

# 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.

## 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>B</b>	<b>MINING</b>	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 2015 calendar year, there are 173 members of CME, across the various membership categories, as shown in Table A1.

**TABLE A1: Businesses Operating In Western Australia, June 2015**

<b>Membership Category</b>	<b>Number of Members</b>
Associate - Industry or Service Associate	95
Ordinary - Mineral Production	41
Ordinary - Oil and Gas Production and Downstream Processing	2
Ordinary - Contractor	11
Ordinary - Energy Generation and Distribution	4
Ordinary - Exploration	13
Ordinary - Project Development	7
<b>Total</b>	<b>173</b>

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. This reduces the number of companies to be included in the study to 78.

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 Western Australian Resources Sector 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 II.

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.

## 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 2014 – 31 March 2015. 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 2013 – 31 March 2014 and the number who had returned to work by 31 March 2015. This information was used to calculate maternity return to work rates.

# APPENDIX II – 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.
- **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, 51 per cent of them responded. 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 (i.e. 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 *2015 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**

	Full-Time	Part-Time/ Casual	Total
Male	81.4%	0.8%	82.2%
Female	16.1%	1.7%	17.8%
<b>PERSONS</b>	<b>97.5%</b>	<b>2.5%</b>	<b>100%</b>

Source: 2015 CME Diversity in Resources Survey

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

	Percentage
Indigenous	5.5%
Non-Indigenous	94.5%
<b>TOTAL</b>	<b>100%</b>

Source: 2015 CME Diversity in Resources Survey

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

	Percentage
Male	24.9%
Female	75.1%
<b>PERSONS</b>	<b>100%</b>

Source: 2015 CME Diversity in Resources Survey

**TABLE T4: Indigenous Employees in the Western Australian Resources Sector by Employment Status**

	Percentage
Full-Time	98.3%
Part-Time/Casual	1.7%
<b>TOTAL</b>	<b>100%</b>

Source: 2015 CME Diversity in Resources Survey

## Occupation Tables

**TABLE T5: Employees in the Western Australian Resources Sector by Occupation and Gender**

	Male	Female	Persons
Management	17.9%	11.6%	16.8%
Professionals	20.8%	38.3%	23.9%
Technicians	12.7%	6.1%	11.6%
Trades Workers	16.5%	1.9%	13.9%
Machine Operators and Drivers	29.0%	21.8%	27.7%
Clerical and Administrative Workers	1.0%	16.9%	3.8%
Other	2.0%	3.4%	2.3%
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Source: 2015 CME Diversity in Resources Survey

**TABLE T6: Female Employees in the Western Australian Resources Sector by Occupation and Employment Type**

	Part-Time/ Casual
Management	10.7%
Professionals	53.0%
Technicians	3.0%
Trades Workers	1.1%
Machine Operators and Drivers	10.7%
Clerical and Administrative Workers	19.1%
Other	2.4%
<b>TOTAL</b>	<b>9.6%</b>

Source: 2015 CME Diversity in Resources Survey

**TABLE T7: Indigenous Employees in the Western Australian Resources Sector by Occupation and Gender**

	Male	Female	Persons
Management	5%	3%	4%
Professional	10%	21%	13%
Technicians	13%	4%	11%
Trades Workers	16%	4%	13%
Machine Operators and Drivers	52%	52%	52%
Clerical and Administrative Workers	0%	9%	2%
Other	3%	7%	4%
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Source: 2015 CME Diversity in Resources Survey

## Employment Location Tables

**TABLE T8: Employees in the Western Australian Resources Sector by Employment Location and Gender**

	Male	Female	Persons
Operation Sites	86%	62%	82%
Head Office	14%	38%	18%
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Source: 2015 CME Diversity in Resources Survey

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

	Male	Female	Persons
Operation Sites	97%	89%	95%
Head Office	3%	11%	5%
<b>TOTAL</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

Source: 2015 CME Diversity in Resources Survey



## Female Attraction and Retention Tables

**TABLE T10: Female Attraction and Retention Strategies**

Strategies to increase the representation of women in the workplace	Companies that have strategy
1. Programs to encourage female job applicants (e.g. recruitment / advertising / vacation work / work experience / school outreach programs)	60.0%
2. Female recruitment targets	40.0%
3. An annual gender pay equity audit	62.5%
4. Flexible working arrangements available to all employees	87.5%
5. Anti-harassment / anti-discrimination policy	97.5%
6. Uniforms, equipment and facilities suitable for women	97.5%
7. Paid parental leave provisions over and above legislative requirements	65.0%
8. Keep in touch programs / return to work plans	72.5%
9. Childcare support (e.g. in-house facilities, partnerships with external childcare organisations, financial childcare assistance for employees)	10.0%
10. Gender equity / unconscious bias awareness programs for management	37.5%
11. Structured mentoring programs (for women and/or for both women and men)	52.5%
12. Formal sponsorship programs matching senior men with high-potential women	7.5%
13. Formal and informal networking opportunities for women	72.5%
14. Structured leadership development programs for women	50.0%
15. Sponsorship of and/or participation in industry gender equality awards	45.0%
16. Other activities to cater for / encourage women in the workplace	25.6%

Source: 2015 CME Diversity in Resources Survey

## Graduate/Trainees Tables

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

	Male	Female	Persons
Apprentice/Trainee	76%	24%	100%
Graduate/Vacation Student	71%	29%	100%

Source: 2015 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.

## Comparison of historical Occupations

When comparisons are made between 2011, 2013 and 2015 *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 from 2011 to 2015 Occupation Categories**

Category	2011 Occupation Titles	2013 Occupation Titles	2015 Occupation Titles
<b>Board</b>	Included in management	Not collected	Board
<b>Management</b>	Board	Not collected	Not included in management
	Executive/Senior Management	Senior Executives	Senior Executives
		Senior Managers	Senior Managers
	Middle Management	Managers	Managers
		Supervisors	Supervisors
Superintendents		Superintendents	
<b>Professionals</b>	Engineers	Professional – Engineering	Professional – Engineering
	Geologists/Geoscientists	Professional – Geology/Geophysics	Professional – Geology/Geophysics
	Surveyors	Professional – Surveying	Professional – Surveying
	Other Professionals	Professional – Accounting/Finance	Professional – Accounting/Finance
		Professional – Environment	Professional – Environment
		Professional – Human Resources	Professional – Human Resources
		Professional – Metallurgy	Professional – Metallurgy
		Professional – OHS	Professional – OHS
Professional – Other	Professional – Other		
<b>Technicians</b>	Technicians	Technicians	Technicians
<b>Trades Workers</b>	Trade Workers	Trades Workers	Trades Workers
<b>Machine Operators and Drivers</b>	Operator/Production	Machine Operators and Drivers	Machine Operators and Drivers
<b>Clerical and Administrative Workers</b>	Administration	Clerical and Administrative Workers	Clerical and Administrative Workers
<b>Other</b>	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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