

# Public report

2018-19

Submitted by

Legal Name:  
**Viva Energy Australia Pty Ltd**



## Organisation and contact details

Submitting organisation details	Legal name	Viva Energy Australia Pty Ltd
	ABN	46004610459
	ANZSIC	C Manufacturing 1701 Petroleum Refining and Petroleum Fuel Manufacturing
	Business/trading name/s	
	ASX code (if applicable)	
	Postal address	GPO Box 872 MELBOURNE VIC 3001 AUSTRALIA
	Organisation phone number	0388234215
Reporting structure	Ultimate parent	Viva Energy Australia Group Ltd
	Number of employees covered by this report	1,289

## All organisations covered by this report

Legal name	Business/trading name/s
Viva Energy Australia Pty Ltd	
ZIP Airport Services PTY LTD	ZIP Airport Services PTY LTD

## Workplace profile

### Manager

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
CEO/Head of Business in Australia	0	Full-time permanent	0	1	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Key management personnel	-1	Full-time permanent	1	2	3
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other executives/General managers	-1	Full-time permanent	2	2	4
		Full-time contract	0	1	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Senior Managers	-2	Full-time permanent	9	13	22
		Full-time contract	1	1	2
		Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	1	3	4
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Other managers	-1	Full-time permanent	0	0	0
		Full-time contract	0	1	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0

Manager occupational categories	Reporting level to CEO	Employment status	No. of employees		
			F	M	Total employees
	-2	Full-time permanent	6	7	13
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
	-3	Full-time permanent	9	38	47
		Full-time contract	0	0	0
		Part-time permanent	4	0	4
		Part-time contract	0	0	0
		Casual	0	0	0
	-4	Full-time permanent	4	20	24
		Full-time contract	0	0	0
		Part-time permanent	2	0	2
		Part-time contract	0	0	0
		Casual	0	0	0
	-5	Full-time permanent	0	3	3
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
Grand total: all managers			41	92	133

## Workplace profile

### Non-manager

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Professionals	Full-time permanent	109	327	0	0	0	0	436
	Full-time contract	1	6	0	0	0	0	7
	Part-time permanent	42	3	0	0	0	0	45
	Part-time contract	1	0	0	0	0	0	1
	Casual	0	0	0	0	0	0	0
Technicians and trade	Full-time permanent	31	463	0	0	0	0	494
	Full-time contract	4	12	0	0	0	0	16
	Part-time permanent	1	24	0	0	0	0	25
	Part-time contract	12	1	0	0	0	0	13
	Casual	1	31	0	0	0	0	32
Community and personal service	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Clerical and administrative	Full-time permanent	44	29	0	0	0	0	73
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	14	0	0	0	0	0	14
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Sales	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Machinery operators and drivers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0

Non-manager occupational categories	Employment status	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
		F	M	F	M	F	M	
Labourers	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Others	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
Grand total: all non-managers		260	896	0	0	0	0	1,156



# Reporting questionnaire

## Gender equality indicator 1: Gender composition of workforce

This indicator seeks information about the gender composition of relevant employers in a standardised format, to enable the aggregation of data across and within industries. The aggregated data in your workplace profile assists relevant employers in understanding the characteristics of their workforce, including in relation to occupational segregation, the position of women and men in management within their industry or sector, and patterns of potentially insecure employment.

**NB. IMPORTANT:**

- References to the Act mean the Workplace Gender Equality Act 2012.
- A formal 'policy' and/or 'formal strategy' in this questionnaire refers to formal policies and/or strategies that are either standalone or contained within another formal policy/formal strategy.
- Data provided in this reporting questionnaire covers the TOTAL reporting period from 1 April 2018 to 31 March 2019. (This differs from the workplace profile data which is taken at a point-in-time during the reporting period).
- Answers need to reflect ALL organisations covered in this report.
- If you select "NO, Insufficient resources/expertise" to any option, this may cover human or financial resources.

**1. Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY relating to the following?**

**1.1 Recruitment**

- ☒ Yes (select all applicable answers)
- ☒ Policy
  - ☒ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Not a priority

**1.2 Retention**

- ☒ Yes (select all applicable answers)
- ☒ Policy
  - ☒ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Not a priority

**1.3 Performance management processes**

- ☒ Yes (select all applicable answers)
- ☒ Policy
  - ☒ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Not a priority



#### 1.4 Promotions

- ☒ Yes (select all applicable answers)
- ☒ Policy
  - ☒ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Not a priority

#### 1.5 Talent identification/identification of high potentials

- ☒ Yes (select all applicable answers)
- ☒ Policy
  - ☒ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Not a priority

#### 1.6 Succession planning

- ☒ Yes (select all applicable answers)
- ☒ Policy
  - ☒ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Not a priority

#### 1.7 Training and development

- ☒ Yes (select all applicable answers)
- ☒ Policy
  - ☒ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Not a priority

#### 1.8 Key performance indicators for managers relating to gender equality

- ☐ Yes (select all applicable answers)
- ☐ Policy
  - ☐ Strategy
- ☒ No (you may specify why no formal policy or formal strategy is in place)
- ☒ Currently under development, please enter date this is due to be completed  
Organisational wide gender targets have been set and these targets have been shared with the senior leadership team. These targets haven't as yet been turned into KPI's per person/manager. A date at which these will be shared with the rest of the management team will be determined by the end of 2019.
  - ☐ Insufficient resources/expertise
  - ☐ Not a priority

#### 1.9 Gender equality overall

- ☒ Yes (select all applicable answers)
- ☒ Policy
  - ☒ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
- ☐ Currently under development, please enter date this is due to be completed

- ☐ Insufficient resources/expertise  
☐ Not a priority

**1.10 How many employees were promoted during the reporting period against each category below?**

**IMPORTANT:** Because promotions are included in the number of appointments in Q1.11, the number of promotions should never exceed appointments.

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	9	11	27
Permanent/ongoing part-time employees	0	0	2	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	0

**1.11 How many appointments in total (including the number of promotions above in Q1.10), were made to manager and non-manager roles during the reporting period (based on WGEA-defined managers/non-managers)?**

**IMPORTANT:** promotions need to be added to these totals because they are considered internal appointments.

	Female	Male
Number of appointments made to MANAGER roles (including promotions)	13	17
Number of appointments made to NON-MANAGER roles (including promotions)	74	102

**1.12 How many employees resigned during the reporting period against each category below?**

	Managers		Non-managers	
	Female	Male	Female	Male
Permanent/ongoing full-time employees	4	13	23	65
Permanent/ongoing part-time employees	2	0	6	1
Fixed-term contract full-time employees	0	1	4	5
Fixed-term contract part-time employees	0	0	2	0
Casual employees	0	0	0	3

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

## Gender equality indicator 2: Gender composition of governing bodies

Gender composition of governing bodies is an indicator of gender equality at the highest level of organisational leadership and decision-making. This gender equality indicator seeks information on the representation of women and men on governing bodies. The term "governing body" in relation to a relevant employer is broad and depends on the nature of your organisation. It can mean the board of directors, trustees, committee of management, council or other governing authority of the employer.

2. The organisation(s) you are reporting on will have a governing body. In the Act, governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer". This question relates to the highest governing body for your Australian entity, even if it is located overseas.

2.1 Please answer the following questions relating to each governing body covered in this report.

Note: If this report covers more than one organisation, the questions below will be repeated for each organisation before proceeding to question 2.2.

If your organisation's governing body is the same as your parent entity's, you will need to add your organisation's name BUT the numerical details of your parent entity's governing body.

2.1a.1 Organisation name?

Viva Energy Australia Pty Ltd

2.1b.1 How many Chairs on this governing body?

	Female	Male
Number	0	1

2.1c.1 How many other members are on this governing body (excluding the Chair/s)?

	Female	Male
Number	2	4

2.1d.1 Has a target been set to increase the representation of women on this governing body?

- ☐ Yes
- ☒ No (you may specify why a target has not been set)
- ☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
  - ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Do not have control over governing body/board appointments (provide details why):
  - ☐ Not a priority
  - ☒ Other (provide details):  
A target of 40% has been set, however a year in which this target is to be reach is still to be determined.

2.1g.1 Are you reporting on any other organisations in this report?

- ☒ Yes
- ☐ No

2.1a.2 Organisation name?

Zip Airport Services Pty Ltd

2.1b.2 How many Chairs on this governing body?

	Female	Male
Number	0	0

2.1c.2 How many other members are on this governing body (excluding the Chair/s)?

	Female	Male
Number	0	3



**2.1d.2 Has a target been set to increase the representation of women on this governing body?**

- ☐ Yes
- ☒ No (you may specify why a target has not been set)
- ☐ Governing body/board has gender balance (e.g. 40% women/40% men/20% either)
  - ☒ Currently under development, please enter date this is due to be completed  
31 December 2019
  - ☐ Insufficient resources/expertise
  - ☐ Do not have control over governing body/board appointments (provide details why):
  - ☐ Not a priority
  - ☐ Other (provide details):

**2.1g.2 Are you reporting on any other organisations in this report?**

- ☐ Yes
- ☒ No

**2.2 Do you have a formal selection policy and/or formal selection strategy for governing body members for ALL organisations covered in this report?**

- ☐ Yes (select all applicable answers)
- ☐ Policy
  - ☐ Strategy
- ☒ No (you may specify why no formal selection policy or formal selection strategy is in place)
- ☐ In place for some governing bodies
  - ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☒ Do not have control over governing body appointments (provide details why)  
Appointments managed by shareholders
  - ☐ Not a priority
  - ☐ Other (provide details):

**2.3 Does your organisation operate as a partnership structure (i.e. select NO if your organisation is an "incorporated" entity - Pty Ltd, Ltd or Inc; or an "unincorporated" entity)?**

- ☐ Yes
- ☒ No

**2.5 If your organisation would like to provide additional information relating to gender equality indicator 2, please do so below.**

## Gender equality indicator 3: Equal remuneration between women and men

Equal remuneration between women and men is a key component of improving women's economic security and progressing gender equality.

**3. Do you have a formal policy and/or formal strategy on remuneration generally?**

- ☒ Yes (select all applicable answers)
- ☒ Policy
  - ☒ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Salaries set by awards/industrial or workplace agreements

- ☐ Non-award employees paid market rate
- ☐ Not a priority
- ☐ Other (provide details):

**3.1 Are specific gender pay equity objectives included in your formal policy and/or formal strategy?**

- ☒ Yes (provide details in question 3.2 below)
- ☐ No (you may specify why pay equity objectives are not included in your formal policy or formal strategy)
  - ☐ Currently under development, please enter date this is due to be completed
  - ☐ Salaries set by awards/industrial or workplace agreements
  - ☐ Insufficient resources/expertise
  - ☐ Non-award employees paid market rate
  - ☐ Not a priority
  - ☐ Other (provide details):

**3.2 Does your formal policy and/or formal strategy include any of the following gender pay equity objectives (select all applicable answers)?**

- ☒ 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 pay reviews)
- ☐ To be transparent about pay scales and/or salary bands
- ☐ To ensure managers are held accountable for pay equity outcomes
- ☒ To implement and/or maintain a transparent and rigorous performance assessment process
- ☐ Other (provide details):

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

- ☒ Yes - the most recent gender remuneration gap analysis was undertaken:
  - ☒ Within last 12 months
  - ☐ Within last 1-2 years
  - ☐ More than 2 years ago but less than 4 years ago
  - ☐ Other (provide details):
- ☐ No (you may specify why you have not analysed your payroll for gender remuneration gaps)
  - ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Salaries for ALL employees (including managers) are set by awards or industrial agreements AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)
  - ☐ Salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments)
  - ☐ Non-award employees paid market rate
  - ☐ Not a priority
  - ☐ Other (provide details):

**4.01 You may provide details below on the type of gender remuneration gap analysis that has been undertaken (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. Post pay review analysis is conducted and will be presented to the Board in 2019.

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.

**4.1 Did you take any actions as a result of your gender remuneration gap analysis?**



- ☒ Yes – indicate what actions were taken (select all applicable answers)
- ☒ Created a pay equity strategy or action plan
  - ☒ Identified cause/s of the gaps
  - ☐ Reviewed remuneration decision-making processes
  - ☒ Analysed commencement salaries by gender to ensure there are no pay gaps
  - ☒ Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
  - ☒ Analysed performance pay to ensure there is no gender bias (including unconscious bias)
  - ☐ Trained people-managers in addressing gender bias (including unconscious bias)
  - ☒ Set targets to reduce any like-for-like gaps
  - ☒ Set targets to reduce any organisation-wide gaps
  - ☐ Reported pay equity metrics (including gender pay gaps) to the governing body
  - ☐ Reported pay equity metrics (including gender pay gaps) to the executive
  - ☐ Reported pay equity metrics (including gender pay gaps) to all employees
  - ☐ Reported pay equity metrics (including gender pay gaps) externally
  - ☐ Corrected like-for-like gaps
  - ☐ Conducted a gender-based job evaluation process
  - ☐ Implemented other changes (provide details):
- ☐ No (you may specify why no actions were taken resulting from your remuneration gap analysis)
- ☐ No unexplainable or unjustifiable gaps identified
  - ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Salaries set by awards/industrial or workplace agreements
  - ☐ Non-award employees are paid market rate
  - ☐ Unable to address cause/s of gaps (provide details why):
  - ☐ Not a priority
  - ☐ Other (provide details):

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

In the 2019 pay review the average female base salary increase was 2.16% and the average male base salary increase was 1.84%. The average bonus for females was 111% of the target and for males was 109% of the target.

## Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

This indicator will enable the collection and use of information from relevant employers about the availability and utility of employment terms, conditions and practices relating to flexible working arrangements for employees and to working arrangements supporting employees with family or caring responsibilities. One aim of this indicator is to improve the capacity of women and men to combine paid work and family or caring responsibilities through such arrangements. The achievement of this goal is fundamental to gender equality and to maximising Australia's skilled workforce.

**5. A "PRIMARY CARER" is the member of a couple or a single carer, REGARDLESS OF GENDER, identified as having greater responsibility for the day-to-day care of a child.**

**Do you provide EMPLOYER FUNDED paid parental leave for PRIMARY CARERS that is available for women AND men, in addition to any government funded parental leave scheme for primary carers?**

- ☒ Yes. (Please indicate how employer funded paid parental leave is provided to the primary carer):
- ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
  - ☒ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
  - ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
- ☐ No, we offer paid parental leave for primary carers that is available to women ONLY (e.g. maternity leave). (Please indicate how employer funded paid parental leave is provided to women ONLY):
- ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
  - ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
  - ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
- ☐ No, we offer paid parental leave for primary carers that is available to men ONLY. (Please indicate how employer funded paid parental leave is provided to men ONLY):



- ☐ By paying the gap between the employee's salary and the government's paid parental leave scheme
- ☐ By paying the employee's full salary (in addition to the government's paid scheme), regardless of the period of time over which it is paid. For example, full pay for 12 weeks or half pay for 24 weeks
- ☐ As a lump sum payment (paid pre- or post- parental leave, or a combination)
- ☐ No, not available (you may specify why this leave is not provided)
- ☐ Currently under development, please enter date this is due to be completed
- ☐ Insufficient resources/expertise
- ☐ Government scheme is sufficient
- ☐ Not a priority
- ☐ Other (provide details):

**5.1 How many weeks of EMPLOYER FUNDED paid parental leave for primary carers is provided? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of weeks provided to eligible employees:**

14

**5a. If your organisation would like to provide additional information on your paid parental leave for primary carers e.g. eligibility period, where applicable the maximum number of weeks provided, and other arrangements you may have in place, 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).  
ZIP Airport Services Pty Ltd employees that fall under an EBA agreement and are governed by the terms and conditions of their agreement, which includes NES entitlements to parental leave. ZIP was acquired by Viva Energy Australia Pty Ltd in June 2017 at which time these agreements were already in place.

**5.2 What proportion of your total workforce has access to employer funded paid parental leave for PRIMARY CARERS?**

- In your calculation, you MUST INCLUDE CASUALS when working out the proportion.

- ☐ <10%
- ☐ 10-20%
- ☐ 21-30%
- ☐ 31-40%
- ☐ 41-50%
- ☐ 51-60%
- ☐ 61-70%
- ☒ 71-80%
- ☐ 81-90%
- ☐ 91-99%
- ☐ 100%

**5.3 Please indicate whether your employer funded paid parental leave for primary carers covers:**

- ☒ Adoption
- ☒ Surrogacy
- ☒ Stillbirth

**6. A "SECONDARY CARER" is a member of a couple or a single carer, REGARDLESS OF GENDER, who is not the primary carer.**

**Do you provide EMPLOYER FUNDED paid parental leave for SECONDARY CARERS that is available for men and women, in addition to any government funded parental leave scheme for secondary carers?**

- ☒ Yes
- ☐ No, we offer paid parental leave for SECONDARY CARERS that is available to men ONLY (e.g. paternity leave)
- ☐ No, we offer paid parental leave for SECONDARY CARERS that is available to women ONLY
- ☐ No (you may specify why employer funded paid parental leave for secondary carers is not paid)
- ☐ Currently under development, please enter date this is due to be completed
- ☐ Insufficient resources/expertise
- ☐ Government scheme is sufficient
- ☐ Not a priority

☐ Other (provide details):

6.1 How many days of EMPLOYER FUNDED parental leave is provided for SECONDARY CARERS? If different amounts of leave are provided (e.g. based on length of service) enter the MINIMUM number of days provided to eligible employees:

10

6a. If your organisation would like to provide additional information on your paid parental leave for SECONDARY CARERS e.g. eligibility period, other arrangements you may have in place etc, please do so below.

The Grace Papers program was implemented in 2015 providing support to all parents starting or growing their families. Both programs are also offered to the partners of our employees.  
For women: a 6 step program providing support through pregnancy, parental leave and returning to work flexibly and productively (this program also comprises of a "Return to Work" module)  
For men: a "for Dads" program which focuses on re-imagining the working father stereotype, and providing the space and tools to be able to create a new construct that reflects their values and career goals.  
We are currently investigating how we can further leverage the Grace Papers program to more staff and integrate it into the Keep in Touch program.

6.2 What proportion of your total workforce has access to employer funded paid parental leave for SECONDARY CARERS?

• In your calculation, you MUST INCLUDE CASUALS when working out the proportion.

- ☐ <10%
- ☐ 10-20%
- ☐ 21-30%
- ☐ 31-40%
- ☐ 41-50%
- ☐ 51-60%
- ☐ 61-70%
- ☒ 71-80%
- ☐ 81-90%
- ☐ 91-99%
- ☐ 100%

6.3 Please indicate whether your employer funded paid parental leave for secondary carers covers:

- ☒ Adoption
- ☒ Surrogacy
- ☒ Stillbirth

7. How many MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Managers	2	0	0	7

7.1 How many NON-MANAGERS have taken parental leave during the reporting period (paid and/or unpaid)? Include employees still on parental leave, regardless of when it commenced.

	Primary carer's leave		Secondary carer's leave	
	Female	Male	Female	Male
Non-managers	24	15	0	21



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

	Female	Male
Managers	0	0

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

	Female	Male
Non-managers	0	0

9. Do you have a formal policy and/or formal strategy on flexible working arrangements?

- ☒ Yes (select all applicable answers)
- ☒ Policy
  - ☒ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Don't offer flexible arrangements
  - ☐ Not a priority
  - ☐ Other (provide details):

- 9.1 You may indicate which of the following are included in your flexible working arrangements strategy:

- ☒ A business case for flexibility has been established and endorsed at the leadership level
- ☒ Leaders are visible role models of flexible working
- ☒ Flexible working is promoted throughout the organisation
- ☐ Targets have been set for engagement in flexible work
- ☐ Targets have been set for men's engagement in flexible work
- ☐ Leaders are held accountable for improving workplace flexibility
- ☐ Manager training on flexible working is provided throughout the organisation
- ☐ Employee training is provided throughout the organisation
- ☐ Team-based training is provided throughout the organisation
- ☒ Employees are surveyed on whether they have sufficient flexibility
- ☐ The organisation's approach to flexibility is integrated into client conversations
- ☒ The impact of flexibility is evaluated (eg reduced absenteeism, increased employee engagement)
- ☐ Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel
- ☐ Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

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

- ☒ Yes (select all applicable answers)
- ☒ Policy
  - ☐ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
- ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Included in award/industrial or workplace agreement
  - ☐ Not a priority
  - ☐ Other (provide details):

11. Do you offer any other support mechanisms, other than leave, for employees with family or caring responsibilities (eg, employer-subsidised childcare, breastfeeding facilities)?

- ☒ Yes  
☐ No (you may specify why non-leave based measures are not in place)  
☐ Currently under development, please enter date this is due to be completed  
☐ Insufficient resources/expertise  
☐ Not a priority  
☐ Other (provide details):

11.1 Please select what support mechanisms are in place and if they are available at all worksites.  
 • Where only one worksite exists, for example a head-office, select "Available at all worksites".

- ☐ Employer subsidised childcare  
☐ Available at some worksites only  
☐ Available at all worksites  
☐ On-site childcare  
☐ Available at some worksites only  
☐ Available at all worksites  
☒ Breastfeeding facilities  
☐ Available at some worksites only  
☒ Available at all worksites  
☐ Childcare referral services  
☐ Available at some worksites only  
☐ Available at all worksites  
☐ Internal support networks for parents  
☐ Available at some worksites only  
☐ Available at all worksites  
☐ Return to work bonus (only select this option if the return to work bonus is NOT the balance of paid parental leave when an employee returns from leave)  
☐ Available at some worksites only  
☐ Available at all worksites  
☒ Information packs to support new parents and/or those with elder care responsibilities  
☐ Available at some worksites only  
☒ Available at all worksites  
☐ Referral services to support employees with family and/or caring responsibilities  
☐ Available at some worksites only  
☐ Available at all worksites  
☒ Targeted communication mechanisms, for example intranet/ forums  
☒ Available at some worksites only  
☐ Available at all worksites  
☐ Support in securing school holiday care  
☐ Available at some worksites only  
☐ Available at all worksites  
☒ Coaching for employees on returning to work from parental leave  
☐ Available at some worksites only  
☒ Available at all worksites  
☐ Parenting workshops targeting mothers  
☐ Available at some worksites only  
☐ Available at all worksites  
☐ Parenting workshops targeting fathers  
☐ Available at some worksites only  
☐ Available at all worksites  
☐ None of the above, please complete question 11.2 below

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

- ☒ Yes (select all applicable answers)  
☒ Policy  
☐ Strategy  
☐ No (you may specify why no formal policy or formal strategy is in place)

- ☐ Currently under development, please enter date this is due to be completed
- ☐ Insufficient resources/expertise
- ☐ Included in award/industrial or workplace agreements
- ☐ Not aware of the need
- ☐ Not a priority
- ☐ Other (please provide details):

**13. Other than a formal policy and/or formal strategy, do you have any support mechanisms in place to support employees who are experiencing family or domestic violence?**

☒ Yes (select all applicable answers)

- ☒ Employee assistance program (including access to a psychologist, chaplain or counsellor)
- ☐ Training of key personnel
- ☐ A domestic violence clause is in an enterprise agreement or workplace agreement
- ☐ Workplace safety planning
- ☐ Access to paid domestic violence leave (contained in an enterprise/workplace agreement)
- ☐ Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)
- ☒ Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)
- ☒ Access to unpaid leave
- ☒ Confidentiality of matters disclosed
- ☒ Referral of employees to appropriate domestic violence support services for expert advice
- ☒ Protection from any adverse action or discrimination based on the disclosure of domestic violence
- ☒ Flexible working arrangements
- ☒ Provision of financial support (e.g. advance bonus payment or advanced pay)
- ☒ Offer change of office location
- ☒ Emergency accommodation assistance
- ☒ Access to medical services (e.g. doctor or nurse)
- ☒ Other (provide details):  
Access to unlimited paid leave.

Employees of ZIP Airport Services fall under Viva Energy Australia's Domestic Violence Policy and provisions provided.

☐ No (you may specify why no other support mechanisms are in place)

- ☐ Currently under development, please enter date this is due to be completed
- ☐ Insufficient resources/expertise
- ☐ Not aware of the need
- ☐ Not a priority
- ☐ Other (provide details):

**14. Where any of the following options are available in your workplace, are those option/s available to both women AND men?**

- flexible hours of work
- compressed working weeks
- time-in-lieu
- telecommuting
- part-time work
- job sharing
- carer's leave
- purchased leave
- unpaid leave.

Options may be offered both formally and/or informally.

For example, if time-in-lieu is available to women formally but to men informally, you would select NO.

- ☒ Yes, the option/s in place are available to both women and men.
- ☐ No, some/all options are not available to both women AND men.

**14.1 Which options from the list below are available? Please tick the related checkboxes.**

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



	Managers		Non-managers	
	Formal	Informal	Formal	Informal
Flexible hours of work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Compressed working weeks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time-in-lieu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Telecommuting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Part-time work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job sharing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Carer's leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Purchased leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**14.3 You may specify why any of the above options are NOT available to your employees.**

- ☐ Currently under development, please enter date this is due to be completed  
☐ Insufficient resources/expertise  
☐ Not a priority  
☒ Other (provide details):  
 Compressed working weeks: not a priority

**14.4 If your organisation would like to provide additional information relating to gender equality indicator 4, please do so below:**

Viva Energy Australia introduced purchased leave in December 2018.  
Employees who fall under an EBA agreement are governed by the terms and conditions of the agreement.

## Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace

This gender equality indicator seeks information on what consultation occurs between employers and employees on issues concerning gender equality in the workplace.

**15. Have you consulted with employees on issues concerning gender equality in your workplace?**

- ☒ Yes  
☐ No (you may specify why you have not consulted with employees on gender equality)  
☐ Not needed (provide details why):  
☐ Insufficient resources/expertise  
☐ Not a priority  
☐ Other (provide details):

**15.1 How did you consult with employees on issues concerning gender equality in your workplace?**

- ☒ Survey  
☐ Consultative committee or group  
☒ Focus groups  
☒ Exit interviews  
☐ Performance discussions  
☐ Other (provide details):

**15.2 Who did you consult?**

- ☒ All staff  
☐ Women only



- ☐ Men only
- ☐ Human resources managers
- ☐ Management
- ☐ Employee representative group(s)
- ☐ Diversity committee or equivalent
- ☐ Women and men who have resigned while on parental leave
- ☐ Other (provide details):

**15.3 If your organisation would like to provide additional information relating to gender equality indicator 5, please do so below.**

International Women's Day - celebrated across the company in March 2019. Celebrations included two panel events featuring players from the Geelong Cats AFLW team and a selection of employees speaking about their roles, challenges and successes and what the theme 'Balance for Better' means for them. There were a number of other events held at various sites across the country as well as the release of a video produced in association with the Geelong Cats AFLW team celebrating International Women's Day.

Equal Pay Day & Wear it Purple Day - the two days were celebrated concurrently across the organisation with a number of events to raise awareness and note from Scott Wyatt - CEO not only highlighting the importance of these events but also recognising the importance of diversity and what it means to the Company, its employees and customers.

White Ribbon Day - held various employee events to raise awareness of domestic violence as well as the sale of ribbons at the majority of sites.

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 - line managers meet with their teams to discuss results from engagement survey.

## Gender equality indicator 6: Sex-based harassment and discrimination

The prevention of sex-based harassment and discrimination (SBH) has been identified as important in improving workplace participation. Set by the Minister, this gender equality indicator seeks information on the existence of a SBH policy and/or strategy and whether training of managers on SBH is in place.

**16. Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?**

- ☒ Yes (select all applicable answers)
  - ☒ Policy
  - ☒ Strategy
- ☐ No (you may specify why no formal policy or formal strategy is in place)
  - ☐ Currently under development, please enter date this is due to be completed
  - ☐ Insufficient resources/expertise
  - ☐ Included in award/industrial or workplace agreement
  - ☐ Not a priority
  - ☐ Other (provide details):

**16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?**



- ☒ Yes  
☐ No (you may specify why a grievance process is not included)  
☐ Currently under development, please enter date this is due to be completed  
☐ Insufficient resources/expertise  
☐ Not a priority  
☐ Other (provide details):

**17. Do you provide training for all managers on sex-based harassment and discrimination prevention?**

- ☒ Yes - please indicate how often this training is provided:  
☒ At induction  
☐ At least annually  
☒ Every one-to-two years  
☐ Every three years or more  
☐ Varies across business units  
☐ Other (provide details):  
☐ No (you may specify why this training is not provided)  
☐ Currently under development, please enter date this is due to be completed  
☐ Insufficient resources/expertise  
☐ Not a priority  
☐ Other (provide details):

**17.1 If your organisation would like to provide additional information relating to gender equality indicator 6, please do so below:**

Viva Energy Australia conducted an employee engagement survey in August 2017 which included the following question: "In my organisation sex-based harassment is not tolerated". We received an agreement threshold of 92% for this question.  
 This question will again be included in the next employee engagement survey planned for Q3 2019.

## Other

**18. If your organisation has introduced any outstanding initiatives that have resulted in improved gender equality in your workplace, please tell us about them.**

(As with all questions in this questionnaire, information you provide here will appear in your public report.)

**Superannuation Policy:**

On 28th August 2017, Viva Energy Australia announced that from September 1, 2017, whilst on parental leave (unpaid, paid or half-pay leave) employer superannuation contributions will be paid at the rate of 12% of the relevant full time equivalent base salary for the full period. In addition, upon return from parental leave, part-time employees will receive employer superannuation contributions at the rate of 12% of the relevant full-time equivalent base salary for a period of five years after the birth date of the child. This policy applies to all classified employees of Viva Energy Australia Pty Ltd.

Viva Energy was the first company in Australia to introduce such a comprehensive policy on superannuation and we believe that it will make a tangible difference towards reducing the gap between the superannuation balances of men and women. Our company has always taken a leading position on superannuation as an important strategic element of our remuneration. We have paid 12% of base salary for nearly 20 years, well above the government mandated rates that have grown over that time from 3% to the current rate of 9.5%. This idea came about from looking at existing challenges with an innovative mindset. It is another way that we can address pay equity between men and women that is different to what other companies are doing and it will make a difference in this important area at Viva Energy.

There are currently 52 employees in receipt of this benefit.

**Geelong Refinery Female Mentor Program**

Viva Energy's Geelong Refinery are piloting a 6 month mentoring program with 5 early career females. These females are primarily working in operational, male dominated roles where they can at times feel disconnected from other parts of the business. We have 9 senior females from different areas of the business who will form a 'mentoring community' and provide mentor-ship either on a dedicated 1:1 basis or on a 'topic/as needs' basis.

Education and upskilling is being provided to mentors and mentees. At the end of the 6 month period we will assess the learnings and plan to extend more broadly within the organisation.

#### New Female Board members of Viva Energy Australia

With our listing on the Australian Stock Exchange in July 2018, Viva Energy Australia welcomed two females onto our Board. Viva Energy Australia's Board previously consisted of only men.

#### Female Leaders Program

Driven by our aspiration to have 50% of leadership roles being held by women, Viva Energy piloted a program in 2017 that is designed to support our emerging female leaders to maximise their leadership skills. We believe that the development of our emerging female leaders is an important element in achieving our aspiration. The program is 5 days over 12 months designed and facilitated by People Measures. In 2017 twelve female emerging leaders from all parts of the business moved through a series of activities which are a combination of observed activities with feedback, as well as facilitated activities in workshop style and self-directed activities and reflection. The observed activities simulate the challenges of a senior management role, and importantly provide the opportunity for observing and evaluating target leadership capabilities. The program is deliberately targeted at females only in order to allow the group to explore their leadership identity, address specific development needs of women, and challenge the unique barriers to advancement faced by women. After a successful 2017 pilot we have continued running program with 21 participants completing the program in 2018, and another 23 participants recently commencing the 2019 program.



## Gender composition proportions in your workplace

### Important notes:

1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
2. Some proportion calculations will not display until you press **Submit** at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes after you have pressed **Re-submit** at step 6 on the reporting page.

### Based upon your workplace profile and reporting questionnaire responses:

#### Gender composition of workforce

1. the gender composition of your workforce overall is 23.4% females and 76.6% males.

#### Promotions

2. 28.0% of employees awarded promotions were women and 72.0% were men
  - i. 10.0% of all manager promotions were awarded to women
  - ii. 32.5% of all non-manager promotions were awarded to women.
3. 8.2% of your workforce was part-time and 4.0% of promotions were awarded to part-time employees.

#### Resignations

4. 31.8% of employees who resigned were women and 68.2% were men
  - i. 30.0% of all managers who resigned were women
  - ii. 32.1% of all non-managers who resigned were women.
5. 8.2% of your workforce was part-time and 8.5% of resignations were part-time employees.

#### Employees who ceased employment before returning to work from parental leave

- i. 0.0% of all women who utilised parental leave ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave ceased employment before returning to work
- iii. N/A - managers who utilised parental leave and ceased employment before returning to work were women
- iv. N/A - non-managers who utilised parental leave and ceased employment before returning to work were women.

## Notification and access

### List of employee organisations:

Employees employed by Viva Energy Australia and Zip Airport Services.

Unions; AWU, AMWU, ETU, NUW, CFMEU, TWU

## CEO sign off confirmation

Name of CEO or equivalent:

Scott Wyatt

Confirmation CEO has signed the report:

11/6/19

CEO signature:

Date: