



# Public report

2017-18

Submitted by

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



## Organisation and contact details

<b>Submitting organisation details</b>	<b>Legal name</b>	Viva Energy Australia Pty Ltd
	<b>ABN</b>	46004610459
	<b>ANZSIC</b>	C Manufacturing 1701 Petroleum Refining and Petroleum Fuel Manufacturing
	<b>Business/trading name/s</b>	
	<b>ASX code (if applicable)</b>	
	<b>Postal address</b>	GPO Box 872 MELBOURNE VIC 3001 AUSTRALIA
	<b>Organisation phone number</b>	0388234444
<b>Reporting structure</b>	<b>Ultimate parent</b>	Viva Energy Australia Group Ltd
	<b>Number of employees covered by this report</b>	1,294

## All organisations covered by this report

Legal name	Business/trading name/s
Viva Energy Australia Pty Ltd	
Shell Australia Lubricants Production 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		Casual	0	0	0
		Full-time permanent	2	5	7
		Full-time contract	0	1	1
		Part-time permanent	0	0	0
Key management personnel	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	2	0	2
Full-time contract		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	-2	Full-time permanent	0	0	0
		Full-time contract	0	1	1
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
Senior Managers	-1	Part-time permanent	0	0	0
		Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	6	13	19
-2		Full-time contract	0	0	0
		Part-time permanent	3	0	3
		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
Other managers	-1	Full-time permanent	1	0	1
		Full-time contract	0	0	0
		Part-time permanent	0	0	0
		Part-time contract	0	0	0
	-2	Casual	0	0	0
		Full-time permanent	5	25	30
		Full-time contract	0	0	0
		Part-time permanent	1	0	1
	-3	Part-time contract	0	0	0
		Casual	0	0	0
		Full-time permanent	13	41	54
		Full-time contract	0	0	0
-4	Part-time permanent	4	0	4	
	Part-time contract	0	0	0	
	Casual	0	0	0	
	Full-time permanent	0	6	6	
Grand total: all managers	Full-time contract	0	0	0	
	Part-time permanent	0	0	0	
	Part-time contract	0	0	0	
	Casual	0	0	0	
			37	95	132

## 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	93	293	3	6	0	0	395
	Full-time contract	3	7	0	0	0	0	10
	Part-time permanent	41	0	0	0	0	0	41
	Part-time contract	1	0	0	0	0	0	1
Technicians and trade	Casual	0	0	0	0	0	0	0
	Full-time permanent	28	503	0	0	0	0	531
	Full-time contract	2	13	0	0	0	0	15
	Part-time permanent	1	25	0	0	0	0	26
Community and personal service	Part-time contract	0	0	0	0	0	0	0
	Casual	1	31	0	0	0	0	32
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Clerical and administrative	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
	Full-time permanent	53	41	0	0	0	0	94
Sales	Full-time contract	1	1	0	0	0	0	2
	Part-time permanent	15	0	0	0	0	0	15
	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
	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
	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
	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
Others	Casual	0	0	0	0	0	0	0
	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
Grand total: all non-managers	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
		239	914	3	6	0	0	1,162

# 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 2017 to 31 March 2018. (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
  - 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	2	3	5	9
Permanent/ongoing part-time employees	0	0	1	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)	6	21
Number of appointments made to NON-MANAGER roles (including promotions)	57	151

**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	3	8	9	43
Permanent/ongoing part-time employees	2	0	3	1
Fixed-term contract full-time employees	1	0	1	2
Fixed-term contract part-time employees	0	0	1	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.**

We also have the following policies & strategies:

1. Domestic Violence Policy
2. Diversity Policy
3. Gender Diversity Policy & Strategy
4. Training & Development and Succession planning (strategy and workplace programs).

We complete a Gender Dashboard each quarter which tracks new hires, promotions, parental leave, leavers, demographics and gender targets.

We also conduct exit interviews and track reasons for leaving.

## 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	0	1

**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):  
Appointments managed by shareholders
  - Not a priority
  - Other (provide details):

**2.1g.1 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 reported to senior management along with other pay review outcome statistics.

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):  
Immediate actions were taken during the annual pay review where a portion of the overall budget was directed to gender based adjustments.
- 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:**

## 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 agree 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. Viva Energy Australia's has plans to implement employer funded 14 weeks primary parental leave to ZIP Airport Services employee by end of 2018.

**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%

**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.**

100% of Viva Energy Australia's workforce is entitled to employer funded 10 days paid secondary parental leave (in addition to government scheme).  
ZIP Airport Services Pty Ltd employees that fall under an EBA agree 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. Viva Energy Australia's has plans to implement employer funded 10 days secondary parental leave to ZIP Airport Services employee by end of 2018.

**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%

**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	1	1	0	1

**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	21	18	0	19

**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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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):  
Purchased Leave: currently under development, implemented by end of 2018  
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:**

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 reimagining 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.

Energise is an integrated wellness approach designed to proactively manage mental and physical health to create healthier and happier people and to help people be the best they can be at work and at home.

Employees are able to access options to improve both the physical and mental health and line managers are trained in how to lead conversations with their people in these areas. The employee ambassador programme concept is leveraged to have passionate employees advocating and driving the initiatives. This programme is open to all people at all our locations Australia wide.

## 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 - was celebrated across the company in March 2018. Celebrations included panel events featuring senior female employees speaking about their roles, their career history, challenges and successes. These events were held in our Docklands and Geelong locations and was an opportunity to celebrate the incredible female role models working at Viva Energy Australia.

Equal Pay Day - hold employee events to raise awareness and discuss pay equality. For example, at our Docklands location, we invited Lara Bourginon from National Australia Bank (NAB) to speak about superannuation inequity and the importance of superannuation for retirement.

White Ribbon Day - hold employee events to raise awareness of domestic violence. Viva Energy is fortunate to have an employee who is a White Ribbon Ambassador. This employee spoke to our Docklands location about his role as an Ambassador and the important work the White Ribbon Australia organisation does in our community.

HR - via the organisation's HR 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 HR 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:**

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.

## 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.

As a part of our ongoing commitment to gender equality, we reviewed all remuneration data, including average superannuation balances between men and women. On average, women in Australia retire with 40% less superannuation than men. Within Viva Energy we have a gap of 27% between men and women's superannuation balances and this is largely driven by the overall differential in base salaries and the fact that some women take unpaid leave after the birth of children and then return in a part-time capacity for some periods. We were extremely proud to announce that our board approved changes to our Parental Leave Policy to help improve the retirement balances of working parents.

Viva Energy is 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.

As per the media release published on 29th August 2017, Viva Energy CEO, Scott Wyatt expressed that "besides being the right thing to do, investing in the future of employees also makes sound business sense. It provides another incentive to attract and retain high-performing staff while enabling them to manage work-life responsibilities across an extended period. Our company has always taken a leading position on superannuation as an important strategic element of our remuneration and have paid 12% of base salary for nearly 20 years, well above the government mandated rates."

It is important to note also that we have used this announcement as an opportunity to utilise social media and our networks to encourage other companies to follow our lead and thereby make a greater impact to the wider community, not just within Viva Energy.

#### Women in Supply Chain Initiative (WISCI) Sponsorship:

Woman in Supply Chains Initiative (WISCI) is a new talent pipeline program and the focus is to engage with the community in new ways to attract more women and girls into supply chain careers, jobs and education. WISCI is not an education and training program but a program that has been designed to attract female talent to every aspect of the industry.

The WISCI is focussing on talent in response to an Australian workforce which is and will continue to experience shortages in skilled Supply Chain and Logistics workers. If Australia is to remain competitive in a dynamic global market, businesses and governments should view every person as a potential talented contributor to the workforce. This search for talent requires a broad and open mind to look past the obvious and to go beyond conventional methods. The initiative is structured on the belief that a gender balance in supply chains will result in more successful business. The WISCI will dramatically increase the number of women and girls in supply chain and logistics education, training, jobs and careers. It also seeks to encourage employers to consider their retention and succession strategies so they address the specific needs of women in their organisations.

Viva Energy are a founding member of the WISCI Board and are proud to have been invited to be involved in this program alongside other blue chip companies including Toll, QUB, Deakin University. We look forward to working with WISCI to see an increase in the number of women of all backgrounds into this industry.

#### Geelong Operator Campaign 2017:

In 2017, Viva Energy launched a recruitment campaign for Operator roles at our Geelong Refinery. The campaign involved gender neutralizing CVs and through broadening the technical background requirements and using non-traditional advertising, we achieved a 50% female intake.

Jodie Haydon, HR General Manager has been invited to speak at the following events:

- Victorian Transport Association's Annual Women's Lunch on 18th March 2017. This speaking engagement led to Viva Energy's invitation to be involved in the Women in Supply Chain Initiative (WISCI) Sponsorship
- Women in Aviation Australia Aerospace Summit on 18th October 2017
- Grace Paper's "The juggle, the struggle and the joy of being a carer" on 20th October 2017
- Give Where You Live's "BIG Blitz Networking Breakfast" on 22nd March 2018
- Docklands HR Community's "Change the Future" event on 10th April 2018

Jodie was also the recipient of the Chief Executive Women scholarship to attend MIT Sloan's "Leading Change in Complex Organisations International Program".

#### Female Emerging Leaders Program (FELP):

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 Frances Feenstra from People Measures. Frances is well respected in the area of gender diversity, facilitates gender programs for many large organisations and is Chair of the 100% Project, a not for profit organisation driving education and change in the area of gender inequality. Twelve female emerging leaders from all parts of the business have 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. Following the success of the 2017 program, we are very pleased to be running the program again in 2018.

#### Geelong Women's Network:

Geelong Refinery Women's Network is a volunteer organisation working together to improve diversity and inclusiveness by supporting the attraction, development and retention of women at Geelong. The network offers the option for all employees to increase their understanding of women and allows women tailored opportunities of development, growth and change. The purpose of the network is to support women to develop the skills and connections required, continually improving and effectively managing their careers and to provide an open forum for discussion and feedback and develop a communication loop to the Refinery Leadership Team and Line Managers to ensure the diversity and inclusive qualities of equality, strength, opportunity, respect and fairness are applied equitably to the women working at the Geelong Refinery. Events and initiatives the Geelong Women's Network have hosted include:

- Supporting the Geelong Manufacturing Council, particularly their Women in Manufacturing (WIMN) program which enables women from the Geelong Refinery to network and learn from other women in the Geelong area who work in industry
- A "Period Project" session, which collected and packed sanitary items for homeless women and women in crisis.
- Women's Health sessions; a recent session was specifically aimed at cardiac risks and health for women
- A group of women participated in the inaugural "Surf Coast Trek" a 40 kilometre walk to raise funds for "Give Where You Live" and the "Kids Plus Foundation".
- Hosted International Women's Day event, which included inspirational speakers; including Holly Ransom and senior female employees from Docklands and Geelong.
- In the process of instigating a sub group directed at the needs of younger women on site.

The young engineers on site participate each year in a program called "GLAM" (Girls Leading in Advanced Manufacturing), during these sessions they interact with Year 10 girls to talk about working in manufacturing.

#### Wayfinder:

As an organisation that is critically dependent on our supply chain and logistics, from our refinery and imports to our end customers' deliveries, our ability to attract and retain talented individuals in these sectors is an important part of our future success, and therefore we believe it's important to help encourage more people to consider this sector as a career path. Also, as a sector of the workforce that is typically male dominated there is significant opportunity to improve the number of women that choose supply chain and logistics careers so that we can benefit from a broader range of candidates and achieve our strategic commitment of improving the representation of women in our organisation, at all levels and in all roles. We recognise that to achieve this outcome will require long term commitment and change and therefore we are proud of our involvement as a foundation sponsor of the Wayfinder program. Wayfinder is program designed to improve the talent pipeline for Australia's supply chain and logistics industry, specifically focused on increasing the number of women and girls that choose these paths, and to encourage employers to develop ways recruit and retain women in this sector.

Wayfinder has been developed by Centre for Supply Chain and Logistics, Deakin University, along with senior executives from the foundation sponsor organisations. Deakin University Vice Chancellor, Professor Jane den Hollander AO, is the initiative's patron.

Key projects include; Wayfinder Luncheons, which introduce influential supply chain women to Australia's school communities, internships and industry induction programs, and development of a supply chain and logistics career map. Viva Energy's participation in the Wayfinder programme is an important pillar in our strategy to achieving sustainable change to our workforce profile.

#### Kersten Ross – Victorian Transport Association:

Cards and Transport Manager, Kersten Ross joined a stellar panel at the 2018 Victorian Transport Association's Annual Women's Lunch where they discussed how we can work together to attract and retain more women to the transport industry by addressing issues relating to workplace flexibility, training & education, and equal pay.

#### Male Champions of Change:

Scott Wyatt, Viva Energy Australia Pty Ltd CEO joined the Industrial Chapter of the Male Champions of Change in late 2017.

**Vanessa Kearney – WIM Award:**

Viva Energy is delighted to announce that Vanessa Kearney, Commercial Manager at its Geelong Refinery, has won the inaugural Woman Manufacturer of the Year in the 2018 Victorian Manufacturing Hall of Fame Awards.

The Hall of Fame Awards celebrates manufacturing companies and individuals who excel in business innovation and productivity and contribute to strengthening Victoria's economy. This new category recognises outstanding women working in the manufacturing industry, breaking down barriers and succeeding in their careers.

Thys Heyns, General Manager at Viva Energy's Geelong Refinery congratulated Vanessa on her well-deserved accolade.

"We are immensely proud of Vanessa's achievement. With more than 23 years of experience in the manufacturing and energy sectors she has played a key role in driving the commercial performance of the Geelong Refinery.

"She has also been a strong advocate for supporting women in manufacturing notably through her sponsorship of the Geelong Refinery's Women's Network which was established to support all women on site - from operators to lab techs and engineers - develop the skills they need to continually improve and effectively manage their careers.

"This award is a tremendous recognition of Vanessa's efforts at the refinery and is further evidence of Viva Energy's commitment to drive real change on workplace gender equality," said Mr Heyns.

**Birthday Day off:**

In 2018, we launched an initiative to give all classified Viva Energy Australia employees a day off on their birthday. Employees can choose to take their birthday as an additional day off work or any day in the week of your birthday if that suits them better. It allows employees to enjoy the additional day off work and also celebrates our uniqueness!

**Brisbane JUHI Job Share:**

At Brisbane Airport, we have 2 (1 male, 1 female) part-time ZIP Airport Services employees who job share their role. They each work 20 hours per week and the arrangement has been very successful to both the employees and the business.

**Gender Targets:**

Viva Energy Australia has gender targets of the following: 50% female representation in Senior Leadership Group (SLG) by 2020, 40% female representation in all levels of management by 2020 and recruitment target of 50% female new hires and 50% male new hires (for the whole organisation). These targets are tracked via our Gender Dashboard completed on a quarterly basis.

Our recruitment target has provided us opportunity to try different recruitment approaches such as working with organizations like Women in Supply Chain, Flex Careers, Women in Manufacturing, advertising through Viva Energy employee LinkedIn profiles etc. An example of this is our 2017 Operator campaign of which 50% of the intake were females. This was achieved by broadening the technical background and using non-traditional advertising. We are committed to achieving our internal and external recruitment, Senior Leadership Group and all levels of management targets of which will drive improvement of Viva Energy's overall gender representation.



## 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 21.6% females and 78.4% males.

#### Promotions

2. 40.0% of employees awarded promotions were women and 60.0% were men
  - i. 40.0% of all manager promotions were awarded to women
  - ii. 40.0% of all non-manager promotions were awarded to women.
3. 7.0% of your workforce was part-time and 5.0% of promotions were awarded to part-time employees.

#### Resignations

4. 26.0% of employees who resigned were women and 74.0% were men
  - i. 42.9% of all managers who resigned were women
  - ii. 22.2% of all non-managers who resigned were women.
5. 7.0% of your workforce was part-time and 9.1% 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:

Australian Worker's Union (AWU) Victoria  
Australian Manufacturing Worker's Union (AMWU) Victoria  
Electrical Trades Union (ETU) Victoria  
National Union of Workers (NUW)  
Construction, Forestry, Maritime, Mining and Energy Union (CFMEU)  
Transport Worker's Union (TWU)

## CEO sign off confirmation

Name of CEO or equivalent:

Scott Wyatt

Confirmation CEO has signed the report:

CEO signature:



Date:

1/6/18

