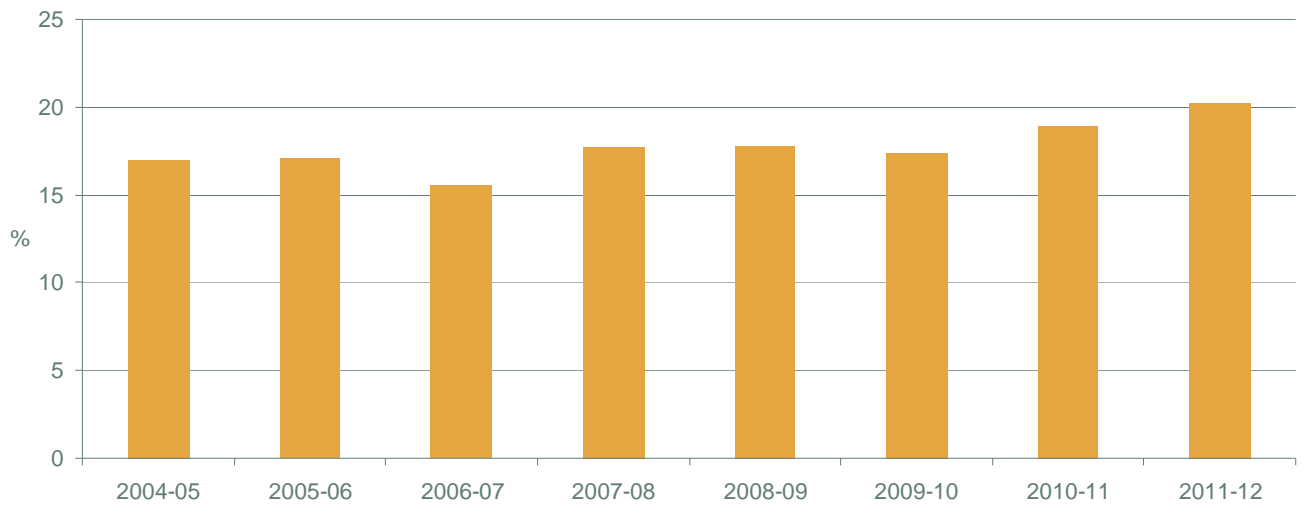


Source: CME Diversity in Resources Surveys, ABS Labour Force Surveys, Attraction and Retention of Women in the Resources Sector

The Workplace Gender Equality Agency (WGEA) has recently released summary information from its annual workplace profile collection. While the data is restricted to non-public sector businesses with 100 or more employees, and is collected from a small number of companies (between 15 and 37 across the various time periods), it provides a useful comparison with the results of the *2013 Diversity in Resources Survey*.

The WGEA data shows that (for these larger companies), 20 per cent of the resources sector workforce were female in 2011-12, and that this percentage has slightly increased from 17 per cent in 2004-05.

Females in the Western Australian Resources Sector



Source: WGEA Gender Diversity Industry Worksheet

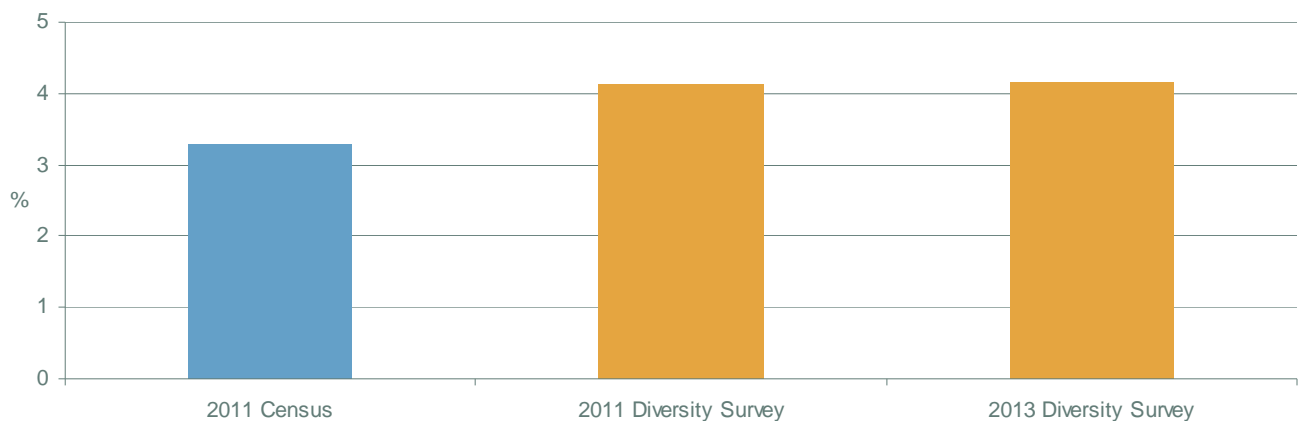
The various data sources examined indicate that the true proportion of women working in the Western Australian resources sector is likely to be around 17 to 22 per cent, and there has been little change to these numbers over the last few years. This indicates that there is still great potential for the resources sector to tap into this segment of the population.

Indigenous Participation

According to the *2013 Diversity in Resources Survey*, 4.2 per cent of the resources sector workforce in Western Australia are Indigenous Australians. This is the same as the percentage obtained in the 2011 survey. Just over three-quarters (76 per cent) of Indigenous employees employed in the resources sector are male, and 24 per cent are female.

In comparison, 2011 Census data shows that 3.3 per cent of the resource sector workforce in Western Australia were Indigenous Australians. As Indigenous Australians make up 1.6 per cent of the total Western Australian workforce, the survey results highlight the positive commitment made by Western Australian resources sector companies to train and employ Indigenous Australians.

Indigenous Australians in the Western Australian Resources Sector



Source: CME Diversity in Resources Surveys, 2011 Census of Population and Housing

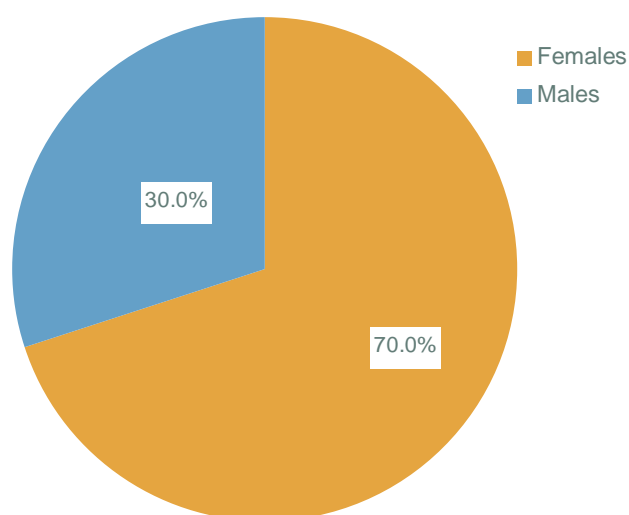
Employment Type

The *2013 Diversity in Resources Survey* reveals that almost all males (99 per cent) working in the resources sector are employed on a full-time basis, compared with 91 per cent of female employees. Among Indigenous employees, the proportions are higher, with almost 100 per cent of males, and 97 per cent of females working on a full-time basis.

The availability of part-time or casual employment can be of great benefit to some employees, providing them with the flexibility to work in the industry but also providing time to devote to other pursuits, whether it be study, caring for children/home, or other activities. Traditionally, women have been more likely to seek part-time/casual employment, particularly those with young children as they can combine work with parenting responsibilities.

In the Western Australian resources sector, the survey shows that while less than 3 per cent of all employees work on a part-time/casual basis, the majority of these (70 per cent) are female. In light of survey results which show the proportion of women in the industry has not increased over the last few years, the provision of more part-time/casual employment opportunities, or even just the promotion of existing provisions for this working arrangement, may encourage greater female participation in the industry.

Part-Time/Casual Employees



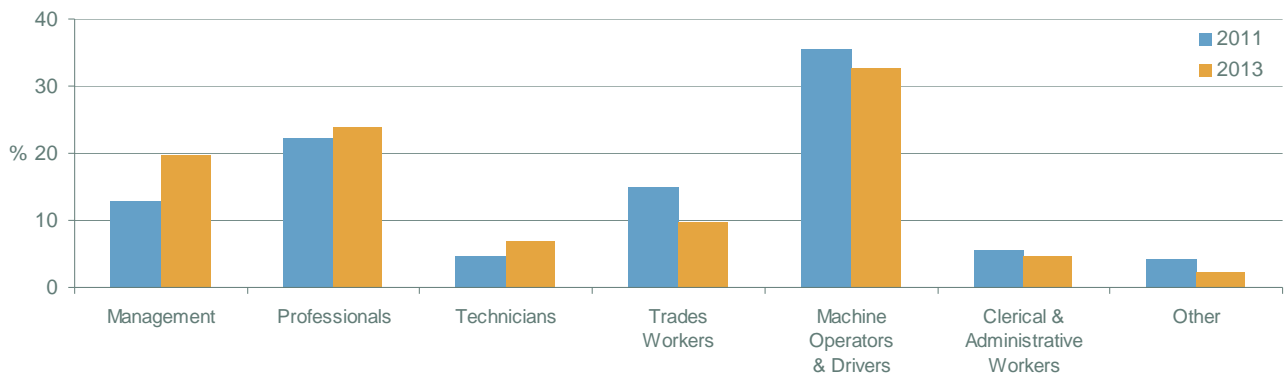
Source: 2013 CME Diversity in Resources Survey

Occupation

Employees in the resources sector fill a wide range of occupations. Results from the *2013 Diversity in Resources Survey* show the most common occupation for employees in the Western Australian resources sector is that of machine operators and drivers (33 per cent). There is also a large proportion of employees in professional occupations (24 per cent). These are primarily engineers, geologists/geophysicists and other professionals (which includes IT, legal, sales/marketing, media/communications, corporate development, medical and land administration professionals). A further 20 per cent of employees work in management roles (as senior executives, senior managers, managers, supervisors and superintendents).

The occupational distribution of the resources sector workforce has varied slightly since the 2011 survey, with a greater proportion of employees in management roles and less trades workers and machine operators and drivers reported in 2013. Caution should be exercised when comparing occupational data between the two surveys, however, as changes to some of the category definitions may impact on the accuracy of the results.

All Employees by Occupation

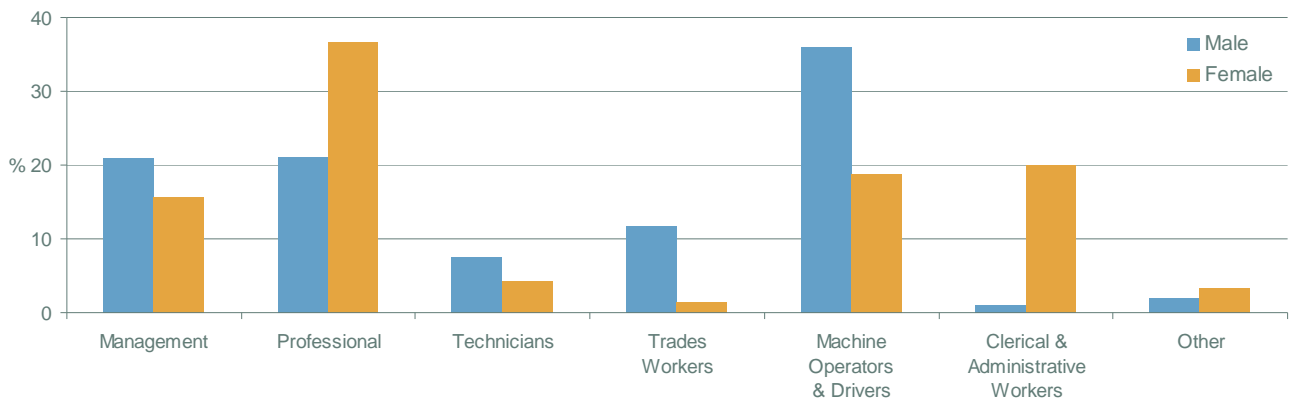


Source: CME Diversity in Resources Surveys

Female Occupations

Female employees in the resources sector are most commonly employed as professionals (37 per cent) or clerical and administrative workers (20 per cent). A sizeable proportion of females (19 per cent) are also employed as machine operators and drivers. Males are most commonly employed in the traditional role of machine operators and drivers (36 per cent), in management (21 per cent) and as professionals (21 per cent).

All Employees by Occupation and Gender

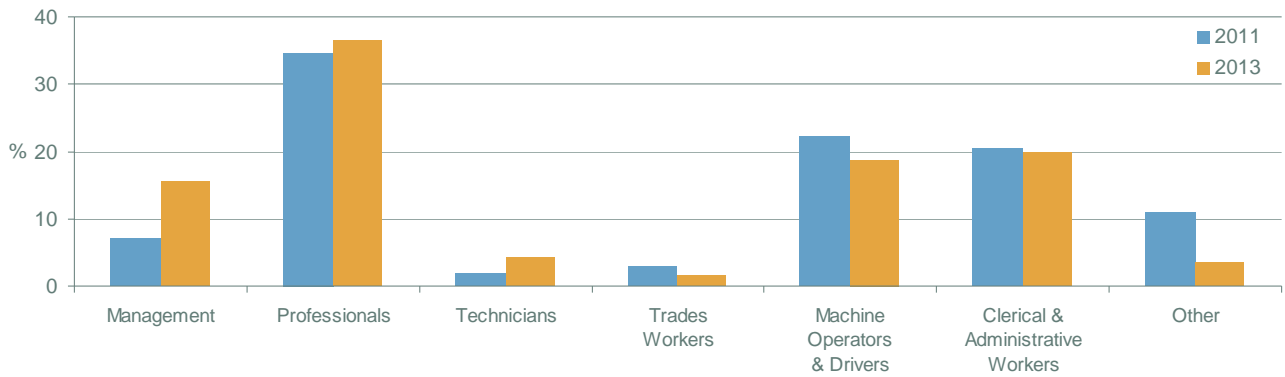


Source: 2013 CME Diversity in Resources Survey

Compared to 2011, there are more females working in management roles in 2013 (16 per cent compared with 7 per cent in 2011) and also slightly more professionals and technicians. The proportion of female machine operators and drivers has decreased, as have females in the "other" category (which includes labourers, field assistants, cleaners, cooks, stores officers, samplers, etc).

Caution should be exercised when interpreting these results as they may be subject to a degree of non-sampling error. The large drop in the proportion of females in the "other" category (from 11 per cent in 2011 to 3 per cent in 2013) may simply be due to responding companies better categorising the occupations in 2013.

Female Employees by Occupation



Source: CME Diversity in Resources Surveys

Management Employees

Almost half of all females in the management category are managers (49 per cent), which includes department, project, frontline and section managers, and a further 23 per cent are supervisors. Among males, there are slightly more supervisors (36 per cent) than managers (30 per cent). The glossary gives a detailed definition of these categories, together with some examples of the types of jobs included in these management categories.

Management Employees by Gender

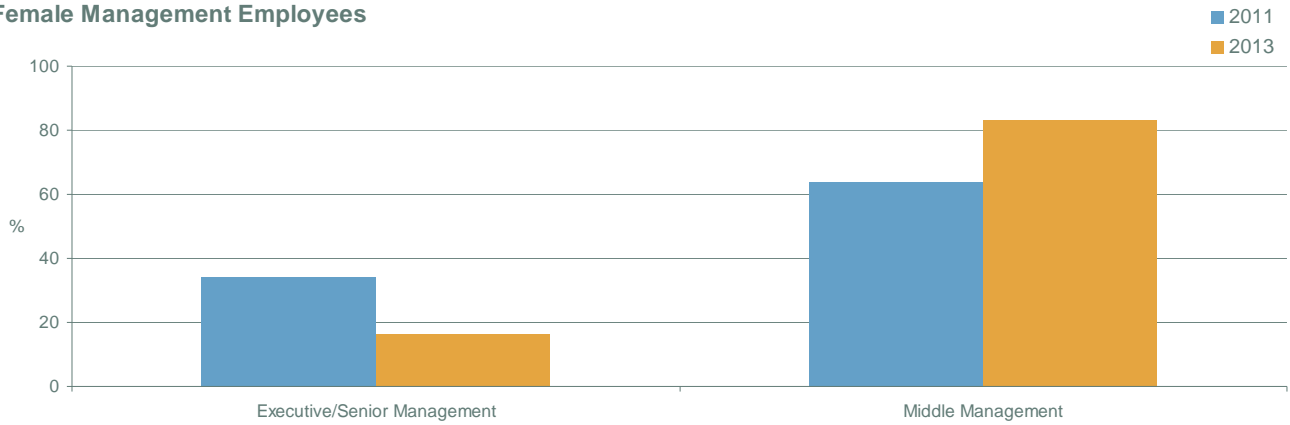


Source: 2013 CME Diversity in Resources Survey

Comparisons with 2011 data are somewhat limited among management roles as the 2011 survey did not collect the same breakdown of occupations as in the 2013 survey (see the glossary for further details and for a concordance between the categories). Also, the 2011 survey requested information on the number of board members for each company, a data item which was not collected in 2013. As a result, management occupations can only be grouped into two categories and board members reported in 2011 have been excluded.

The data show that the proportion of females in executive/senior management roles has decreased and the proportion of females in middle management roles has increased in the resources sector between 2011 and 2013.

Female Management Employees

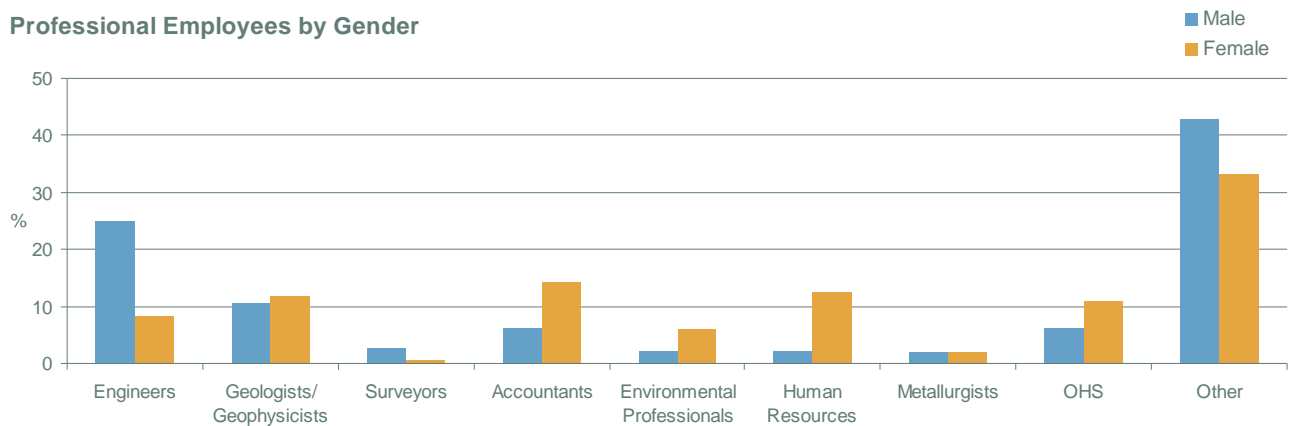


Source: CME Diversity in Resources Surveys

Professional Employees

Within the professional occupations, one third of females work in the other professionals category (which is fully described in the glossary). The next most common occupation for females is accountants/finance professionals (14 per cent), human resources professionals (13 per cent), geologists/geophysicists (12 per cent) and occupational health and safety professionals (11 per cent).

Professional Employees by Gender

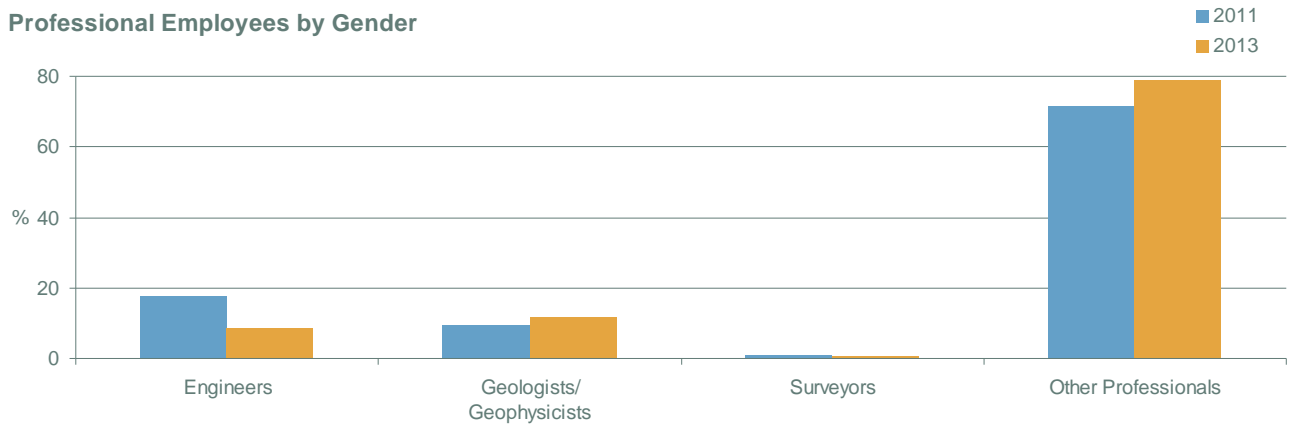


Source: 2013 CME Diversity in Resources Survey

Once again, comparison with 2011 data is limited due to the different occupation categories collected in the two surveys, particularly within the other professional category. In 2013 this category is broken down into more detailed occupations, whereas the focus in 2011 was on engineers, geologists/geophysicists and surveyors with all other occupations recorded as other professionals.

In 2013, there are less female professional employees working as engineers than in 2011, but slightly more geologists/geophysicists. There are also more females working in the other professional category.

Professional Employees by Gender



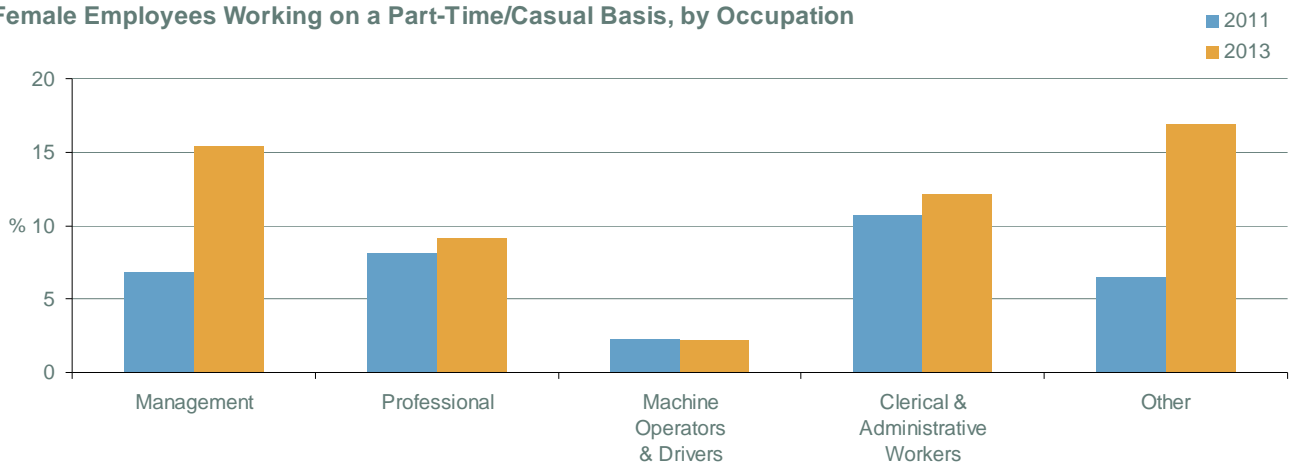
Source: CME Diversity in Resources Surveys

Part-Time/Casual Employees

Of all females who work in the resources sector, part-time/casual employment was more common among those who work in management or as clerical and administrative workers. Approximately 16 per cent of female management employees and 12 per cent of female clerical and administrative workers work on a part-time/casual basis. The rates are even higher for senior managers (24 per cent) and managers (20 per cent). Except for technicians and trades workers (which have been excluded due to very small numbers), machine operators and drivers are least likely to employ females on a part-time/casual basis.

Since 2011, part-time/casual employment among females has increased across all occupation categories, except for machine operators and drivers where the proportion has remained largely the same.

Female Employees Working on a Part-Time/Casual Basis, by Occupation

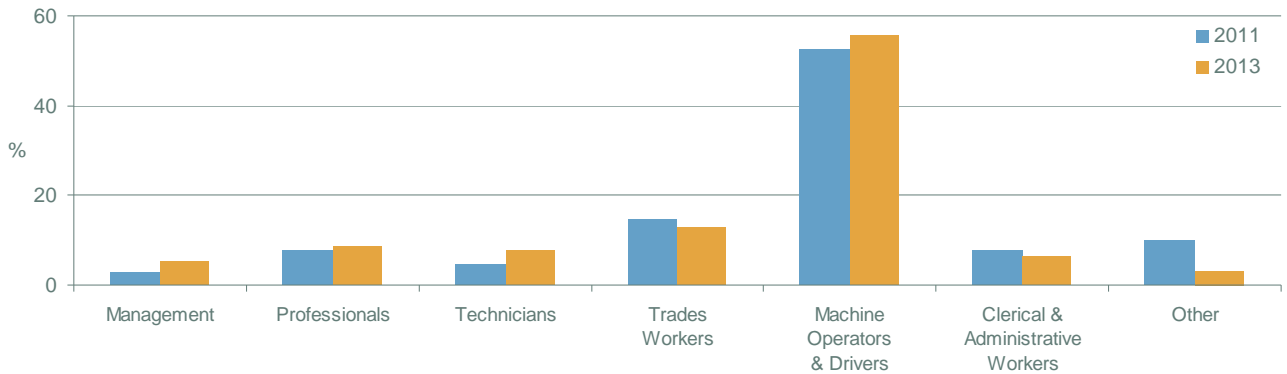


Source: CME Diversity in Resources Surveys

Indigenous Occupations

Indigenous employees in the Western Australian resources sector are most commonly employed as machine operators and drivers with 56 per cent of all Indigenous employees falling in this category. There has been little change in the occupational profile of Indigenous resource sector employees since 2011, with only slight changes observable in the following graph.

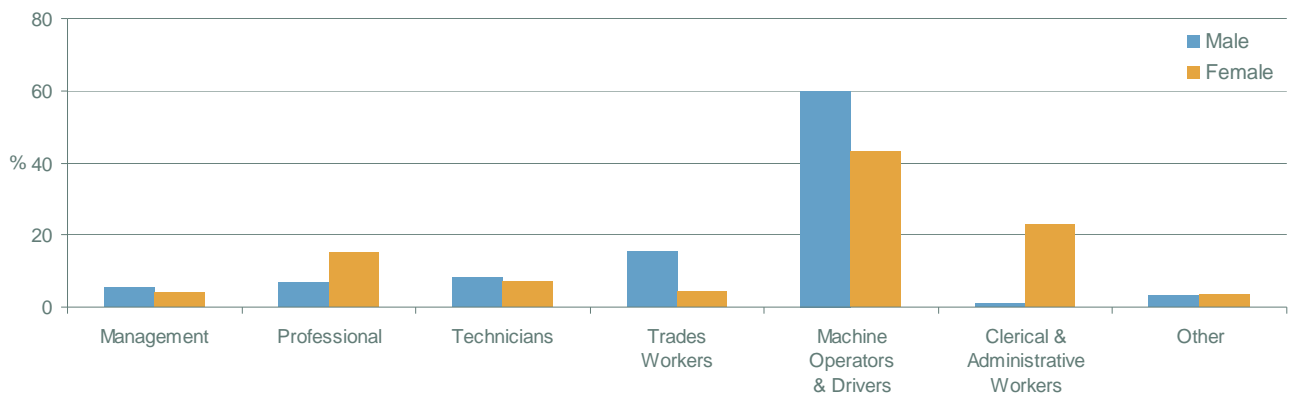
Indigenous Employees by Occupation



Source: CME Diversity in Resources Surveys

The results of the survey show there is a high proportion of female indigenous employees working as machine operators and drivers (43 per cent), with the next most common occupation for female indigenous employees being clerical and administrative workers (23 per cent).

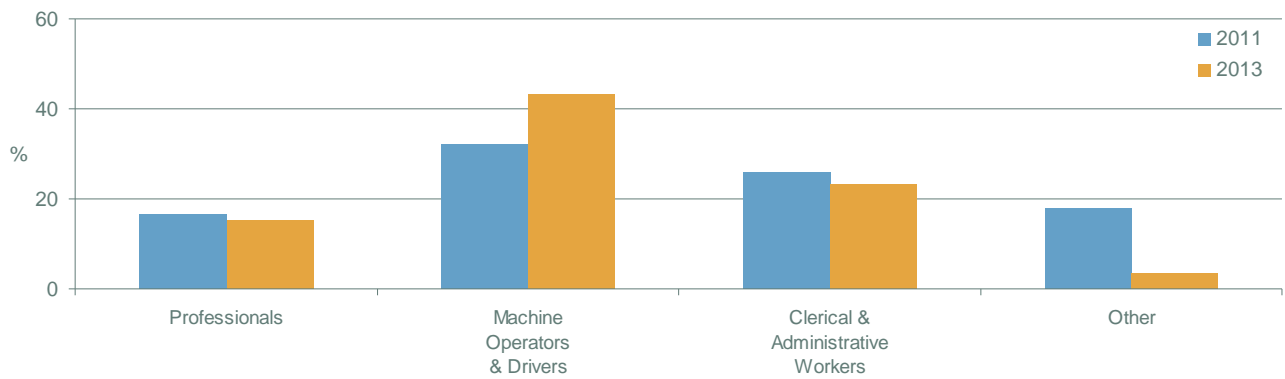
Indigenous Employees by Occupation and Gender



Source: 2013 Diversity in Resources Survey

Since 2011, there has been an increase in the proportion of female indigenous employees working as machine operators and drivers and a decrease in the number working in professional, clerical and other occupations. Due to the small number of female indigenous employees, some occupational categories have had to be excluded from this analysis.

Female Indigenous Employees by Occupation



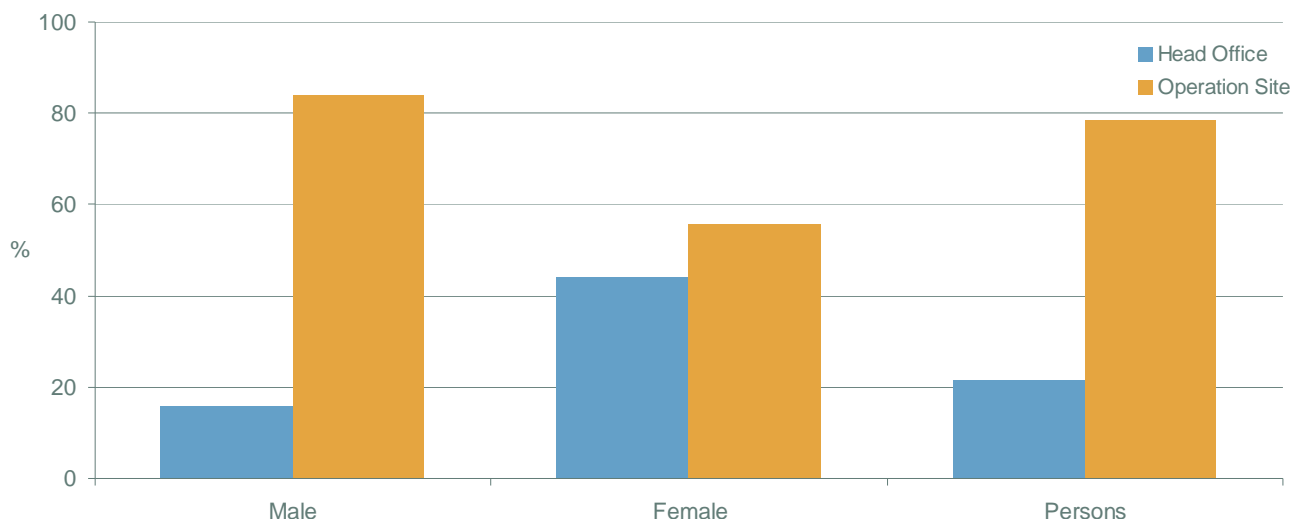
Source: CME Diversity in Resources Surveys

Employment Location

The overwhelming majority of companies participating in the survey have a head office separate to the location of their operations. There are some companies surveyed with head office and operation sites split between Western Australia and other states. In these cases, only the Western Australian employees (whether at a head office or operation site location) are included in the figures.

Survey results show that 79 per cent of employees in the Western Australian resources sector work at operation sites, with the remaining 21 per cent working at a head office location. The employment location of female employees was quite different, with only 56 per cent working at an operation site and 44 per cent at the head office location. Because many projects in the Western Australia resources sector are in remote regional locations, there are many employees working on a fly-in/fly-out roster. These arrangements may prove challenging for employees with parenting responsibilities to work on remote operational sites.

All Employees by Employment Location



Source: 2013 CME Diversity in Resources Survey

Indigenous Employment Location

The vast majority of Indigenous employees are employed at operation site locations (94 per cent) according to data from the *2013 Diversity in Resources Survey*. This data confirms the commitment made by many companies in the resources sector to engage, train and employ within the local Indigenous communities, many of which are located near project operations.

Indigenous Employees by Employment Location



Source: 2013 CME Diversity in Resources Survey



FEMALE ATTRACTION AND RETENTION STRATEGIES

In recent years, companies in the resources sector have strived to make working in the industry more attractive for women but their participation in the industry remains low. In recognition of this, a number of initiatives have been put in place to promote and support the attraction and retention of women in the resources sector. Many of these strategies are aimed at increasing the representation of women in the workplace. Examples of such strategies include introducing and encouraging flexible work arrangements, providing quality and adequate child care for employees, programs to encourage female job applicants, paid parental leave provisions and formal and informal networking opportunities.

The *2013 Diversity in Resources Survey* asked companies whether they had a range of 16 specifically chosen strategies in place to increase the representation of women in the workplace. Every company who responded to this question reported that they had at least one of these strategies in place. The average number of strategies across all respondents was 7 out of 16, and 16 per cent of companies have 14 or 15 of the strategies in place.

The majority of companies (88 per cent) have anti-harassment/anti-discrimination policies in place, and the same proportion have uniforms, equipment and facilities suitable for women available at their workplace. There are programs in place to specifically encourage female job applicants in 38 per cent of companies, and 20 per cent have recruitment targets for women. Forty per cent of companies conduct an annual gender pay equity audit.

Flexible working arrangements are available in 72 per cent of the companies surveyed, 57 per cent have paid parental leave provisions over and above legislative requirements, and over half (54 per cent) have "Keep in Touch" programs or return to work plans in place, which may explain the high return to work rate reported in the survey. Of all the employees who had left the company to go on maternity leave, two-thirds (66 per cent) had returned to work at the company a year later. Increasing childcare support for these employees (eg. in-house facilities, partnerships with external childcare organisations, financial childcare assistance for employees) may further increase the maternity return to work rate in the future. Currently, only 16 per cent of companies offer childcare support services.

Very few companies have formal sponsorship programs in place matching senior men with high-potential women (only 8 per cent), although half of all companies provide networking opportunities for women (52 per cent). About a third of companies sponsor or participate in industry gender equality awards (34 per cent) and 36 per cent have structured leadership development programs for women.



GRADUATES AND TRAINEES

Apprentices and trainees combine practical experience at work with structured training, and upon successful completion of their apprenticeship are fully-trained in their chosen field with a nationally recognised qualification. The employment of apprentices and trainees is important for companies to ensure the future availability of employees with appropriate skills in the industry. The *2013 Diversity in Resources Survey* shows that 22 per cent of apprentices and trainees employed in the resources sector are female. This figure is slightly higher than the overall percentage of females in the Western Australian resources sector.

Graduates/vacation students are employed to undertake a career development program that will expose them to different parts of the operations of the company and to gain experience in the industry. The survey results show that 37 per cent of all graduate/vacation students employed by the resources sector in Western Australia are female.



CONCLUSION

Western Australian businesses are increasingly recognising the importance of employing and retaining a diverse workforce. The employment of a range of different people with different perspectives has the benefit of increasing productivity and innovation, improving workplace behaviours and morale, and enhancing the public image of a company. Some of the strategies that companies use to attract staff (such as flexible working arrangements and access to desirable services or programs) can result in access to a broader recruitment pool to select from and ultimately can have the benefit of improving staff retention rates.

The resources sector in Western Australia has seen rapid growth over the last decade and continues to grow and evolve. Employment practices that embrace diversity are critical to ensuring that the industry continues to flourish well into the future. A focus of the industry over the last few years has been to employ and train more women and Indigenous Australians. Results from the latest *Diversity in Resources Survey* show that the proportion of women working in the industry has not changed over the last two years, and neither has the proportion of Indigenous Australians working in the industry.

While these results may not seem, at first glance, to be particularly encouraging for the industry, it is recognised that it can take some time for workplace policies to have a noticeable impact on the structure of a workforce. It is recommended that companies working in the industry continue to promote and encourage the employment of women and Indigenous Australians. Furthermore, companies should continue to offer programs and develop policies aimed at encouraging diversity, and ensure that they continually measure the effectiveness of these programs and policies.

A positive finding of the survey is that two-thirds of women who had left a resources sector company on maternity leave had returned to work at the company a year later. The provision of flexible working arrangements in 74 per cent of companies is likely to have encouraged these women to return to work in the industry. The provision of more part-time/casual opportunities and other effective retention strategies is likely to be of further benefit to the industry.

APPENDIX I – Methodology

The Population

In statistical collections, the population is defined as the group of entities about which there is some information of interest to be sought. In this case, the information of interest relates to the resources sector in Western Australia and, in particular, information about workforce participation in the industry. Information from all businesses that operate in the Western Australian resources sector would be required to accurately measure workforce participation rates. CME does not have access to this information from all businesses, however it does have access to a valuable data source, the list of its member companies, which all operate in the industry.

There are two types of populations of interest here – the "target population" (or scope), and the "study population" (or coverage). The target population is the population about which information is to be sought, that is, all businesses operating in the resources sector in Western Australia. The study population is the population from which information *can be obtained*, which in this case is the list of businesses that are members of the CME.

It is important to understand the difference between these two populations as they do not completely overlap. The scope of the study encompasses the entire resources sector in Western Australia, but if access to the entire industry is not available, then the coverage of the survey is said to be incomplete. If the missing segment is significant (in terms of size or importance), and if it behaves differently from the rest of the population (employs more women, or employs a different distribution of occupations, for example), this may result in a bias in the study results. Any such bias must be taken into account when interpreting the results. A detailed analysis of this issue is provided in Appendix II.

What is the Resources Sector?

The *Australian and New Zealand Standard Industrial Classification (ANZSIC)* is Australia's official classification of industries. The ANZSIC categorises the operations of businesses in Australia into a large number of very detailed industries. When the term "resources sector" is used in this report, it is referring to businesses which operate in Mining (or Division B of the ANZSIC). This includes operations ranging from coal mining, iron ore mining, etc, to oil and gas extraction, to exploration and mining support services, as detailed below:

B	MINING	09	Non-Metallic Mineral Mining and Quarrying
06	Coal Mining	091	Construction Material Mining
060	Coal Mining	0911	Gravel and Sand Quarrying
0600	Coal Mining	0919	Other Construction Material Mining
07	Oil and Gas Extraction	099	Other Non-Metallic Mineral Mining and Quarrying
070	Oil and Gas Extraction	0990	Other Non-Metallic Mineral Mining and Quarrying
0700	Oil and Gas Extraction	10	Exploration and Other Mining Support Services
08	Metal Ore Mining	101	Exploration
080	Metal Ore Mining	1011	Petroleum Exploration
0801	Iron Ore Mining	1012	Mineral Exploration
0802	Bauxite Mining	109	Other Mining Support Services
0803	Copper Ore Mining	1090	Other Mining Support Services
0804	Gold Ore Mining		
0805	Mineral Sand Mining		
0806	Nickel Ore Mining		
0807	Silver-Lead-Zinc Ore Mining		
0809	Other Metal Ore Mining		

Source: Australian and New Zealand Standard Industrial Classification (ANZSIC), 2006 (ABS cat. no. 1292.0)

CME Membership

As described above, the study population, or coverage, is the list of all companies who are members of CME. CME membership is open to any company which is directly involved in the Western Australian resources sector, or is providing it services. Memberships are classified into the following eight categories:

Ordinary Membership

- *Mineral Production* – open to companies directly engaged in the production and/or processing of minerals.
- *Oil and Gas Processing and Downstream Processing* – open to companies directly engaged in the production and downstream processing of oil and gas.
- *Contractor* – open to companies providing contracting services to the resources sector.
- *Energy Generation and Distribution* – open to companies directly engaged in the transmission and distribution of energy.
- *Exploration* – open to companies involved in mineral exploration activities.
- *Project Development* – open to companies planning and/or developing a project in the resources sector.

Associate Membership

- *Service Associate* – open to companies providing goods and services to the resources sector
- *Industry Associate* – open to companies which have a connection with the resources sector, but not a sufficient connection to become Ordinary members

Membership is paid on a calendar year basis. For the 2013 calendar year, there are 222 members of CME, across the various membership categories, as shown in Table A1.

TABLE A1: Businesses Operating In Western Australia, June 2013

Membership Category	Number of Members
Associate - Industry or Service Associate	114
Ordinary - Mineral Production	51
Ordinary - Oil and Gas Production and Downstream Processing	5
Ordinary - Contractor	17
Ordinary - Energy Generation and Distribution	6
Ordinary - Exploration	14
Ordinary - Project Development	15
Total	222

Source: CME Management System

Associate members have been excluded from this study because, while they have a link to or interest in the resources sector, they do not always directly employ staff in the industry. Additionally, Energy Generation and Distribution members have also been excluded as these companies have significant business outside of the resources sector. This reduces the number of companies to be included in the study to 102.

Due to the small number of businesses involved, it was considered feasible to include all companies in this study, hence making it a census rather than a sample survey. The difference between a census and a survey is that in a census all members of the population are enumerated, whereas in a sample survey only a randomly selected subset (or sample) of the population are enumerated. Results from a sample survey will be subject to sampling error (which can be calculated after all data has been received), whereas census summary data is not. Even though the *Diversity in Resources Survey* is technically a census, for convenience it will be referred to as a survey or study throughout this document. Because sampling was not employed, there is no need to calculate sampling errors for the survey results. However since both censuses and surveys can be subject to non-sampling errors, these must be taken into account when interpreting the results. Further information about the types of errors that can have an impact on data collections can be found in Appendix III.

It is important to note that not all businesses that operate in the resources sector in Western Australia choose to be members of CME, hence cannot all be included in this study. As explained earlier, if the survey coverage is incomplete, there is the potential for the survey results to be biased. A detailed analysis of this issue can be found in Appendix II.

Survey Documents

All CME members (excluding Associates and Energy Generation and Distribution members) were sent an Excel spreadsheet via email with instructions to return the completed spreadsheet to CME within a specified timeframe. While completion of the survey was on a voluntary basis, members were encouraged to participate via correspondence sent from CME to member company CEO. Aside from the importance of obtaining accurate figures for the industry, participating companies were offered a customised report showing how their company rates compared with industry averages.

The spreadsheet asked respondents to provide employment numbers for the following classifications:

- Occupation
- Sex
- Indigenous Status
- Employment Status (Full-time or Part-time/Casual)

The data was collected separately for head office staff and operation site staff, to assist companies in accurately recording their information, but also for data analysis purposes.

Information was also collected on the number of apprentices/trainees and graduate/vacation students employed by the company, and a series of questions were asked regarding strategies the company may have in place to increase the representation of women in the workplace (for example, whether they have specific programs in place to encourage female job applicants, whether they offer paid parental leave provisions, whether they have uniforms specifically suitable for women, etc).

Finally, information relating to the return to work rate following maternity leave was also requested.

Companies were instructed to only include those employees paid directly by the company. If the company uses contractors in parts of its business, it was asked not to include these workers in the figures. If the company is a contracting company, as per its membership category, it was asked to include all employees on its payroll. Ideally, it would have been preferable to request information only for those employees who were directly working in the resources sector, but it was considered to be too difficult for contracting companies to be able to make this distinction.

The Workplace Gender Equality Agency (WGEA)

The Workplace Gender Equality Agency (WGEA), which is an Australian Government statutory agency and was formerly known as the Equal Opportunity for Women in the Workplace Agency (EOWA), requires all Australian non-public sector employers with 100 or more employees to report data relating to their employment profile on an annual basis under the Workplace Gender Equality Act 2012. Many CME members would be bound by this requirement.

In an attempt to make it simpler for companies to participate in this survey, the survey documents were designed to align as closely as possible with WGEA reporting requirements. Companies with less than 100 employees were strongly encouraged to participate in this study even though they are not required to report to WGEA.

Reporting Period

The latest reporting period for the WGEA is from 1 April 2012 – 31 March 2013. To keep in line with WGEA requirements as much as possible, companies in this study were asked to report the number of employees on their payroll at any point in time during this 12 month period. For example, the last pay period in March, or if that was not available they were allowed to choose a period from earlier in the year. Some companies were unable to report for the required reference period, so they were allowed to report for a more recent period (although this was limited).

Companies were also asked to report the number of employees who went on maternity leave between 1 April 2011 – 31 March 2012 and the number who had returned to work by 31 March 2013. This information was used to calculate maternity return to work rates.

APPENDIX II – Response Analysis

Resources Sector Population

The ABS receives ongoing updates of business information from the Australian Taxation Office (ATO). This information includes the names and addresses of all businesses operating in Australia, as well as the number of employees and the industry they operate in. The ABS publishes a confidentialised summary of the information approximately once a year, the latest available being for June 2012. This data has been used to determine the size and distribution of the survey's target population, as shown in Table A2.

TABLE A2: Businesses Operating In Western Australia, June 2012

Industry	Number of Employing Businesses				Proportion of Total
	1-19 employees	20-199 employees	200+ employees	Total	
06 Coal Mining	6	-	3	9	0.7
07 Oil and Gas Extraction	61	12	6	79	5.8
08 Metal Ore Mining	170	45	23	238	17.4
09 Non-Metallic Mineral Mining and Quarrying	104	25	3	132	9.6
10 Exploration and Other Mining Support Services	738	153	22	913	66.6
Total Resources Sector	1,079	235	57	1,371	100.0

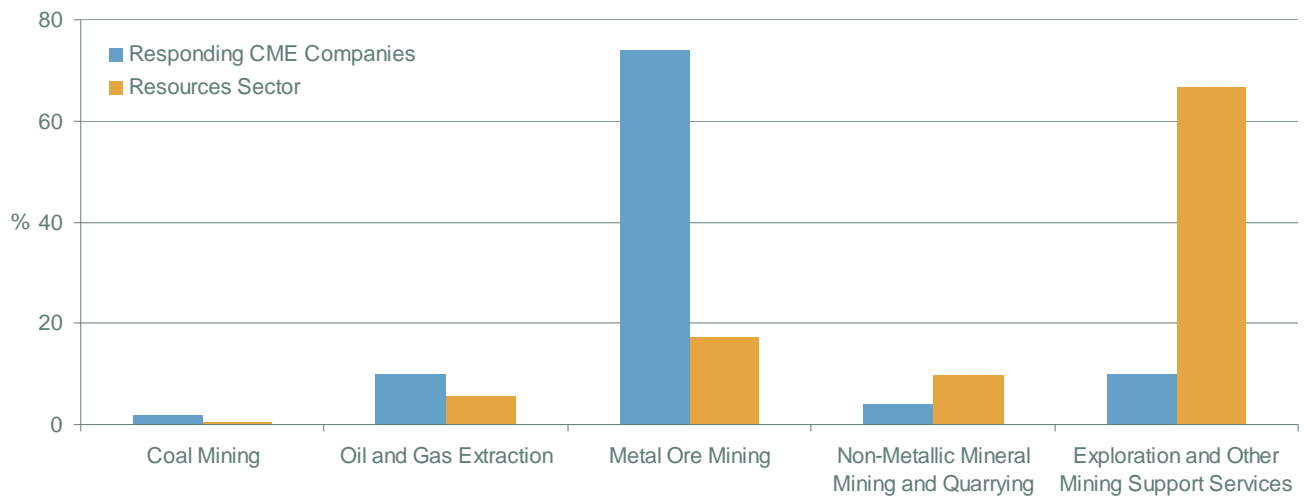
Source: Counts of Australian Businesses, including Entries and Exits, Jun 2008 to Jun 2012 (ABS cat. no. 8165.0)

There were almost 1,400 businesses operating in the Western Australian resources sector in June 2012. Of these, two-thirds operated in the exploration and other mining support services and a further 18 per cent were engaged in metal ore mining. The bulk of businesses (79 per cent) had fewer than 20 employees and only 4 per cent had 200 or more employees. Even though this information is over a year old, it is still considered to be indicative of the current size and distribution of the resources sector in Western Australia.

As discussed in Appendix I, the total number of businesses that are members of the CME and in-scope of the target population is 102, a much smaller number than the 1,371 businesses operating in the industry. While it is well known that not all businesses which operate in the resources sector are members of CME, member companies generate 95 per cent of all mineral and energy production and employ 80 per cent of the resources sector workforce in the state. Since the membership list does not contain information relating to the business' industry of operation or employment size, it is not possible to compare the distribution of CME members with that of the total resources sector population.

Although the information is not available for all CME member companies, industry and employment size data was collected in the survey from *responding* member companies. The following diagram shows that the majority of companies that participated in this study were from the metal ore mining industry (74 per cent of respondents compared with 17 per cent of the industry as a whole), but there were very few businesses in the exploration and other mining support services industry (10 per cent of respondents compared with 67 per cent of the industry as a whole).

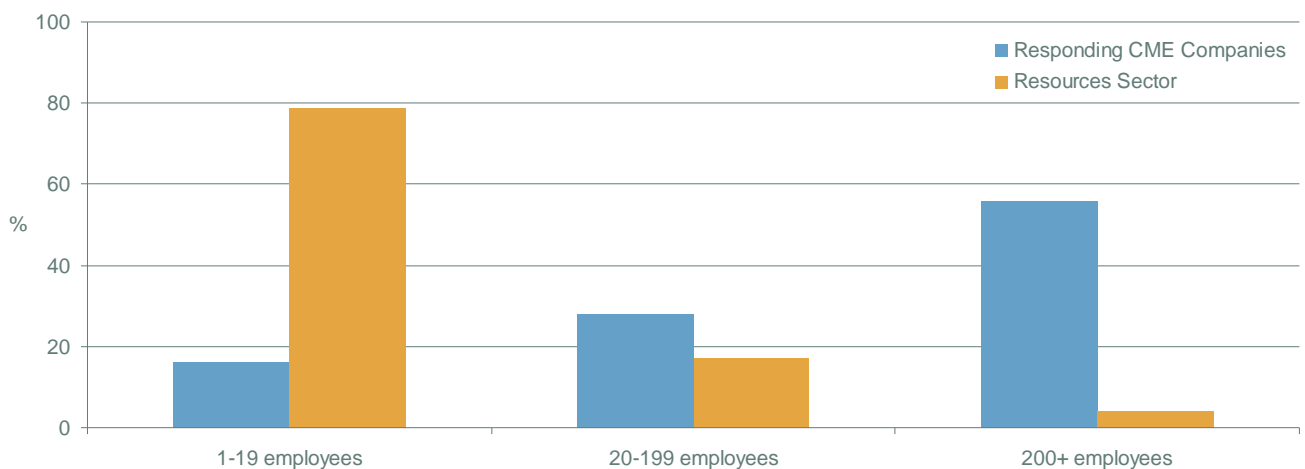
Businesses in the WA Resources Sector versus CME Member Companies



Source: 2013 CME Diversity in Resources Survey, Counts of Australian Businesses (ABS cat. no. 8165.0)

Furthermore, a high proportion of large businesses (with 200+ employees) participated in the survey (49 per cent of all large businesses in the population) whereas very few small businesses (with 1-19 employees) participated in the survey (0.7 per cent of all small businesses in the population).

Businesses in the WA Resources Sector versus CME Member Companies



Source: 2013 CME Diversity in Resources Survey, Counts of Australian Businesses (ABS cat. no. 8165.0)

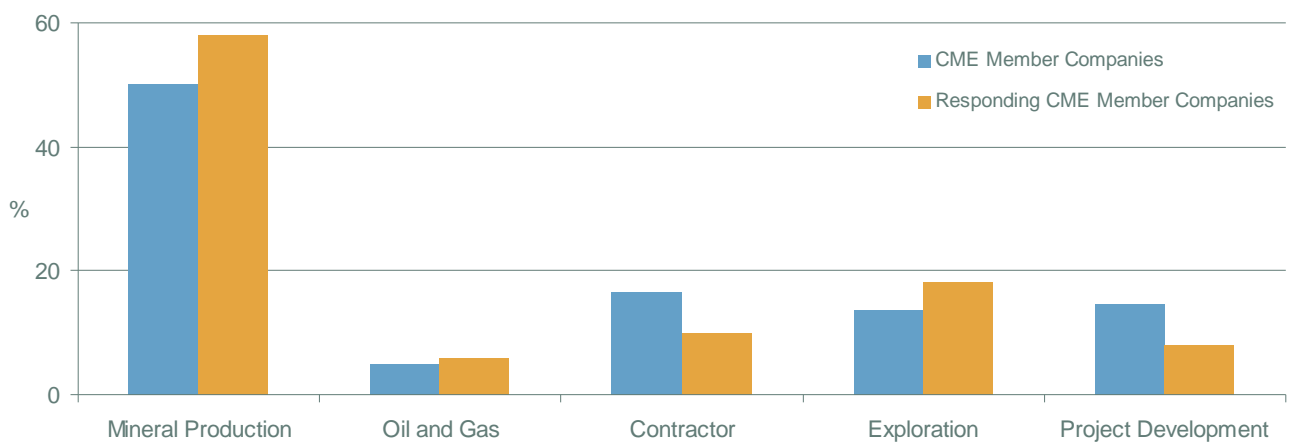
These differences are likely to introduce bias to the survey results if the employment practices of businesses in the metal ore mining industry are substantially different to that of the remainder of the resources sector (eg. if they employ more females, or a different distribution of occupations). Similarly, if the employment practices of small businesses are markedly different to that of large businesses in the sector, then there is another potential for the survey results to be biased. While it is not possible to measure this bias, it is important to bear it in mind when interpreting the results, particularly when making comparisons between survey results and other data sources. The results of this survey are more likely to represent the characteristics of large businesses and businesses in the metal ore mining segment of the industry than the resources sector as a whole.

CME Member Companies Response Profile

Of the 102 companies that were included in this survey, responses were received from 50 companies. This equates to a response rate of 49 per cent, which was pleasing, considering that participation in the survey was voluntary. Extensive follow-up was undertaken by CME staff to remind and encourage member companies to participate, and to provide assistance where needed. This regular contact no doubt improved what could have been a much lower response rate, a problem which typically plagues such collections.

Half of all CME member companies included in this survey are in the membership category of mineral production, a further 17 per cent are contractors and 15 per cent are in the category of project development. The following graph shows that a slightly higher proportion of mineral production and exploration members responded to the survey and a lower proportion of contractors and project development members responded to the survey.

Response to 2013 Diversity in Resources Survey



Source: 2013 CME Diversity in Resources Survey

It's possible that these differences will introduce some minor bias into the survey results, however they are not as significant as the differences discussed above. Overall, it is important to remember that when comparing data from this survey to other information about the resources sector, it should be kept in mind that this survey has a particular focus on large companies and companies in the metal ore mining segment of the resources industry.

APPENDIX III – Data Quality

Types of Errors

A great many errors and inaccuracies can plague data collections, and it is the job of the researcher to minimise these wherever possible. When conducting a sample survey, there will always be sampling errors associated with the estimates, which reflect the fact that data was collected from only a sample of entities rather than from the entire population. Sampling error is measurable and can be estimated by the 'standard error'. However, since this study surveyed *all* in-scope CME member companies, there is no sampling error affecting the figures.

Non-sampling errors, on the other hand, are not measurable, and can plague any type of data collection, whether it be a sample survey, a census or an administrative-by-product collection. Some examples of non-sampling errors that could affect this study are:

- **Coverage Error** – This is where the survey frame inadequately covers the target population. There could be members of the target population excluded, or duplicated on the frame. This issue is discussed in some detail in Appendix II.
- **Reporting Error** – The content of the survey documents need to be unambiguous, so that all respondents are able to clearly understand what the questions are asking. Respondents may provide inaccurate data if they have misunderstood the questions, instructions or definitions used in the survey, or have made errors in recording their company's data. Reporting error may also occur if the questions are difficult for respondents to answer, for example, if it's difficult to extract the required information from their payroll systems.
- **Non-Response Bias** – Even though this study surveyed all member companies, only 49 per cent of them responded, despite intensive follow-up action. If the characteristics of the respondents vary markedly from the non-respondents, then the findings will be biased.
- **Processing Error** – Where errors have occurred in the process of collecting the data, editing the data and generating the output.

Of course, the greater the error, the less reliable the results of the study are. It is important to keep non-sampling errors to a minimum wherever possible, and this is done by careful questionnaire design, testing of survey documents, undertaking checks of the data and following-up non-respondents.

Interpreting the Results

It is important to note that percentages calculated from small cells (ie. with less than 10 employees) are likely to be unreliable and should be interpreted with caution. This is particularly an issue when examining data for part-time/casual employees and Indigenous Australians, as there are relatively fewer employees in these categories.

Confidentiality

To maintain the confidentiality of companies that participated in this study, cells that are based on information provided by a single company, or where the number of employees is less than 10, have been suppressed. Adjoining cells may also be suppressed to avoid the possibility of being able to identify the confidentialised cell.

TABLES

The following tables show results from the *2013 Diversity in Resources Survey*. Further information may be available from CME upon request.

Participation Tables

TABLE T1: Employees in the Western Australian Resources Sector by Gender and Employment Status

	Percentage		
	Full-Time	Part-Time/ Casual	Total
Male	82.5	30.0	81.2
Female	17.5	70.0	18.8
PERSONS	100.0	100.0	100.0

Source: 2013 CME Diversity in Resources Survey

TABLE T2: Employees in the Western Australian Resources Sector by Indigenous Status

	Percentage
Indigenous	4.2
Non-Indigenous	95.8
TOTAL	100.0

Source: 2013 CME Diversity in Resources Survey

TABLE T3: Indigenous Employees in the Western Australian Resources Sector by Gender

	Percentage
Male	76.2
Female	23.8
PERSONS	100.0

Source: 2013 CME Diversity in Resources Survey

TABLE T4: Employees in the Western Australian Resources Sector by Employment Status and Gender

	Percentage		
	Male	Female	Persons
Full-time	99.1	90.6	97.5
Part-time/Casual	0.9	9.4	2.5
TOTAL	100.0	100.0	100.0

Source: 2013 CME Diversity in Resources Survey

TABLE T5: Indigenous Employees in the Western Australian Resources Sector by Employment Status

	Percentage
Full-Time	98.8
Part-Time/Casual	1.2
TOTAL	100.0

Source: 2013 CME Diversity in Resources Survey

Occupation Tables

TABLE T6: Employees in the Western Australian Resources Sector by Occupation and Gender

	Percentage		
	Male	Female	Persons
Senior Executives	0.6	0.3	0.5
Senior Managers	2.4	1.4	2.2
Managers	6.3	7.5	6.5
Supervisors	7.5	3.6	6.8
Superintendents	4.0	2.8	3.8
Total Management	20.8	15.5	19.8
Professional – Engineering	5.2	3.1	4.8
Professional – Geology/Geophysics	2.2	4.4	2.6
Professional – Surveying	0.6	0.2	0.5
Professional – Accounting/Finance	1.3	5.2	2.0
Professional – Environment	0.5	2.2	0.8
Professional – Human Resources	0.4	4.6	1.2
Professional – Metallurgy	0.4	0.7	0.5
Professional – OHS	1.3	4.0	1.8
Professional – Other	9.0	12.2	9.6
Total Professional	21.0	36.6	23.9
Technicians	7.5	4.2	6.9
Trades Workers	11.8	1.5	9.9
Machine Operators and Drivers	35.9	18.8	32.7
Clerical and Administrative Workers	1.1	20.0	4.6
Other	2.0	3.4	2.2
TOTAL	100.0	100.0	100.0

Source: 2013 CME Diversity in Resources Survey

TABLE T7: Female Employees in the Western Australian Resources Sector by Occupation and Employment Type

	Percentage Part-Time/ Casual
Senior Executives	n.p.
Senior Managers	24.3
Managers	20.2
Supervisors	5.3
Superintendents	11.6
<i>Total Management</i>	15.5
Professional – Engineering	6.8
Professional – Geology/Geophysics	8.7
Professional – Surveying	n.p.
Professional – Accounting/Finance	12.6
Professional – Environment	14.5
Professional – Human Resources	9.5
Professional – Metallurgy	n.p.
Professional – OHS	4.5
Professional – Other	9.3
<i>Total Professional</i>	9.2
Technicians	4.2
Trades Workers	n.p.
Machine Operators and Drivers	2.2
Clerical and Administrative Workers	12.1
Other	17.0
TOTAL	9.4

Source: 2013 CME Diversity in Resources Survey

TABLE T8: Indigenous Employees in the Western Australian Resources Sector by Occupation and Gender

	Percentage		
	Male	Female	Persons
Management	5.5	4.0	5.2
Professional	6.8	15.0	8.7
Technicians	8.1	7.0	7.9
Trades Workers	15.5	4.4	12.9
Machine Operators and Drivers	59.8	43.2	55.8
Clerical and Administrative Workers	1.1	23.0	6.3
Other	3.3	3.4	3.3
TOTAL	100.0	100.0	100.0

Source: 2013 CME Diversity in Resources Survey

Employment Location Tables

TABLE T9: Employees in the Western Australian Resources Sector by Employment Location and Gender

	Percentage		
	Male	Female	Persons
Head Office	16.0	44.2	21.3
Operation Sites	84.0	55.8	78.7
TOTAL	100.0	100.0	100.0

Source: 2013 CME Diversity in Resources Survey

TABLE T10: Indigenous Employees in the Western Australian Resources Sector by Employment Location and Gender

	Percentage		
	Male	Female	Persons
Head Office	3.1	16.5	6.3
Operation Sites	96.9	83.5	93.7
TOTAL	100.0	100.0	100.0

Source: 2013 CME Diversity in Resources Survey

Female Attraction and Retention Tables

TABLE T11: Female Attraction and Retention Strategies

Strategies to increase the representation of women in the workplace	Percentage of companies
1. Programs to encourage female job applicants (eg. recruitment / advertising / vacation work / work experience / school outreach programs)	38
2. Female recruitment targets	20
3. An annual gender pay equity audit	40
4. Flexible working arrangements available to all employees	72
5. Anti-harassment / anti-discrimination policy	88
6. Uniforms, equipment and facilities suitable for women	88
7. Paid parental leave provisions over and above legislative requirements	57
8. Keep in touch programs / return to work plans	54
9. Childcare support (eg. in-house facilities, partnerships with external childcare organisations, financial childcare assistance for employees)	16
10. Gender equity / unconscious bias awareness programs for management	32
11. Structured mentoring programs (for women and/or for both women and men)	40
12. Formal sponsorship programs matching senior men with high-potential women	8
13. Formal and informal networking opportunities for women	52
14. Structured leadership development programs for women	36
15. Sponsorship of and/or participation in industry gender equality awards	34
16. Other activities to cater for / encourage women in the workplace	28

Source: 2013 CME Diversity in Resources Survey

Graduate/Trainees Tables

TABLE T11: Graduates and Trainees in the Western Australian Resources Sector by Gender

	Percentage		
	Male	Female	Persons
Apprentice/Trainee	84.5	15.5	100.0
Graduate/Vacation Student	73.5	26.5	100.0

Source: 2013 CME Diversity in Resources Survey

GLOSSARY

Population Definitions

The following definitions are taken from *Australian Demographic Statistics* (ABS cat. no. 3101.0) and relate to any figures in this report relating to official population estimates.

Estimated Resident Population (ERP)

Estimated Resident Population (ERP) is Australia's official measure of the population of Australia and is based on the concept of usual residence. It refers to all people, regardless of nationality, citizenship or legal status, who usually live in Australia, with the exception of foreign diplomatic personnel and their families. It includes usual residents who are overseas for fewer than 12 months. It excludes overseas visitors who are in Australia for fewer than 12 months.

Natural Increase

Natural increase is defined as the number of births during a specified time period minus the number of deaths in that period.

Net Overseas Migration

Net overseas migration is the net gain or loss of population through immigration to Australia and emigration from Australia.

Net Interstate Migration

Net interstate migration is the number of persons who have moved into a given state or territory minus the number who have moved out of that state or territory during a specified time period. This difference can be either positive or negative.

Labour Force Definitions

The ABS *Labour Force Survey* measures indicators of the Australian labour market, such as employment, unemployment and workforce participation rates. The following definitions are taken from *Labour Force, Australia* (ABS cat. no. 6202.0) and relate to any figures in this report based on ABS Labour Force data.

Civilian population aged 15 years and over

All usual residents of Australia aged 15 years and over except members of the permanent defence forces, certain diplomatic personnel of overseas governments customarily excluded from census and estimated population counts, overseas residents in Australia, and members of non-Australian defence forces (and their dependants) stationed in Australia.

Employed

All persons aged 15 years and over who, during the reference week:

- worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (comprising employees, employers and own account workers); or
- worked for one hour or more without pay in a family business or on a farm (i.e. contributing family workers); or

- were employees who had a job but were not at work and were:
 - away from work for fewer than four weeks up to the end of the reference week; or
 - away from work for more than four weeks up to the end of the reference week and received pay for some or all of the four week period to the end of the reference week; or
 - away from work as a standard work or shift arrangement; or
 - on strike or locked out; or
 - on workers' compensation and expected to return to their job; or
- were employers or own account workers, who had a job, business or farm, but were not at work.

Full time workers

Employed persons who usually worked 35 hours or more a week (in all jobs) and those who, although usually working fewer than 35 hours a week, worked 35 hours or more during the reference week.

Labour force

For any group, persons who were employed or unemployed, as defined.

Labour force status

A classification of the civilian population aged 15 years and over into employed, unemployed or not in the labour force, as defined. The definitions conform closely to the international standard definitions adopted by the International Conferences of Labour Statisticians.

Not in the labour force

Persons who were not in the categories employed or unemployed, as defined.

Part time workers

Employed persons who usually worked fewer than 35 hours a week (in all jobs) and either did so during the reference week or were not at work during the reference week.

Occupation Definitions

The Australian and New Zealand Standard Classification of Occupations (ANZSCO), 2013 (ABS cat. no. 1220.0) categorises occupations in the Australian and New Zealand labour markets undertaken for pay or profit into a defined set of categories. It is the standard occupation classification used in Australia.

The ANZSCO was used as the starting point for classifying occupations in this study but not all ANZSCO categories were used and some new categories were created. Many of the occupation definitions were based on the ANZSCO definitions.

Companies were asked to report the number of employees in each of the occupation groups listed below:

Senior Executives

Senior executives determine, formulate and review the general policy programs and the overall direction of organisations within the framework established by boards of directors and similar governing bodies. This category includes chief executive officers, chief operating officers, chief financial officers, directors, presidents and vice presidents.

Senior Managers

Senior managers plan, organise, direct, control and review the day-to-day operations and major functions of a commercial, industrial, government or other organisation through departmental managers and subordinate executives. This category includes general managers, branch managers and function managers.

Managers

Managers plan, organise, direct, control and review the day-to-day operations and major functions of a commercial, industrial, government or other organisation. This category includes department managers, project managers, frontline managers and section managers.

Supervisors

Supervisors oversee the work of their staff to ensure that they produce the assigned amount of product, on time and within acceptable levels of quality, costs and safety. A supervisor's main job is more concerned with orchestrating and controlling work rather than performing it directly.

Superintendents

Superintendents are responsible for running the day-to-day operations of the company on site and controlling the short-term schedule. The role of the superintendent also includes quality control and subcontractor coordination responsibilities.

Professionals – Engineering

Engineering professionals design, plan and organise the testing, construction, installation and maintenance of structures, machines and their components, and production systems and plants. They also plan production schedules and work procedures to ensure engineering projects are undertaken efficiently and in a cost effective manner.

Professionals – Geology/Geophysics

Geologists and geophysicists study the composition, structure and other physical attributes of the earth, locate and advise on the extraction of minerals, petroleum and ground water, and detect, monitor and forecast seismic, magnetic, electrical, thermal and oceanographic activity.

Professionals – Surveying

Surveyors plan, direct and conduct survey work to determine, delineate, plan and precisely position tracts of land, natural and constructed features, coastlines, marine floors and underground works, and manages related information systems.

Professionals – Accounting/Finance

Accountants and finance professionals plan and provide accounting systems and services relating to taxation and the financial dealings of organisations and individuals, and advise on associated record-keeping and compliance requirements.

Professionals – Environment

Environmental scientists study, develop, implement and advise on policies and plans for managing and protecting the environment, flora, fauna and other natural resources.

Professionals – Human Resources

Human resources professionals plan, develop, implement and evaluate staff recruitment, assist in resolving disputes by advising on workplace matters, and represent industrial, commercial, union, employer and other parties in negotiations on issues such as enterprise bargaining, rates of pay and conditions of employment.

Professionals – Metallurgy

Metallurgists research, develop, control and provide advice on processes used in extracting metals from their ores, and processes used for casting, alloying, heat treating or welding refined metals, alloys and other materials to produce commercial metal products or develop new alloys and processes.

Professionals – Occupational Health and Safety

Occupational health and safety professionals develop, implement and evaluate risk management policies and programs, train employees in occupational health and safety procedures, monitor and audit the workplace, and record and investigate incidents to ensure safe and healthy working conditions.

Professionals – Other

Other employees with professional qualifications that are not listed above. The types of occupations reported in this category include information technology professionals, legal professionals, sales and marketing professionals, media and communications professionals, corporate development professionals, medical professionals, business improvement professionals, contracts/procurement specialists, land administration professionals, operations coordinators, planners, business development professionals, GIS professionals, supply chain management, specialised trainers, scientists.

Technicians

Technicians perform a variety of skilled tasks using technical or industry-specific knowledge to support scientific, engineering and manufacturing activities. This category includes Science technicians, laboratory technicians, metallurgical technicians, engineering technicians and maintenance planners.

Trades Workers

Trades workers perform a variety of skilled tasks using trade knowledge to support engineering and building activity. This category includes electricians, fitters, plumbers, boilermakers and welders.

Machinery Operators and Drivers

Machinery operators and drivers operate machines, plant, vehicles and other equipment to perform a range of agricultural, manufacturing and construction functions, move materials, and transport passengers and freight.

Clerical and Administrative Workers

Clerical and administrative workers provide support to managers, professionals and organisations by organising, storing, manipulating and retrieving information.

Other

Other employees not categorised above. The types of occupations reported in this category include labourers, field assistants, cleaners, cooks, laboratory assistants, stores officers, support staff, supply chain staff, samplers.

Concordance to 2011 Occupations

When comparisons are made between 2011 and 2013 *Diversity in Resources Survey* results, it's important to note that different occupation categories were used in the 2011 survey. Although they should align approximately with what has been used in the current survey, they are not exactly the same. The following table shows a concordance between the occupation titles across the two surveys:

TABLE G1: Concordance between 2011 and 2013 Occupation Categories

Category	2011 Occupation Titles	2013 Occupation Titles
Management	Board	Not collected
	Executive/Senior Management	Senior Executives
		Senior Managers
	Middle Management	Managers
		Supervisors
		Superintendents
Professionals	Engineers	Professional – Engineering
	Geologists/Geoscientists	Professional – Geology/Geophysics
	Surveyors	Professional – Surveying
	Other Professionals	Professional – Accounting/Finance
		Professional – Environment
		Professional – Human Resources
		Professional – Metallurgy
		Professional – OHS
Professional – Other		
Technicians	Technicians	Technicians
Trades Workers	Trade Workers	Trades Workers
Machine Operators and Drivers	Operator/Production	Machine Operators and Drivers
Clerical and Administrative Workers	Administration	Clerical and Administrative Workers
Other	Other	Other

Graduates and Trainees Definitions

Apprentices/Trainees

Apprentices/Trainees combine practical experience at work with structured training. Apprenticeships are generally undertaken in the traditional technical trades like bricklaying or cabinet making while traineeships are usually in non-trade areas such as hospitality, business, manufacturing and health. Apprentices/trainees are bound by a formal training contract with an employer that leads to a nationally recognised qualification.

Graduate/Vacation Students

Graduate/Vacation Students are employed to undertake a career development program that will expose them to different parts of the operations of the company and to help them learn to be part of a team. Students are given the opportunity to work on particular projects for the company for a fixed period of time in an effort to gain exposure to, and experience in, the industry.

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