



Australian Government



Workplace
Gender Equality
Agency

2021 - 22 Compliance Program

Submitted by:

**Apa Vts Australia (Operations) Pty Limited
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**Apt Am Employment Pty Limited
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**Diamantina Power Station Pty Limited
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**Australian Pipeline Limited
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#Workplace overview

Policies and strategies

1: Do you have a formal policy and/or formal strategy in place that specifically supports gender equality in the following areas?

...Recruitment	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Retention	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Talent identification/identification of high potentials	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Succession planning	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Key performance indicators for managers relating to gender equality	Yes(<i>Select all that apply</i>)
...Yes	Strategy

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(*Select all that apply*)

...Yes	Policy Strategy
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3: Does your organisation have any of the following targets to address gender equality in your workplace?

- Reduce the gender pay gap
- Increase the number of women in leadership positions
- Increase the number of women in male-dominated roles

4: If your organisation would like to provide additional information relating to your gender equality policies and strategies, please do so below.

APA has a clear vision for embracing diversity and building an inclusive culture, so all our people feel safe, valued and trusted to do their very best every day, to deliver on our vision of being world-class in energy solutions. To achieve this vision we have a 5-year Inclusion & Diversity Strategy, which outlines four key pillars:

1. **Flexibility** (*We encourage flexible ways of working and empowering our people to think differently about where, when and how they complete work to meet their professional and personal goals and priorities*)
2. **Gender Equity** (*We create a level playing field, giving all employees the same chance to reach their potential*)
3. **Inclusive Culture** (*We build an inclusive culture that values all people and addresses biases*)
4. **Inclusive Leadership** (*We make sure our people feel a sense of belonging, are treated fairly and respectfully, and every voice is heard and valued.*)

We have a targeted plan of initiatives to address our gaps across the pillars including our gender targets with total workforce 40%, senior leaders 30% and extended leadership 40% by 2025. Key program of work and investment for 2022 is our Talent Attraction & Retention Project which specifically addresses our female leadership pipeline and talent development, plus retention strategies for those classified as ‘flight risks’. This also includes an improved process for on-boarding, stay and exit interviews.

Fundamental to APA’s Inclusion and Diversity Strategy is our commitment to gender equity. APA’s launched a new parental leave benefits policy in 2021 which demonstrates our commitment in action. Effective 1 October 2021, APA’s Parental Leave Benefits include:

- 18 weeks of paid primary Parental Leave.
- 4 weeks of paid secondary Parental Leave.
- Superannuation will be paid on primary Parental Leave and unpaid leave up to 52 weeks.
- Flexibility in how and when Parental Leave is taken over a 2-year period.
- 6 months Parental Leave qualifying period.

Governing bodies

Apa Vts Australia (Operations) Pty Limited

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	

...Male	
...Non-binary	
...Members	
...Female	
...Male	
...Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Apt Am Employment Pty Limited

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	
...Non-binary	
...Members	
...Female	
...Male	
...Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Apt Management Services Pty Limited

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	

...Male	
...Non-binary	
...Members	
...Female	
...Male	
...Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Diamantina Power Station Pty Limited

1: Does this organisation have a governing body?	No
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	
...Non-binary	
...Members	
...Female	
...Male	
...Non-binary	
1.1: Is the governing body the same as the local or overseas ultimate parent?	Local ultimate parent organisation
1.1.a: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

Australian Pipeline Limited

1: Does this organisation have a governing body?	Yes(<i>Provide further details on the governing body(ies) and its composition</i>)
1.1: What is the name of your governing body?	APA Group (ASX:APA) consisting of Australia Pipeline Trust (ARSN 091 678 778) and APT Investment Trust (ARSN 115 585 441)
1.2: What type of governing body does this organisation have?	Board of directors

1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	1
...Non-binary	0
...Members	
...Female	3
...Male	4
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
1.5: Has a target been set to increase the representation of women on this governing body?	No(<i>Select all that apply</i>)
	Governing body has gender balance (i.e. 40% women / 40% men / 20% either) Other (provide details)
	40/40/20 target was approved in Nov2021, and was met at that time. APA intends to maintain balance
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	Yes(<i>Select all that apply.</i>)
	Policy Strategy
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

2: If your organisation would like to provide additional information relating to governing bodies and gender equality in your workplace, do so below.

#Action on gender equality

Gender pay gaps

1: Do you have a formal policy and/or formal strategy on remuneration generally?

Yes(*Select all that apply*)

...Yes

Policy
Strategy

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

Yes(*Select all that apply*)

...Yes

To achieve gender pay equity
To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews)
To implement and/or maintain a transparent and rigorous performance assessment process

2: What was the snapshot date used for your Workplace Profile?

31-Mar-2022

3: Does your organisation publish its organisation-wide gender pay gap?

No

4: Do you give WGEA permission to publicly publish your organisation-wide gender pay gap?

No

5: If your organisation would like to provide additional information relating to gender pay gaps in your workplace, please do so below.

Employer action on pay equity

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

Yes(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

1.1: When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

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

Yes(*Select all that apply*)

Created a pay equity strategy or action plan
Identified cause/s of the gaps
Analysed commencement salaries by gender to ensure there are no pay gaps
Analysed performance pay to ensure there is no

1.2: Did you take any actions as a result of your gender remuneration gap analysis?	gender bias (including unconscious bias) Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
.. Yes	Reported pay equity metrics (including gender pay gaps) to the governing body Reported pay equity metrics (including gender pay gaps) to the executive Trained people-managers in addressing gender bias (including unconscious bias) Corrected like-for-like gaps

2: For organisations with partnership structures: Have you undertaken a gender remuneration gap analysis ('gender pay gap analysis') in the current reporting period to determine if there are any remuneration gaps between women partners and men partners in your organisation?

3: If your organisation would like to provide additional information relating to employer action on pay equity in your workplace, please do so below.

Employee consultation

1: Have you consulted with employees on issues concerning gender equality in your workplace during the reporting period?

Yes(*Provide further details on the employee consultation process.*)

1.1: How did you consult employees?	Survey Consultative committee or group Focus groups Exit interviews Performance discussions
1.2: Who did you consult?	ALL staff Human resources managers Management Employee representative group(s) Diversity committee or equivalent

2: Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?

Yes(*Select all that apply.*)

...Yes	Strategy
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3: On what date did your organisation share your previous year's public reports with employees?

30-Sep-2020

4: Does your organisation have shareholders?

Yes

4.1: On what date did your organisation share your previous year's public reports with shareholders?	8-Sep-2021
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5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

6: If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.

#Flexible work

Flexible working

1: Do you have a formal policy and/or formal strategy on flexible working arrangements?

Yes (*Select all that apply*)

...Yes	Policy Strategy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No (<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	No targets for reporting period, but all office based employees had access to informal flexibility arrangements as agreed between a leader and employee based on individual and business circumstances In addition we offered significantly increased flexibility for employees during Covid lockdown period. Our new Hybrid approach is released in Jun2022 which sets clear targets for all employees
...Targets have been set for men's engagement in flexible work	Yes
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	Yes
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	No (<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	We are launching our new Hybrid way of working which includes team training and new leadership training in July 2022
...Employees are surveyed on whether they have sufficient flexibility	Yes

...The organisation's approach to flexibility is integrated into client conversations	No(<i>Select all that apply</i>)
...No	Not a priority
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	Yes
...Other (provide details)	No

2: Do you offer any of the following flexible working options to MANAGERS in your workplace?

...Flexible hours of work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Compressed working weeks	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Time-in-lieu	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Telecommuting (e.g. working from home)	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Part-time work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Job sharing	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Carer's leave	Yes(<i>Select one option only</i>)

...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Purchased leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available

3: Are your flexible working arrangement options for NON-MANAGERS the same as the options for managers above?

Yes

4: Has your organisation implemented an 'all roles flex' approach to flexible work?

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Yes, for both women and men

6: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?

Training for managers on how to work with flexible and remote/hybrid teams
All team meetings are held online

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on your workplace, please do so below.

We are in the process of implementing our Hybrid strategy and rolling out training for managers and employees on how to optimise hybrid working.

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave (using the primary/secondary carer definition)

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes (<i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i>)
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	All, regardless of gender
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption Surrogacy Stillbirth
1.1.c: How do you pay employer funded paid parental leave to primary carers?	Paying the employee's full salary
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	Yes, on employer funded parental leave Yes, on unpaid parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	18
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	91-100%
1.1.g: Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.1.g.1: How long is the qualifying period?	6
1.1.h: Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Yes
1.1.h: Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Within 24 months

.. Yes	
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes(<i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i>)
1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:	All, regardless of gender
1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:	Birth Adoption Surrogacy Stillbirth
1.2.c: How do you pay employer funded paid parental leave to secondary carers?	Paying the employee's full salary
1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	4
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	90-100%
1.2.g: Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.2.g.1: How long is the qualifying period?	6
1.2.h: Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Yes
1.2.h: Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Within 24 months
.. Yes	

2: If your organisation would like to provide additional information relating to paid parental leave and gender equality in your workplace, please do so below.

Support for carers

1: Do you have a formal policy and/or formal strategy to support employees with family or caring responsibilities?

Yes(Select all that apply)

...Yes

Policy

2: Do you offer any of the following support mechanisms for employees with family or caring responsibilities?

...Employer subsidised childcare

No(You may specify why the above support mechanism is not available to your employees.)

...No

Not a priority

...On-site childcare

No(You may specify why the above support mechanism is not available to your employees.)

...No

Not a priority

...Breastfeeding facilities

Yes(Please indicate the availability of this support mechanism.)

...Yes

Available at SOME worksites

...Childcare referral services

No(You may specify why the above support mechanism is not available to your employees.)

...No

Not a priority

...Internal support networks for parents

No(You may specify why the above support mechanism is not available to your employees.)

...No

Currently under development(Select the estimated completion date.)

...Other (provide details)

APA are exploring support options as part of our D&I strategy e.g. partnership with Parents at Work

...Return to work bonus (only select if this bonus is not the balance of paid parental leave)

No(You may specify why the above support mechanism is not available to your employees.)

...No

Not a priority

...Information packs for new parents and/or those with elder care responsibilities

No(You may specify why the above support mechanism is not available to your employees.)

...No

Currently under development(Select the estimated completion date.)

...Referral services to support employees with family and/or caring responsibilities

Yes(Please indicate the availability of this support mechanism.)

...Yes

Available at ALL worksites

...Targeted communication mechanisms (e.g. intranet/forums)

No(You may specify why the above support mechanism is not available to your employees.)

...No

Currently under development(Select the estimated completion date.)

...Currently under development

31-Dec-2022

...Support in securing school holiday care

No(You may specify why the above support mechanism is not available to your employees.)

...No

Not a priority

Yes(Please indicate the availability of this

...Coaching for employees on returning to work from paid parental leave	<i>support mechanism.</i>)
...Yes	Available at SOME worksites
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.</i>)
...No	Not a priority
...Other (provide details)	No

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.

Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(*Select all that apply*)

...Yes	Policy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction Every one-to-two years
...All employees	Yes(<i>Please indicate how often is this training provided (select all that apply):</i>)
...Yes	At induction Every one-to-two years

3: If your organisation would like to provide additional information relating to sex-based harassment and discrimination, please do so below.

Family or domestic violence

1: Do you have a formal policy and/or formal strategy to support employees who are experiencing family or domestic violence?

Yes(*Select all that apply*)

...Yes	Policy
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2: Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

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...Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
...Training of key personnel	No(<i>Select all that apply</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>)
...Currently under development	30-Jun-2022
...A domestic violence clause is in an enterprise agreement or workplace agreement	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	For our employees covered by Enterprise Agreements - Of 7 Enterprise Agreements, 1 has a clause. We are currently negotiating 4 Agreements that will include a clause and 2 Agreements that expire in 2022 and 2023 that we will include a clause when these are renegotiated. For all employees – we offer family violence leave covered in our policy. Everyone has access to this including award based employees
...Workplace safety planning	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Currently under development	
...Other (provide details)	APA's D&I strategy is currently under review, and our outcomes reprioritise this area of our initiative plan
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Of 7 Enterprise Agreements, 1 has a clause. We are currently negotiating 4 Agreements that will include a clause and 2 Agreements that expire in 2022 and 2023 that we will include a clause when these are renegotiated. Our paid and unpaid domestic violence leave is in our leave policy and offered to all employees. We refer to our leave policy in our workplace agreements
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Our paid and unpaid domestic violence leave is in our leave policy and offered to all employees. We refer to our leave policy in our workplace

	agreements
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes(<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of paid domestic violence leave (not contained in an enterprise/workplace agreement) are provided?	10
...Access to unpaid leave	Yes(<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of unpaid domestic violence leave are provided?	2
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	Yes
...Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	No(<i>Select all that apply</i>)
...No	Currently under development(<i>Select the estimated completion date.</i>)
...Currently under development	31-Dec-2022
...Offer change of office location	Yes
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Access to medical services (e.g. doctor or nurse)	No(<i>Select all that apply</i>)
...No	Insufficient resources/expertise
...Other (provide details)	No

3: If your organisation would like to provide additional information relating to family and domestic violence affecting your workplace, please do so below.

APA provides domestic and family violence leave and looks into expanding our support and services in provision of education and training as part of D&I strategy.

#Diversity and inclusion

Voluntary section

1: Do you have a formal policy and/or formal strategy on diversity and inclusion in your organisation?

Yes (*Select all that is covered.*)

...Yes

Aboriginal and/or Torres Strait Islander identity
Cultural and/or language and/or race/ethnicity background
Disability and/or accessibility
Sexual orientation
Gender identity
Age

2: Do you collect data on whether employees identify as Aboriginal and/or Torres Strait Islander?

Yes

...If this data can be shared and is not confidential, please complete the below table:

3: Do you currently collect data on any of the following dimensions of employees' identities?

Cultural and/or language and/or race/ethnicity background
Gender identity