

Workplace Gender Equality Agency 2020–21 Compliance Program Submission approval

I, the CEO (or equivalent), confirm that the data provided in the 2020-21 Compliance Program submission is complete and correct, as reported in the full data appendices:

- Public Workplace Profile
- Public Workforce Management Statistics
- Public Questionnaire
- Confidential Data.

I approve the submission of this data to WGEA.

I also confirm that the organisation/s covered by this submission will meet the notification and access requirements as detailed below.

Name of CEO (or equivalent)

Scott Wyatt

CEO (or equivalent) signature



Date of signature

11/08/2021

What next?

The contact nominated for the submission of this report must complete the declaration and consent process in the WGEA Portal. The Agency does not require physical evidence of the CEO's signature.

To comply with the notification and access requirements, your organisation/s must:

- inform its employees and members or shareholders that it has lodged its report with the Agency and advise how the public data may be accessed
- provide access to the public data to employees and members or shareholders
- inform employee organisations with members in its workplace that the report has been lodged
- inform its employees and those employee organisations with members in its workplace of the opportunity to comment on the report to the employer or the Agency.

For more information on the notification and access requirements, read [here](#).



2020 - 21 Compliance Program

Submitted by:

**Viva Energy Australia Pty Ltd
(ABN:46004610459)**

**Viva Energy Australia Group Pty Ltd
(ABN:60004400220)**

**Westside Petroleum Co Pty Ltd
(ABN:73146340347)**



#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	Policy 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	Policy Strategy
...Succession planning	Yes(<i>Select all that apply</i>)
...Yes	Policy 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
--------	--------------------

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

Organisational wide gender targets have been set and these targets have been shared with the Board and Viva Energy management teams. All of our senior leaders have a KPI in their goal plans to meet 50% recruitment of women this year.

Governing bodies

Viva Energy Australia Pty Ltd

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?	Viva Energy Australia Group Pty Ltd
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 (F)	0
...Male (M)	1
...Gender X	0
...Members	
...Female (F)	2
...Male (M)	4
...Gender X	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No(<i>Select all that apply</i>)
1.5: Has a target been set to increase the representation of women on this governing body?	Yes(<i>Provide further details on your target</i>)
10.6: What is the percentage (%) target?	40.00%
10.7: What year is the target to be reached (select the last day of the target year)?	31-Dec-2031
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	

Viva Energy Australia Group Pty Ltd

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation(<i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.</i>)
1.1: What is the name of your governing body?	
1.2: What type of governing body does this organisation have?	
1.3: How many members are on the governing body and who holds the predominant Chair	

position?	
...Chairs	
...Female (F)	
...Male (M)	
...Gender X	
...Members	
...Female (F)	
...Male (M)	
...Gender X	
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	
1.5: Has a target been set to increase the representation of women on this governing body?	
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.

Westside Petroleum Co Pty Ltd

1: Does this organisation have a governing body?	Yes, same as local ultimate parent organisation(<i>The local ultimate parent's governing body details must be reported against the local ultimate parent. The information is not required to be entered again for subsidiary organisations even if it is reported in a different submission group.</i>)
1.1: What is the name of your governing body?	
1.2: What type of governing body does this organisation have?	
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female (F)	
...Male (M)	
...Gender X	
...Members	
...Female (F)	
...Male (M)	
...Gender X	

1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	
1.5: Has a target been set to increase the representation of women on this governing body?	
10.6: What is the percentage (%) target?	
10.7: What year is the target to be reached (select the last day of the target year)?	
11.1: Confirm how the ultimate parent's governing body/ies are being reported:	It is reported as part of this submission group.

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

Westside Petroleum are included in this report and are governed by the Viva Energy board.

#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(<i>Select all that apply</i>)
...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: Did your organisation receive JobKeeper payments?

Yes

2.1: Please indicate which months in the reporting period your organisation received JobKeeper payments:

.. April 2020

Yes

...May 2020

Yes

...June 2020

Yes

...July 2020

Yes

...August 2020

Yes

...September 2020

Yes

...October 2020

Yes

...November 2020

Yes

...December 2020

Yes

...January 2021

Yes

...February 2021

Yes

...March 2021

Yes

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

30-Jun-2020

4: 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*)

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

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 gender bias (including unconscious bias)
 Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
 Set targets to reduce any organisation-wide gap

.. Yes

Reported pay equity metrics (including gender pay gaps) to the governing body
 Reported pay equity metrics (including gender pay gaps) to the executive
 Reported pay equity metrics (including gender pay gaps) to all employees
 Reported pay equity metrics (including gender pay gaps) externally
 Corrected like-for-like gaps

1.3: You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide)

During Viva Energy Australia's annual pay and performance review we conduct pre and post pay review analysis to understand the gap and how this can be addressed in the pay review to decrease the gap. Results of the pay gap analysis undertaken are shared with the board annually.

Employees that fall under an Enterprise Bargaining Agreement (EBA) agree to and are governed by the terms and conditions of their agreement, including remuneration. Remuneration in these agreements is set and based solely on job title and level. Gender is not taken into consideration, therefore pay review analysis are not deemed necessary.

2: 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?

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

1.1: How did you consult employees?

Survey
Focus groups
Exit interviews

1.2: Who did you consult?

ALL staff

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

International Women's Day

Celebrated across the company each year. In 2021 celebrations included a virtual panel event with internal guest speakers. Scott Wyatt - CEO, also sent a company-wide note encouraging all employees to 'Choose to Challenge' and look for opportunities to embrace new ways of approaching social and workplace norms. A video of our Senior Leadership Group sharing their commitments around gender bias and equality was also included to celebrate International Women's Day.

Equal Pay Day

In August 2020, Scott Wyatt – CEO emailed the organisation and provided an external statement highlighting the significance of Equal Pay Day, the issues facing women in achieving gender pay equality, the company's commitment to diversity and inclusion and its efforts to close the gap using a range of measures.

Sexual Harassment in the Workplace

In February 2021, Scott Wyatt - CEO addressed all employees by email and set out his expectations with regard to sexual harassment, bullying and discrimination. This included; adherence to our code of conduct, behavioural standards and values and the importance of working together to create a workplace culture that is safe, inclusive and welcoming of diversity.

In response to increasing public commentary about sexual harassment and the treatment of women in Australian workplaces, our CEO Scott Wyatt, recently communicated to all employees the need for greater action and accountability on the issue. A series of Listening Sessions were established to allow open dialogue within teams. Topics included respecting women, sharing of personal stories, action we can all take to address issues and improving workplace culture.

People & Culture

Via the organisation's P&C Business Partners who engage with management teams and the business on issues associated with diversity and inclusiveness, ensuring business activities and actions are conducted in line with the organisation's policies and procedures.

Grievance Process

Ensures that issues are managed in accordance with the Grievance process, as well as ensuring that appropriate reviews of policies and processes are completed at the conclusion of an investigation. In addition to this P&C Business Partners will support any required performance management and training to prevent issues from arising in future, including issues which arise in relation to gender equality.

Employee Engagement Survey results

Senior leaders and line managers meet with their teams to discuss results from the annual engagement survey, which include a number of D&I measures.

Employer Branding initiative

We have partnered with a consultancy group to; help raise awareness and recognition of the Viva Energy brand in the market, run focus groups to uncover motivating factors about working at Viva Energy, to improve attraction of females into non-traditional roles and help achieve gender strategy outcomes.

#Employee work/life balance

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	Yes
...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	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Team-based training is provided throughout the organisation	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	Yes
...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

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	No(<i>You may specify why the above option is not available to your employees.</i>)
...No	Not aware of the need
...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 Informal 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 Informal 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 Informal 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 Informal 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>)
	Formal options are available

...SAME options for women and men

Informal options are available

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

Yes

4: Were managers in your organisation allowed to make INFORMAL flexible working arrangements with their team members in response to the COVID-19 pandemic?

Yes, SOME managers

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce compared to pre-COVID-19?

Don't know / Not applicable

6: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, please do so below.

'Viva Flex' is an initiative that embeds the broad definition of flexibility that Viva Energy supports. It is also about supporting more remote working and providing clear expectations to help team members strike the right balance between office and remote working. As a team, we discuss individual, team, stakeholder and customer needs and agree on what is needed to make working remotely work for everyone. Our leaders support and role model our flexible work practices.

We also hold virtual town halls monthly to keep our team members updated on our business performance, key priorities, strategy updates and as a forum to ask live questions of leaders. 'Viva Tech' is about enabling flexibility through technology and ensuring every team member has the technology and equipment needed to do their job remotely if it suits their circumstances. The Senior Leadership Group are tasked with supporting their people to work between home and the office and to structure 'value-add' days in the office where team members come together to meet and workshop ideas. The executive team review key metrics including days per week team members come into offices around the country.

Our CEO Scott Wyatt, is leading a sub-group through the Champions of Change Coalition to determine how flexibility can be better utilised by frontline employees working in operational roles.

Viva Energy was the first company in Australia to introduce full-time 12% superannuation payment for employees (male and female) on parental leave and during part-time work periods, for up to five years from the child's birth. This was introduced to address pay inequity between men and women because Australian women retire with significantly less superannuation than men due to more frequent career breaks to care for children.

At Viva Energy:

- Taking a career break and/or working part-time while caring for children is now more attractive to men and women.
- Our CEO promotes this via the Champions of Change Coalition and WGEA Pay Ambassador roles.
- We continue to encourage companies to adopt this approach as it will ultimately improve the retirement prospects for parents across Australia.
- Viva Energy has contributed \$1,087,712.96 of additional superannuation to 83 eligible employees (62 of whom were female) since September 2017.

#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 government funded parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	14
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	91-100%
1.2: 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?	2
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	90-100%

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.

100% of Viva Energy Australia's workforce is entitled to employer funded 14 weeks paid primary parental leave in addition to government's paid scheme.

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 ALL worksites

...Childcare referral services

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

...Yes

Available at ALL worksites

...Internal support networks for parents

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

...No

Not aware of the need

...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

Yes (*Please indicate the availability of this*

...Information packs for new parents and/or those with elder care responsibilities	<i>support mechanism.)</i>
...Yes	Available at ALL worksites
...Referral services to support employees with family and/or caring responsibilities	Yes(<i>Please indicate the availability of this support mechanism.)</i>)
...Yes	Available at ALL worksites
...Targeted communication mechanisms (e.g. intranet/forums)	Yes(<i>Please indicate the availability of this support mechanism.)</i>)
...Yes	Available at SOME worksites
...Support in securing school holiday care	Yes(<i>Please indicate the availability of this support mechanism.)</i>)
...Yes	Available at ALL worksites
...Coaching for employees on returning to work from parental leave	Yes(<i>Please indicate the availability of this support mechanism.)</i>)
...Yes	Available at ALL worksites
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>)
...No	Other (provide details)
...Other (provide details)	Through our partnership with Parents@Work, all employees can access online support resources including webinars and podcasts.
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>)
...No	Other (provide details)
...Other (provide details)	Through our partnership with Parents@Work, all employees can access online support resources including webinars and podcasts.
...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.

We continue to grow and improve the suite of resources and support offered to parents who are planning parenthood, commencing leave or returning to work. In 2021 we partnered with Parents@Work as a support mechanism for parents and carers. Specifically, the Work and Family Hub includes curated courses, checklists, articles, podcasts and webinars to support parents and carers across all stages of life. Additionally through this partnership network Viva Energy can access before and after school care and vacation care support with KidsCo as well as aged care and disability care referral services through DR Care Solutions.

We are currently reviewing our Parental Leave policy in line with our behavioural principles and Viva Ways of Working initiative to ensure employees have equal access to entitlements and flexible, family friendly leave options to help balance their work and personal commitments whilst taking periods of parental leave.

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

Viva Energy Australia conducted its last employee engagement survey in November 2020 which included the following question: "In my organisation gender-based harassment and sexual harassment is not tolerated". There was an agreement threshold of 94% in response to this question.

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
--------	--------

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?

...Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
...Training of key personnel	Yes
...A domestic violence clause is in an enterprise agreement or workplace agreement	No (Select all that apply)
...No	Other (provide details)

...Other (provide details)	There is some variance in terms of clauses in Viva Energy's EAs, some EAs do not cover it at all, some make reference to the NES (unpaid leave entitlement), and one EA provides up to 2 days paid leave. However, Viva Energy employees (regardless of whether they are covered under an EA or not) are covered by the Viva Energy Domestic and Family Violence Policy which provides for up to 10 days of paid leave.
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes
...Access to unpaid leave	Yes
...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)	Yes
...Offer change of office location	Yes
...Emergency accommodation assistance	Yes
...Access to medical services (e.g. doctor or nurse)	Yes
...Other (provide details)	No(<i>Select all that apply</i>)

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

In FY2020 we relaunched our Family and Domestic Violence Support policy to provide significantly more support to any of our team members experiencing family and domestic violence. Under this policy we offer 10 days of paid leave, direct financial assistance of up to \$2,500 to help with costs, as well as supporting changes of hours of work and work location as needed.

Workplace Profile Table

Industry: All Industries

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	31	85	0	0	116
	Full-time contract	1	3	0	0	4
	Part-time permanent	4	0	0	0	4
Professionals	Full-time permanent	108	331	3	0	442
	Full-time contract	5	6	0	0	11
	Part-time permanent	48	4	0	0	52
Technicians And Trades Workers	Full-time permanent	34	378	0	0	412
	Full-time contract	10	13	0	0	23
	Part-time permanent	0	7	0	0	7
	Part-time contract	6	0	0	0	6
	Casual	0	4	0	0	4
Clerical And Administrative Workers	Full-time permanent	44	29	0	0	73
	Part-time permanent	17	0	0	0	17
	Part-time contract	1	0	0	0	1

* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: All Industries

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP/HOB	-1	Full-time permanent	3	4	7
		Full-time contract	0	3	3
	-2	Full-time permanent	1	0	1
HOB	-2	Full-time permanent	6	6	12
	-3	Full-time permanent	1	2	3
	-4	Full-time permanent	0	4	4
GM	-2	Full-time permanent	1	3	4
SM	-2	Full-time permanent	7	15	22
		Full-time contract	1	0	1
	-3	Full-time permanent	4	8	12
		Part-time permanent	1	0	1
OM	-2	Full-time permanent	1	3	4
		Part-time permanent	1	0	1
	-3	Full-time permanent	17	36	53
		Part-time permanent	8	0	8
	-4	Full-time permanent	5	32	37
		Part-time permanent	2	0	2
	-5	Full-time permanent	2	19	21
		Full-time contract	0	1	1
-6	Full-time permanent	0	3	3	

* Total employees includes Gender X

Workplace Profile Table

Industry: Petroleum and Coal Product Manufacturing

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	31	84	0	0	115
	Full-time contract	1	3	0	0	4
	Part-time permanent	4	0	0	0	4
Professionals	Full-time permanent	108	331	3	0	442
	Full-time contract	5	6	0	0	11
	Part-time permanent	48	4	0	0	52
Technicians And Trades Workers	Full-time permanent	34	378	0	0	412
	Full-time contract	10	13	0	0	23
	Part-time permanent	0	7	0	0	7
	Part-time contract	6	0	0	0	6
	Casual	0	4	0	0	4
Clerical And Administrative Workers	Full-time permanent	44	29	0	0	73
	Part-time permanent	17	0	0	0	17
	Part-time contract	1	0	0	0	1

* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: Petroleum and Coal Product Manufacturing

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP/HOB	-1	Full-time permanent	3	4	7
		Full-time contract	0	3	3
	-2	Full-time permanent	1	0	1
HOB	-2	Full-time permanent	6	6	12
	-3	Full-time permanent	1	2	3
	-4	Full-time permanent	0	4	4
GM	-2	Full-time permanent	1	2	3
SM	-2	Full-time permanent	7	15	22
		Full-time contract	1	0	1
	-3	Full-time permanent	4	8	12
		Part-time permanent	1	0	1
OM	-2	Full-time permanent	1	3	4
		Part-time permanent	1	0	1
	-3	Full-time permanent	17	36	53
		Part-time permanent	8	0	8
	-4	Full-time permanent	5	32	37
		Part-time permanent	2	0	2
	-5	Full-time permanent	2	19	21
		Full-time contract	0	1	1
-6	Full-time permanent	0	3	3	

* Total employees includes Gender X

Workplace Profile Table

Industry: Transport Support Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	0	1	0	0	1

* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

** Total employees includes Gender X

Workplace Profile Table

Industry: Transport Support Services

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
GM	-2	Full-time permanent	0	1	1

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: All Industries

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	2	2
			Managers	1	2	3
			Non-managers	3	5	8
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1
			Managers	1	6	7
			Non-managers	7	21	28
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	0	2
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	5	0	5
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	3	8	11
			Non-managers	14	34	48
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	1	1
			Managers	0	0	0
			Non-managers	8	12	20
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	3	6
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	0	2
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	18	9	27

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: All Industries

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*	
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	0	5	5	
			Managers	5	9	14	
			Non-managers	8	29	37	
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	2	1	3	
		Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
				Managers	0	0	0
				Non-managers	11	8	19
	Fixed-Term Contract		CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	2	0	2	
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	12	9	21	
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0	
			Managers	1	6	7	
			Non-managers	13	24	37	
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	0	0	0	
		Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
				Managers	1	1	2
				Non-managers	10	0	10
	Fixed-Term Contract		CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	0	0	0	
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	0	0	0	
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1	
			Managers	0	3	3	
			Non-managers	0	21	21	
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	0	0	0	
		Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
				Managers	0	0	0
				Non-managers	0	0	0
	Fixed-Term Contract		CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	0	0	0	
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	0	0	0	

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: All Industries

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	1	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Petroleum and Coal Product Manufacturing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	2	2
			Managers	1	2	3
			Non-managers	3	5	8
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1
			Managers	1	6	7
			Non-managers	7	21	28
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	0	2
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	5	0	5
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	3	8	11
			Non-managers	14	34	48
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	1	1
			Managers	0	0	0
			Non-managers	8	12	20
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	3	6
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	0	2
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	2	2

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Petroleum and Coal Product Manufacturing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*	
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	0	3	3	
			Managers	3	8	11	
			Non-managers	8	28	36	
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	2	1	3	
		Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
				Managers	0	0	0
				Non-managers	7	2	9
	Fixed-Term Contract		CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	2	0	2	
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	0	1	1	
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0	
			Managers	1	6	7	
			Non-managers	13	24	37	
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	0	0	0	
		Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
				Managers	1	1	2
				Non-managers	10	0	10
	Fixed-Term Contract		CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	0	0	0	
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	0	0	0	
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1	
			Managers	0	3	3	
			Non-managers	0	21	21	
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	0	0	0	
		Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
				Managers	0	0	0
				Non-managers	0	0	0
	Fixed-Term Contract		CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	0	0	0	
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0	
			Managers	0	0	0	
			Non-managers	0	0	0	

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Petroleum and Coal Product Manufacturing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	1	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Transport Support Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	18	7	25

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Transport Support Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	0	2	2
			Managers	2	1	3
			Non-managers	0	1	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	4	6	10
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	12	8	20
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Transport Support Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Gender X

Workforce Management Statistics Table

* Total employees includes Gender X

Workforce Management Statistics Table

* Total employees includes Gender X

Workforce Management Statistics Table

* Total employees includes Gender X