



Date Created: 13-06-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**



# 2022 - 23 Gender Equality Reporting

## Submitted By:

Viva Energy Australia Pty Ltd 46004610459

Viva Energy Australia Group Pty Ltd 60004400220

Viva Energy Refining Pty Ltd 46004303842

# #Workplace Overview

## Policies and Strategies

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

**Recruitment:** Yes

Policy; Strategy

**Retention:** Yes

Policy; Strategy

**Performance management processes:** Yes

Policy; Strategy

**Promotions:** Yes.

Policy; Strategy

**Talent identification/identification of high potentials:** Yes Policy; Strategy

**Succession planning:** Yes

Policy; Strategy

**Training and development:** Yes

Policy; Strategy

**Key performance indicators for managers relating to gender equality:** Yes Strategy

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

Yes Policy; Strategy

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

Organisational wide gender targets have been set and these targets have been shared with the Board and Viva Energy management teams. Gender diversity targets are a feature of Executive Leadership Team scorecards and these are cascaded as part of organisation goal setting to senior leaders and people leaders across the organisation.

We also have an ongoing commitment and focus on our gender diversity progress and have strengthened targets through holding the WGEA Employer of Choice submission. In 2023, we have updated and refreshed our Gender Diversity Action Plan (which is our strategy document) to support the achievement of these targets.

## Governing Bodies

**Organisation:** Viva Energy Australia Pty Ltd

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

**2.Type of the governing body:** Board of Directors

**3.Specified governing body type:**

**Number of governing body chair and member by gender:**

<b>Chair</b>	<b>Female (F)</b> 0	<b>Male (M)</b> 1	<b>Non-Binary</b> 0
<b>Member</b>	<b>Female (F)</b> 2	<b>Male (M)</b> 4	<b>Non-Binary</b> 0

**4.Formal section policy and/or strategy:** No

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

**Other value:**

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

**Selected value:**

**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:** While Viva Energy Australia Pty Ltd does not have control over its governing body appointments. There is a target set for the parent company of 40% female representation.

**Organisation:** Viva Energy Refining Pty Ltd

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

**2.Type of the governing body:** Board of Directors

### 3. Specified governing body type:

#### 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

**Other value:**

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

**Selected value:**

#### 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:** While Viva Energy Australia Pty Ltd does not have control over its governing body appointments. There is a target set for the parent company of 40% female representation.

**Organisation:** Viva Energy Australia Group Pty Ltd

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

**2. Type of the governing body:** Board of Directors

### 3. Specified governing body type:

#### 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

**Other value:**

**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

**Selected value:**

#### 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 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.

The Viva Energy board is committed to providing an inclusive workplace to all its employees. Regular updates on progress on all aspects of diversity and inclusion

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strategy and actions are shared with the board. Gender diversity targets are reviewed as part of monthly management reporting to the board.

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. Viva Energy has an Inclusion and Diversity policy that is reviewed and endorsed by the board that is a commitment that applies to all Viva Energy group employees – and we seek alignment from our contractors, suppliers, customers, business partners and the communities in which we operate to our inclusion and diversity commitments.

# #Action on gender equality

## Gender Pay Gaps

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

Yes

Policy; Strategy

- 1.1 **Are specific pay equality objectives included in your formal policy and/or formal strategy?**

Yes

To achieve gender pay equity; To ensure no gender bias occurs at any point in the remuneration review process (for example at commencement, at annual salary reviews, out-of-cycle pay reviews, and performance reviews); To implement and/or maintain a transparent and rigorous performance assessment process

2. **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.**

Viva Energy reports our organisational wide gender pay gap through our annual report. We also provide an update to our team members through communications on equal pay day each year.

## 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)?**

Yes

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

Within the last 12 months

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

Yes

Created a pay equity strategy or action plan; Identified cause/s of the gaps; Analysed commencement salaries by gender to ensure there are no pay gaps; Analysed performance pay to ensure there is no gender bias (including unconscious bias); Analysed performance ratings to ensure there is no gender bias (including unconscious bias); Set targets to reduce any organisation-wide gap; Reported pay equity metrics (including gender pay gaps) to the governing body; Reported pay equity metrics (including gender pay gaps) to the executive; Reported pay equity metrics (including gender pay gaps) to all employees; Reported pay equity metrics (including gender pay gaps) externally; Corrected like-for-like gaps

### 1.3 What type of gender remuneration gap analysis has been undertaken?

A by-level gap analysis

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

The difference between pay increases through the end of year performance and remuneration processes is reviewed and analysed in detail by the CEO, Chief People and Culture Officer and all members of the Executive Leadership Team to ensure any opportunity to appropriately address gender pay gaps are taken.

Our gender pay gap is interrogated thoroughly and the pay gap actions as part of our 'Gender Equality Action Plan' (gender diversity strategy paper) are designed to address the findings of the pay gap analysis. Results of the pay gap analysis undertaken are shared with the board annually.

## Employee Consultation

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

Yes

#### 1.1 How did you consult employees?

Focus groups; 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?

Yes

Strategy



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

**Employees:**

Yes

**Date:**22/06/2022

**Shareholder:**

Yes

**Date:**01/06/2022

**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.**

International Women's Day

Celebrated across the company each year. In 2023 celebrations included a virtual panel event with our recently appointed CFO, Carolyn Pedic, Executive General Manager – Supply Chain, Jen Gray and Tony Parry who is General Manager Operations for our newly acquired Coles Express business. The discussion covered personal insights about workplace inclusivity and fairness, perceived challenges in levelling the playing field and Viva's progress in building gender equity in the workplace.

Equal Pay Day

In August 2022, Scott Wyatt – CEO emailed the organisation and provided an external statement highlighting the significance of Equal Pay Day, the issues facing women in achieving gender pay equality, the company's commitment to diversity and inclusion and its efforts to close the gap using a range of measures.

Engagement Workshops

Over the course of 2022 we continued to run the 'Say it Again' campaign to help team members call out inappropriate comments or behaviours in the moment – as a trigger for reflection and conversation on why a comment may be considered inappropriate or offensive. The campaign was designed to help with intervening in a safe way and provides an avenue to help others rethink and reframe their comments.

On March 28, 2023 we commenced a series of 'Respect at Viva' workshops designed to reinforce our values, our workplace behaviours and how we work together inclusively. Key objectives of the program included reinforcing what 'respect at Viva' means - our values, culture and how it contributes to a great experience at work, providing an understanding of

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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.

#### 40:40 Vision

We are a proud signatory to the HESTA led 40:40 Vision campaign. This campaign encourages ASX300 companies to commit to achieving at least 40% male and 40% female representation within their Executive Team by 2030. We now have an ongoing program to improve the representation of women in all parts of our business and ensure that they receive the same remuneration opportunity as their male counterparts a responsibility to drive change across society by publicly leading in this area.

#### People & Culture

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

#### Grievance Process

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

#### Employee Engagement Survey results

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

# #Flexible Work

## Flexible Working

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

Yes

Policy; Strategy

#### 1.1. Please indicate which of the following are included in your flexible working arrangements strategy or policy:

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**A business case for flexibility has been established and endorsed at the leadership level**

Yes

**The organisation's approach to flexibility is integrated into client conversations**

Yes

**Employees are surveyed on whether they have sufficient flexibility**

Yes

**Employee training is provided throughout the organisation**

Yes

**The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)**

Yes

**Flexible working is promoted throughout the organisation**

Yes

**Targets have been set for engagement in flexible work**

No

Other

**Other:** Flexible working is embedded through our 'Viva Ways of Working' approach. It harnesses the workplace transformation we saw during the pandemic and supports employees to work flexibly in a way that works for our customers, operations, teams and families

**Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body**

Yes

**Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel**

Yes

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**Leaders are held accountable for improving workplace flexibility**

Yes

**Leaders are visible role models of flexible working**

Yes

**Manager training on flexible working is provided throughout the organisation**

Yes

**Targets have been set for men's engagement in flexible work**

Yes

**Team-based training is provided throughout the organisation**

Yes

**Other:** No

**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 Formal options are available; Informal options are available

**Compressed working weeks:** No

Other

**Other:** A new Maintenance Enterprise agreement has been negotiated which covers mechanical fitters, boilermakers, electricians and instrumentation technicians. The new agreement provides significant flexibility improvements for the frontline team members covered

**Flexible hours of work:** Yes

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

**Job sharing:** Yes

SAME options for women and men

Formal options are available; Informal options are available

**Part-time work:** Yes

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

**Purchased leave: Yes**

SAME options for women and men Formal options are available

**Remote working/working from home: Yes**

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

**Time-in-lieu: Yes**

SAME options for women and men

Formal options are available; Informal options are available

**Unpaid leave: Yes**

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

**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?**

No

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

Post-pandemic, we have continued to establish a hybrid working rhythm by further embedding our 'Ways of Working' framework. We introduced more flexible ways of working through individual and team arrangements, including frontline workers.

Our 2022 engagement survey showed 79% of participating employees felt they have the flexibility they need to manage work and other commitments.

In 2022 Viva Energy played a key role in the Champions of Change Coalition's Shifting Expectations report which demonstrates how leadership commitment and innovative work practices are enabling flexibility for frontline workers. This report showcased four initiatives that have changed the way we think about flexibility for those working in the frontline including creating job share opportunities in a 24/7 work environment and embedding flexible working practices into enterprise agreements. As a result of challenging the assumption that these roles needed to be performed on a full-time basis, we have increased the number of females in operator roles by 13% since 2019.

In October 2022, we were awarded the Australian Resources and Energy Employer Association (AREEA) Diversity & Inclusion Award for the innovative work undertaken at our Geelong Refinery to increase women's representation in frontline, shift based operator roles and to challenge assumptions around flexible working in operational environments.

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In addition, we enhanced our Employee Value Proposition which is built around the concepts of growth, belonging and thriving. The 'Grow, Belong & Thrive Playbook' was designed to capture the unique essence of what we value about Viva Energy, the reasons we choose to join, and the reasons we choose to stay and grow a career. Flexible working preferences help make individuals feel included and contribute to overall health and wellbeing which creates a more compelling work experience.

In 2022 our leading policies and practices in the areas of Flexible Work, Parental Leave, Family Care, Family Wellbeing and Leadership Culture saw Viva Energy achieve a certification as a 'Family Inclusive Workplace' by Parents at Work in partnership with UNICEF Australia.

# #Employee Support

## Paid Parental leave

### 1. Do you provide employer-funded paid parental leave 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

##### 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?

26

##### 1.1.f. What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?

91-100%

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**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

Within 24 months

**1.2. Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?**

Yes

**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?**

91-100%

**1.2.g. Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?**

No

**1.2.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

Within 24 months

## **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.**

We are proud to have a leading policy that includes generous carers leave, paid keeping in touch days, continued superannuation payments during periods of parental leave and equivalent full time superannuation payments for parents returning part time after their leave.

In March 2023 we enhanced our parental leave and announced an increase to the period of paid parental leave for primary carers from 14 to 26 weeks, further reinforcing our commitment to improving equality and outcomes for both men and women. The 26 weeks of primary carers leave is open to all genders, and can be taken flexibly up to 24 months following the birth or adoption of a child.

Our parental leave policy also provides for special compassionate leave for early miscarriage (prior to 12 weeks), extended miscarriage leave (2 weeks) in the event a pregnancy ends between 12-24 weeks and the full parental policy is available during the third trimester of pregnancy.

In 2022 our leading policies and practices in the areas of Flexible Work, Parental Leave, Family Care, Family Wellbeing and Leadership Culture saw Viva Energy receive a certification as a 'Family Inclusive Workplace' by Parents at Work in partnership with UNICEF Australia. This award recognises the commitment and progress that we have made in driving family friendly workplace practices.

In 2022 we also established the Families Network. The Families network aims to promote the extensive range of support services and policies on offer for team members supporting family members through all life stages, including caring for young children, teenagers and older parents. The Families Network is also focused on breaking the stigma around dads taking time out to care for family members by role modelling and sharing stories.

## **Support for carers**

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

Yes

Policy

### **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

Not a priority

**2.3. Breastfeeding facilities**

Yes

Available at SOME worksites

**2.4. Childcare referral services**

Yes

Available at ALL worksites

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

Yes

Available at ALL worksites

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

Yes

Available at SOME worksites

**2.7. Internal support networks for parents**

Yes

Available at ALL worksites

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

Yes

Available at ALL worksites

**2.9. Parenting workshops targeting fathers**

No

**2.10. Parenting workshops targeting mothers**

No

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

Yes

Available at ALL worksites

**2.12. Support in securing school holiday care**

Yes

Available at ALL worksites

**2.13. On-site childcare**

No

## 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.

We have partnered with 'Parents at Work' to celebrate and support our team members and their families. The Work and Family Hub provides unlimited access to career, family and wellbeing courses and guides combined with interactive live group learning sessions with expert career and family coaches. Topics range from Preparing for Parental Leave, Raising Toddlers, Teens, Career Life Alignment, Balance & Wellbeing through to Navigating Aged Care.

We also offer a 'keeping in touch' program for team members on parental leave that is championed by our CEO Viva Energy Retail (who is a new dad himself), offer a variety of resources via the Parents at Work platform, and also provide tools for line managers to keep in touch informally. New parents are also invited to join a 'new parents group' while on parental leave or when they return to work after parental leave. This group is sponsored by an Executive Leadership Team member and encourages networking and sharing of learnings with regard to balancing caring and working responsibilities.

## 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?

Yes

### 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

Other

**Provide Details:** Completed on starting and then refreshed every 2 years.

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.**

To promote and uphold the standards of behaviours as outlined through our Standards of Behaviour policy, we regularly train Contact Officers. These officers offer support to employees by listening to concerns related to discrimination, harassment or bullying, providing advice on resolution options and Viva Energy policies.

Our 'Respect at Viva' workshops also provide an opportunity to reinforce a culture of respect and to educate employees on the legislative requirements and guidelines that both individuals and the broader organisation are bound by.

## Family or domestic violence

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

Yes

Policy

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

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

No

Other

**Provide Details:** There are variances in clauses within Viva Energy's EAs, some don't cover it at all, some reference the NES (unpaid leave entitlement), and one provides up to 2 days paid leave. All Viva Energy employees are covered by the Domestic Violence policy.

**Confidentiality of matters disclosed**

Yes

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**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)**

Yes

**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**

Yes

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

Yes

**Training of key personnel**

Yes

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

Yes

**Workplace safety planning**

Yes

**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)**

Yes

**Is the leave period unlimited?**

No

**How many days are provided?** 10

**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:**

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

Employees experiencing family and domestic violence are entitled to paid leave for the purposes of doing things to deal with the impact of the family and domestic violence where it is impractical to do that thing outside the employee's work hours. This may include attending medical appointments, legal proceedings, seeking safe housing or other activities related to dealing with family/domestic violence. This leave will be in addition to other existing leave entitlements.

Up to 10 days Family and Domestic Violence Support leave per year will be made available in accordance with the National Employment Standards, determined by the individual's situation and we offer direct financial assistance of up to \$2,500 to help with costs, as well as supporting changes of hours of work and work location as

# Workplace Profile Table

Industry: Petroleum and Coal Product Manufacturing

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	58	157	0	0	215
	Full-time contract	0	7	0	0	7
	Part-time permanent	10	2	0	0	12
Professionals	Full-time permanent	137	310	7	5	459
	Full-time contract	8	8	0	0	16
	Part-time permanent	36	5	1	0	42
	Part-time contract	1	1	2	0	4
Technicians And Trades Workers	Full-time permanent	53	382	0	0	435
	Full-time contract	13	17	0	0	30
	Part-time permanent	8	17	0	0	25
	Part-time contract	1	0	0	0	1
	Casual	0	2	0	0	2
Clerical And Administrative Workers	Full-time permanent	57	31	0	0	88
	Full-time contract	2	0	0	0	2
	Part-time permanent	22	2	0	0	24
	Part-time contract	1	0	0	0	1

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

\*\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Petroleum and Coal Product Manufacturing

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	3	2	5
	Full-time contract	0	1	1
HOB	Full-time permanent	1	1	2
SM	Full-time permanent	16	29	45
	Full-time contract	0	2	2
	Part-time permanent	1	0	1
OM	Full-time permanent	38	124	162
	Full-time contract	0	4	4
	Part-time permanent	9	2	11

\* Total employees includes Non-binary

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Industry: Petroleum and Coal Product Manufacturing

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	58	157	0	0	215
	Full-time contract	0	7	0	0	7
	Part-time permanent	10	2	0	0	12
Professionals	Full-time permanent	137	310	7	5	459
	Full-time contract	8	8	0	0	16
	Part-time permanent	36	5	1	0	42
	Part-time contract	1	1	2	0	4
Technicians And Trades Workers	Full-time permanent	53	382	0	0	435
	Full-time contract	13	17	0	0	30
	Part-time permanent	8	17	0	0	25
	Part-time contract	1	0	0	0	1
	Casual	0	2	0	0	2
Clerical And Administrative Workers	Full-time permanent	57	31	0	0	88
	Full-time contract	2	0	0	0	2
	Part-time permanent	22	2	0	0	24
	Part-time contract	1	0	0	0	1

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

\*\* Total employees includes Non-binary



# Workplace Profile Table

Industry: Petroleum and Coal Product Manufacturing

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time permanent	0	1	1
KMP	Full-time permanent	3	2	5
	Full-time contract	0	1	1
HOB	Full-time permanent	1	1	2
SM	Full-time permanent	16	29	45
	Full-time contract	0	2	2
	Part-time permanent	1	0	1
OM	Full-time permanent	38	124	162
	Full-time contract	0	4	4
	Part-time permanent	9	2	11

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Petroleum and Coal Product Manufacturing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	2	2	4
			Managers	9	21	30
			Non-managers	14	32	46
		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	2	0	2
			Non-managers	4	0	4
		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	5	11	16
			Non-managers	11	35	46
		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	1	1
			Non-managers	6	0	6
		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	5	14	19
			Non-managers	69	131	200
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	4	4
			Non-managers	12	10	22
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	1	1
			Non-managers	12	5	17
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	1	4
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	3	3

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Petroleum and Coal Product Manufacturing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	15	17
			Non-managers	24	54	78
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	1	1
			Non-managers	1	5	6
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	0	2
			Non-managers	5	4	9
		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
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	5	5
			Non-managers	18	26	44
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	2	4
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	1	3
			Non-managers	11	0	11
		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	3	3
			Non-managers	0	17	17
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	2	2
	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	0	0	0

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Petroleum and Coal Product Manufacturing

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

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	2	2	4
			Managers	9	21	30
			Non-managers	14	32	46
		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	2	0	2
			Non-managers	4	0	4
		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	5	11	16
			Non-managers	11	35	46
		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	1	1
			Non-managers	6	0	6
		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	5	14	19
			Non-managers	69	131	200
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	4	4
			Non-managers	12	10	22
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	1	1
			Non-managers	12	5	17
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	1	4
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	3	3

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Petroleum and Coal Product Manufacturing

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	15	17
			Non-managers	24	54	78
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	1	1
			Non-managers	1	5	6
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	0	2
			Non-managers	5	4	9
		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
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	5	5
			Non-managers	18	26	44
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	2	4
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	2	1	3
			Non-managers	11	0	11
		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	3	3
			Non-managers	0	17	17
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	0	2	2
	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	0	0	0

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Petroleum and Coal Product Manufacturing

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

Scott Wyatt

**Date:** 20 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](#).