



Australian Government



Workplace  
Gender Equality  
Agency

## 2021 - 22 Compliance Program

Submitted by:

**Liberty Oil Australia Pty Ltd  
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# #Workplace overview

## Policies and strategies

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

...Recruitment	No( <i>Select all that apply</i> )
...No	Not a priority
...Retention	No( <i>Select all that apply</i> )
...No	Not a priority
...Performance management processes	Yes( <i>Select all that apply</i> )
...Yes	Policy
...Promotions	No( <i>Select all that apply</i> )
...No	Not a priority
...Talent identification/identification of high potentials	Yes( <i>Select all that apply</i> )
...Yes	Strategy
...Succession planning	No( <i>Select all that apply</i> )
...No	Not a priority
...Training and development	No( <i>Select all that apply</i> )
...No	Currently under development( <i>Select the estimated completion date.</i> )
...Currently under development	30-Sep-2022
...Key performance indicators for managers relating to gender equality	No( <i>Select all that apply</i> )
...No	Other (please specify)
...Other (please specify)	We await guidance from the parent company – if they adopt KPIs for managers on gender equality, Liberty Oil will review and determine whether to adopt the same approach.

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

No(*Select all that apply*)

...No	Not a priority
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3: Does your organisation have any of the following targets to address gender equality in your workplace?

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

### Promotions

We have a small work force with a flat structure, so opportunities for promotions are limited. However, when there are opportunities, we look first to promote from within our organisation. We look at taking a non-traditional approach to recruitment, meaning we don't automatically look at outside talent with 100% of the skills and attributes we require. Instead, we look to provide promotional opportunities for potential talent who may not have all the skills and experience, but has the potential to be trained. We also assist our workforce in obtaining opportunities with our parent company Viva Energy.

### Succession Planning

We have an informal strategy on succession planning. We have identified a number of key roles within our organisation and have identified specific individuals who, in 1-2 years will be successors for these key roles. They have a formal development plan and are supported with coaching and development opportunities, to ensure their success for promotion.

### Training and Development

No formal policy, however an informal strategy in place. We have a number of formal training requirements in place for employees and these are completed by staff, respective to their roles. We also have informal training and development in place for a number of employees (see above succession planning).

We also have a frontline leadership course on trial across Liberty Oil, and have identified a number of leaders across the business who will attend the training in the future, regardless of their gender. It is role based to upskill any team member in a frontline leadership position.

### Recruitment

We have increased our female hires in non-traditional roles in 2021-2022 and a number of these roles are feeder roles into leadership roles. We also have added two new females to the Senior Leadership team, reporting directly to the CEO. This is an increase from 25% to 44% female on the Senior Leadership team.

## Governing bodies

### *Liberty Oil Australia Pty Ltd*

1: Does this organisation have a governing body?	Yes( <i>Provide further details on the governing body(ies) and its composition</i> )
1.1: What is the name of your governing body?	Viva Energy Australia Group Pty Ltd
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	1
...Non-binary	0
...Members	
...Female	2

...Male	5
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	No( <i>Select all that apply</i> )
	Other (provide details)
	Viva Energy Group Pty Ltd is the ultimate governing body and Viva Energy Australia Pty Ltd does not have control over its governing body appointments. There is however a target set for the parent company of 40% female representation to be achieved in the longer term as part of the board's succession planning process.
1.5: Has a target been set to increase the representation of women on this governing body?	Yes( <i>Provide further details on your target</i> )
10.6: What is the percentage (%) target?	40.00%
10.7: What year is the target to be reached (select the last day of the target year)?	31-Dec-2030
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	No
	Other (provide details)
	Viva Energy Group Pty Ltd is the ultimate governing body and Viva Energy Australia Pty Ltd does not have control over its governing body appointments. There is however a target set for the parent company of 40% female representation to be achieved in the longer term as part of the board's succession planning process.
1.1.a.3: How many members are on the governing body and who holds the predominant Chair position?	

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

# #Action on gender equality

## Gender pay gaps

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

Yes(*Select all that apply*)

...Yes

Strategy

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

No(*Select all that apply*)

...No

Salaries set by awards/industrial or workplace agreements  
Non-award employees paid market rate

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

1-Aug-2021

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

Yes(*Select all that apply.*)

...Yes

Shared internally with governing body members  
Shared internally with employees  
Shared externally

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

No

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

## Employer action on pay equity

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

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

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

Within the last 12 months

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

No(*Select all that apply*)

...No

Not aware of the need

...Unable to address cause/s of gaps (provide details why)

Whilst completing our 2021 remuneration review, we analysed all salaried staff (approx. 45) salaries and did a pay analysis. However, due to the heavily skewed gender in each segment of the business, it is difficult to draw any

<p>1.3: You may provide details below on the type of gender remuneration gap analysis that has been undertaken (for example like-for-like and/or organisation-wide)</p>	<p>significant gender gap conclusions. Every year, we ensure that we complete a pay analysis to pay market rates or In line with or above Award/in line with Agreement rates.</p> <p>100% clerical and administration employees are female</p> <p>Less than 1% of our fuel tanker drivers are female – all paid EBA rates, regardless of location, gender etc</p> <p>100% Operations Managers are male</p> <p>100% sales team are male</p> <p>We have a good gender split in the Finance team, and employees are paid market rate or above. There does not appear to be a gender gap.</p>
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2: For organisations with partnership structures: Have you undertaken a gender remuneration gap analysis ('gender pay gap analysis') in the current reporting period to determine if there are any remuneration gaps between women partners and men partners in your organisation?

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

### Employee consultation

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

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

1.1: How did you consult employees? Survey

1.2: Who did you consult? ALL staff

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

No

...No Not a priority

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

13-Sep-2021

4: Does your organisation have shareholders?

Yes

4.1: On what date did your organisation share your previous year's public reports with shareholders? 13-Sep-2021

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

No

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

We completed an all of business employee survey in November 2021, using a Culture Amp survey tool. We had a number of questions focused on diversity. One question, *My immediate manager genuinely supports equality between the genders* specifically related to gender equality and received a favourable result of 85% - this was an increase of 8% points on the year prior.

# #Flexible work

## Flexible working

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

Yes (*Select all that apply*)

...Yes	Strategy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	No ( <i>Select all that apply</i> )
...No	Not aware of the need
...Targets have been set for men's engagement in flexible work	No ( <i>Select all that apply</i> )
...No	Not aware of the need
...Leaders are held accountable for improving workplace flexibility	No ( <i>Select all that apply</i> )
...No	Not aware of the need Other (provide details)
...Other (provide details)	Our leaders are encouraged and do talk openly and frequently with their teams about work place flexibility, however they are not held accountable nor is there any set KPI for leaders on this.
...Manager training on flexible working is provided throughout the organisation	Yes
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	Yes
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	Yes
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	No ( <i>Select all that apply</i> )



...No	Other (provide details)
...Other (provide details)	The impacts are not formally evaluated or reported, however we do ask a number of questions regarding flexibility in our employee engagement survey.
...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	The impacts are not formally evaluated or reported, however we do ask a number of questions regarding flexibility in our employee engagement survey.
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	Informal discussions and information sharing occurs between P&C Manager at Liberty Oil with the GM P&C of parent company.

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

...Flexible hours of work	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Compressed working weeks	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Not a priority
...Time-in-lieu	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Informal options are available
...Telecommuting (e.g. working from home)	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Part-time work	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Job sharing	Yes( <i>Select one option only</i> )

...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Informal options are available
...Carer's leave	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available
...Purchased leave	No( <i>You may specify why the above option is not available to your employees.</i> )
...No	Not a priority
...Unpaid leave	Yes( <i>Select one option only</i> )
...Yes	SAME options for women and men( <i>Select all that apply</i> )
...SAME options for women and men	Formal options are available Informal options are available

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

Yes

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

No

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

No

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

Employee performance is measured by performance and not presenteeism

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

Liberty Oil offers a number of formal and informal flexible working arrangements. As a small organisation, we have the ability to work directly with individuals on their personal requirements, relating to flexible work arrangements. We can tailor the needs of the employee, whether this be short or long term.

We have continued to offer a hybrid working environment for non-operational roles in 2022 and will maintain this hybrid model for the foreseeable future. For those in operational roles (drivers and depots) we encourage other flexible working options, varied start and end times, part time etc.

In November 2021, we completed an employee engagement survey and received an 83% favourable result with relation to workplace flexibility. This was a 6% increase on the previous year's survey result.

# #Employee support

## Paid parental leave

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

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

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes (Please indicate how employer funded paid parental leave is provided to the primary carers.)
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	All, regardless of gender
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption Surrogacy Stillbirth
1.1.c: How do you pay employer funded paid parental leave to primary carers?	Paying the employee's full salary
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	Yes, on employer funded parental leave Yes, on unpaid parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	14
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	81-90%
1.1.g: Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	No
1.1.h: Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Yes
1.1.h: Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Within 24 months
.. Yes	

1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes( <i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i> )
1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:	All, regardless of gender
1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:	Birth Adoption Surrogacy Stillbirth
1.2.c: How do you pay employer funded paid parental leave to secondary carers?	Paying the employee's full salary
1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave Yes, on unpaid parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	3
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	80-90%
1.2.h: Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Yes
1.2.h: Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Within 12 months
.. Yes	

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

Although we don't have a formal parental leave policy, we adopt Viva Energy's policies. We have had someone take paid parental leave and they have received the 14 weeks of paid parental leave, in line with Viva Energy policy.

Where Viva Energy has a policy and the person is seconded into Liberty Oil from Viva Energy the policy entitlements are carried with that individual. For example, we have a male employee taking parental leave later in this year, in line with Viva Energy's policy.

## Support for carers

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

No(*Select all that apply*)

...No	Other (provide details)
...Other (provide details)	As a small organisation, we have informal processes in place and we encourage discussion between employees and line managers on personal needs and requirements. The moment a request is raised by an employee, we work collaboratively with them to help them manage their personal circumstances. If a Line Manager is unclear on what support we can provide, they reach out to the P&C Manager to discuss. Informal offer may be adhoc paid leave (where no formal leave is available), condensed hours or support in moving locations etc. If we observe an individual going through challenging or difficult times regarding caring responsibilities, the company may direct an employee to take time off, and pay them during this time (regardless if leave entitlements are exhausted – we do not require the employee pay this money back)

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

...Employer subsidised childcare	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not a priority
...On-site childcare	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Other (provide details)
...Other (provide details)	Unable to offer this as our main site is a major hazard facility, meaning we must comply with the legal requirements of the facility.
...Breastfeeding facilities	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Other (provide details)
...Other (provide details)	Unable to offer this as our main site is a major hazard facility, meaning we must comply with the legal requirements of the facility.
...Childcare referral services	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...Internal support networks for parents	Yes( <i>Please indicate the availability of this support mechanism.</i> )

...Yes	Available at ALL worksites
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...Information packs for new parents and/or those with elder care responsibilities	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Referral services to support employees with family and/or caring responsibilities	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Targeted communication mechanisms (e.g. intranet/forums)	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Support in securing school holiday care	No( <i>You may specify why the above support mechanism is not available to your employees.</i> )
...No	Not aware of the need
...Coaching for employees on returning to work from paid parental leave	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Parenting workshops targeting mothers	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Parenting workshops targeting fathers	Yes( <i>Please indicate the availability of this support mechanism.</i> )
...Yes	Available at ALL worksites
...Other (provide details)	No

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

We continue to grow and improve the suite of resources and support offered to parents who are planning parenthood, commencing leave or returning to work. In 2021 we partnered with Parents@Work as a support mechanism for parents and carers at all stages of life.

The Parents@Work Hub has webinars, podcasts, articles and courses on a wide range of topics including Preparing for Parental Leave, Raising Toddlers, Teens, Career Life Alignment, Balance & Wellbeing and Navigating Aged Care. This is available to all staff at Liberty Oil regardless of location.

## Sex-based harassment and discrimination

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

Yes(*Select all that apply*)

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

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

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

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

### Family or domestic violence

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

No( <i>Select all that apply</i> )	
...No	Not a priority

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

...Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
...Training of key personnel	No( <i>Select all that apply</i> )
...No	Not aware of the need
...A domestic violence clause is in an enterprise agreement or workplace agreement	No( <i>Select all that apply</i> )
...No	Currently under development( <i>Select the estimated completion date.</i> )
...Currently under development	30-Dec-2022
...Workplace safety planning	No( <i>Select all that apply</i> )
...No	Not aware of the need
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...No	Not a priority
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes( <i>Is the leave period unlimited?</i> )



...Yes	No
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	No( <i>Select all that apply</i> )
...No	Not a priority
...Access to unpaid leave	Yes( <i>Is the leave period unlimited?</i> )
...Yes	No
: How many days of unpaid domestic violence leave are provided?	2
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	Yes
...Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	Yes
...Offer change of office location	Yes
...Emergency accommodation assistance	No( <i>Select all that apply</i> )
...No	Other (provide details)
...Other (provide details)	There is no formal policy regarding domestic violence and providing emergency accommodation assistance, however as a small business, we have informal processes in place, which may include supporting with emergency accommodation – this is managed on a case by case basis and where practicable, we would provide this support. When a circumstance is made known we provide support and work with the individual on supporting them through this time.
...Access to medical services (e.g. doctor or nurse)	Yes
...Other (provide details)	No

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

Although we don't have a formal policy in place, our Line Managers are confident to discuss with the P&C Manager options to support our employees. If we are made aware of any challenging circumstances, where an employee requires our support, we would work through this on a case by case basis with the affected employee.

We aim to offer as much assistance as possible, whether this be via financial support or other support. As a small organisation, we have the flexibility and ability to support our employees directly, regardless of whether a formal policy is in place.

# #Diversity and inclusion

## Voluntary section

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

No

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

No

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

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

Not applicable / Don't know

# Workforce Management Statistics Table

Industry: Basic Material Wholesaling

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	1	1
			Non-managers	1	1	2
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	1	1
			Managers	0	0	0
			Non-managers	9	15	24
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	2	2
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	6	9

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Basic Material Wholesaling

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	1	1
			Non-managers	3	16	19
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	1	0	1
			Non-managers	2	2	4
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	1	0	1
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

\* Total employees includes Gender X

# Workforce Management Statistics Table

Industry: Basic Material Wholesaling

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

\* Total employees includes Gender X

# Workplace Profile Table

Industry: Basic Material Wholesaling

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	0	17	0	0	17
Professionals	Full-time permanent	5	7	0	0	12
	Casual	1	1	0	0	2
Clerical And Administrative Workers	Full-time permanent	15	1	0	0	16
	Full-time contract	2	0	0	0	2
	Part-time permanent	4	0	0	0	4
	Casual	4	0	0	0	4
Sales Workers	Full-time permanent	1	3	0	0	4
Machinery Operators And Drivers	Full-time permanent	3	95	0	0	98
	Part-time permanent	0	5	0	0	5
	Casual	3	25	0	0	28

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

\*\* Total employees includes Gender X

# Workplace Profile Table

Industry: Basic Material Wholesaling

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
KMP	-1	Full-time permanent	0	3	3
SM	-1	Full-time permanent	0	1	1
OM		Full-time permanent	0	13	13

\* Total employees includes Gender X



# Workplace Gender Equality Agency 2021–22 Compliance Program Submission approval

I, the CEO (or equivalent), confirm that the data provided in the 2021-22 Compliance Program submission is complete and correct, as reported in the full data appendices:

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

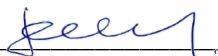
I approve the submission of this data to WGEA.

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

Name of CEO (or equivalent)

Jennifer Gray

CEO (or equivalent) signature



Date of signature

30/05/2022

## What next?

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

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

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

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

