



Date Created: 13-06-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 13-06-2023

2022 - 23 Gender Equality Reporting

Submitted By:

John Duff & Co. Proprietary Limited 99004914890

John Duff & Co (Transport) Pty Ltd 31095334928

#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

Other

Other: As a very small organisation, with very low turnover, we have no formal strategy or policy in place. When we do recruit we use specific selection criteria, linked to the job requirements. We also use structured interviews.

Retention: No

Not aware of the need

Performance management processes: No

Not aware of the need

Promotions: No.

Other

Other: As a very small business with a flat structure – there are limitations to the number of promotional opportunities.

Talent identification/identification of high potentials: NoOther

Other: As a very small business with a flat structure – there are limitations to the number of promotional opportunities. We have informal processes in place to support our employees with development opportunities and growth within roles.

Succession planning: No

Other

Other: We have informal processes in place to support our employees with development opportunities and growth within roles. We have informal career discussions with those identified as having growth potential.

Training and development: Yes

Strategy

Key performance indicators for managers relating to gender equality: NoNot aware of the need

2. Do you have a formal policy and/or formal strategy in place that supports gender equality overall?

NoNot aware of the need

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

Recruitment

We have very few vacancies, however when we do recruit, we take a non-traditional approach to recruitment. We look outside of formal qualifications and consider overall experiences, not just within the fuel industry as well as put a focus on potential and attitude to remove entrance to industry barriers.

Due to the very recent acquisition of Duffs by Liberty Oil Australia (March 2023), we

Date Created: 13-06-2023

now have a great opportunity to lean into the Viva Energy and Liberty Oil programs, and leverage their processes and policies as we see fit.

Governing Bodies

Organisation: John Duff & Co. Proprietary Limited

1.Name of the governing body: Viva Energy Australia Group Pty Ltd

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	2	4	0

4.Formal section policy and/or strategy: No

Selected value: Do not have control over governing body/appointments

Details why there is no control over governing body/appointments: 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.

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 40

6.2 Year of target to be reached: 31/12/2030

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value: Other

Other value: 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, however a 40% target is set as part of the board's succession planning process.

Organisation: John Duff & Co (Transport) Pty Ltd

1.Name of the governing body: Viva Energy Australia Group Pty Ltd

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair	Female (F) 0	Male (M) 1	Non-Binary 0
Member	Female (F) 2	Male (M) 4	Non-Binary 0

4.Formal section policy and/or strategy: No

Selected value: Do not have control over governing body/appointments

Details why there is no control over governing body/appointments: 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.

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 40

6.2 Year of target to be reached: 31/12/2030

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value: Other

Other value: 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

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

#Action on gender equality

Gender Pay Gaps

Date Created: 13-06-2023

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

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?

31/12/2022

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

Employees paid under the Road Transport Award agree to and are governed by the terms and conditions of their agreement. Remuneration under this instrument is set and based solely on job title and level. Gender is not taken into consideration, therefore pay review analysis for Award covered employees is deemed unnecessary. Due to the very recent acquisition of John Duff & Co by Liberty Oil Australia (March 2023), we now have a great opportunity to lean into Liberty Oil's programs, and leverage their processes with regards to gender pay gap and pay equity.

Employer action on pay equality

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)?

No

Other; Non-award employees paid market rateSalaries for SOME 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)

Other: Due to the very recent acquisition of John Duff & Co by Liberty Oil Australia (March 2023), we now have a great opportunity to lean into Liberty Oil's programs, and leverage their processes with regards to gender pay gap and pay equity.

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

Liberty Oil having recently acquired John Duff & Co, will complete a pay gap analysis and review all employee's salary by end of 2023. Liberty will analyse all John Duff & Co salaried employees' remuneration and bonus (approx. 10). And complete a pay analysis on like for like job roles. The CEO and HR Manager will also analyse the overall pay data for all male and female employees, regardless of role.

Employee Consultation

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

No/Not aware of the need; Other

Other Details:Small business and majority are on industrial awards.

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

No

Other

Other:Although no formal policy, we do discuss gender equality broadly especially in relation to removing barriers for women's full participation in our industry (fuel distribution) and family and caring responsibilities for employees.

3. **On what date did your organisation share your last year's public reports with employees and shareholders?**

Employees:

Shareholder:

4. **Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?**

No

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

Liberty Oil having only recently acquired John Duff & Co, will encourage their employees to complete the annual Culture Survey in 2023 and beyond, which Liberty Oil completes. Within the survey are number of questions focused on diversity, specifically relating to gender equality.

Prior to the acquisition, John Duff & Co were not large enough to be required under the Act to complete compliance reporting so some questions are not applicable.

#Flexible Work

Flexible Working

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

No

Not aware of the need

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

Carer's leave: Yes

SAME options for women and men Informal options are available; Informal options are available

Compressed working weeks: Yes

SAME options for women and men Informal options are available

Flexible hours of work: Yes

SAME options for women and men Informal options are available

Job sharing: No

Not aware of the need

Part-time work: Yes

SAME options for women and men Informal options are available

Purchased leave: No

Other

Other: No formal policy or strategy, however when a need arises from an employee, we look at the request on an individual ad hoc basis, taking into consideration any requirement under an industrial agreement.

Remote working/working from home: Yes

SAME options for women and men Informal options are available

Time-in-lieu: Yes

SAME options for women and men

Informal options are available

Unpaid leave: Yes

SAME options for women and men Informal options are available

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

Yes

5. Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce between the 2021-22 and the 2022-23 reporting periods?

Don't know / Not applicable

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

Similarly to Liberty Oil, John Duff & Co offers a number of informal flexible working arrangements. As a very small organisation, we have the ability to work

Date Created: 13-06-2023

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 are a small family business and know our employees really well and encourage daily conversations about needs and requirements to make a business successful.

#Employee Support

Paid Parental leave

1. Do you provide employer-funded paid parental leave in addition to any government-funded parental leave scheme?

No

Not aware of the need

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.

Due to the very recent acquisition of John Duff & Co by Liberty Oil Australia (March 2023), we now have a great opportunity to lean into the Viva Energy and Liberty Oil programs, and leverage their processes and policies as we see fit, which includes reviewing the paid parental leave policy.

Support for carers

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

No

Other

Other: As a very small organisation, John Duff & Co have informal processes in place, we work collaboratively and encourage discussion between employees and line managers on personal needs and requirements.

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

- 2.1. Employer subsidised childcare

No

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

No
Currently under development
Estimated Completion Date: 2023-12-31

2.3. Breastfeeding facilities

No
Other
Other: John Duff & Co sites are depots with hazardous material, therefore not able to provide onsite child care or breast feeding facilities.

2.4. Childcare referral services

No
Not aware of the need

2.5. Coaching for employees on returning to work from parental leave

No

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

No

Other: Due to the very recent acquisition of John Duff & Co by Liberty Oil Australia (March 2023), we have an opportunity to lean into the Viva Energy and Liberty Oil programs including support platforms like Parents at Work hub.

2.7. Internal support networks for parents

No
Currently under development
Estimated Completion Date: 2023-12-31

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

No
Currently under development
Estimated Completion Date: 2023-12-31

2.9. Parenting workshops targeting fathers

No
Currently under development
Estimated Completion Date: 2023-12-31

2.10. Parenting workshops targeting mothers

No
Currently under development
Estimated Completion Date: 2023-12-31

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

No

Other: Due to the very recent acquisition of John Duff & Co by Liberty Oil Australia (March 2023), we have an opportunity to lean into the Viva Energy and Liberty Oil programs including support platforms like Parents at Work hub.

2.12. Support in securing school holiday care

No

2.13. On-site childcare

No

Other: John Duff & Co sites are depots with hazardous material, therefore not able to provide onsite child care or breast feeding facilities.

2.14. Other details: No

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

Due to the very recent acquisition of John Duff & Co by Liberty Oil Australia (March 2023), we have an opportunity to lean into the Viva Energy and Liberty Oil programs including support platforms like Parents at Work hub.

Sexual harassment, harassment on the grounds of sex or discrimination

1. Do you have a formal policy and/or formal strategy on the prevention and response to sexual harassment, harassment on the grounds of sex or discrimination?

Yes

Policy; Strategy

1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

No

Date Created: 13-06-2023

2. Do you provide training on the prevention of sexual harassment, harassment on the ground of sex or discrimination to the following groups?

All Managers:

Yes

At induction

More often than annually

9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.

With Liberty Oil's recent acquisition of John Duff & Co, Liberty will include them in rolling out a series of 'Respect at Liberty' (John Duff) workshops in 2023 designed to reinforce our values, our workplace behaviours and how we work together inclusively. Key objectives of the program included reinforcing 'what Respect at Liberty/ John Duff & Co means' - our values, culture and how it contributes to a great experience at work, providing an understanding of what constitutes appropriate and inappropriate workplace behaviour, including harassment, sexual harassment, discrimination and bullying, the legislative framework, recent legislative changes and employee obligations and outlining the role of the bystander, how to respond, and avenues available for reporting and support.

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

Other

Provide Details: This is included in award/industrial or workplace agreement.

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?

A domestic violence clause is in an enterprise agreement or workplace agreement

No

Not aware of the need

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

Employee assistance program (including access to psychologist, chaplain or counsellor)

No

Currently under development

Estimated Completion Date: 2023-12-31

Emergency accommodation assistance

Yes

Provision of financial support (e.g. advance bonus payment or advanced pay)

Yes

Flexible working arrangements

Yes

Offer change of office location

No

Other

Provide Details: John Duff & Co only have one office location so this is not a viable option.

Access to medical services (e.g. doctor or nurse)

Yes

Training of key personnel

No

Not aware of the need

Referral of employees to appropriate domestic violence support services for expert advice

Yes

Workplace safety planning

No

Other

Provide Details: Not specific to domestic violence, other training on workplace safety is readily available and completed in induction and then every three years.

Access to paid domestic violence leave (contained in an enterprise/workplace agreement)

No

Not aware of the need

Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)

No

Not aware of the need

Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)

No

Not aware of the need

Access to unpaid leave

Yes

Is the leave period unlimited?

No

How many days are provided?

5

Other: No

Provide Details:

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

Although there is no formal policy regarding domestic violence and providing emergency accommodation assistance, John Duff & Co employees experiencing family and domestic violence would be supported through informal processes. This may include supporting with emergency accommodation – this is managed on a case by case basis and where practicable, we would provide this support.

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	2	4	0	0	6
Clerical And Administrative Workers	Full-time permanent	1	1	0	0	2
	Casual	5	2	0	0	7
Sales Workers	Full-time permanent	0	1	0	0	1
Machinery Operators And Drivers	Full-time permanent	0	13	0	0	13
	Casual	0	1	0	0	1

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

** Total employees includes Non-binary

Workplace Profile Table

Industry: Basic Material Wholesaling

Manager category	Employment status	No. of employees		
		F	M	Total*
SM	Full-time permanent	0	1	1
OM	Full-time permanent	2	3	5

* Total employees includes Non-binary

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	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	3	3
		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 Non-binary

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	0	3	3
		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	1	0	1
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	0	0

* Total employees includes Non-binary

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 Non-binary

2022-23 Gender Equality Reporting Submission Approval

I, the CEO (or equivalent), confirm that the data provided in the 2022-23 Gender Equality Reporting submission is complete and correct, as reported in the full data appendices:

- Questionnaire – Public Report
- Workforce Management Statistics – Public Report
- Workplace Profile – Public Report
- Workplace Profile – Confidential

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.

CEO (or equivalent) signature



Name of CEO (or equivalent)

William Patterson

Date: 13 June 2023

Please Note:

The Workplace Gender Equality Amendment (Closing the Gender Pay Gap) Bill 2023 requires WGEA to publish employer gender pay gaps. Employer gender pay gap will be calculated from the data that you provide to WGEA. WGEA will communicate to employers in advance of publishing gender pay gaps explaining the process for calculating and publishing the employer gender pay gap.

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 your workplace that the report has been lodged
- inform your employees and those employee organisations with members in your 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](#).