



Date Created: 13-06-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 13-06-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Liberty Oil Australia Pty Ltd 34114544437

#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 small business, we leverage the formal guidelines, processes and policies from our parent company Viva Energy to inform our ways of working, decision making and our approach to gender equality.

Retention: No

Not a priority

Performance management processes: Yes

Strategy

Promotions: No.

Other

Other: As a small business, we leverage the formal guidelines, processes and policies from our parent company to inform our ways of working, decision making and our approach to gender equality.

Talent identification/identification of high potentials: YesStrategy

Succession planning: No

Other

Other: Due to the size and roles within Liberty, an informal process on succession planning is in place. We have a flat structure, so only a few roles are identified for succession planning and we have employees outlined for these roles.

Training and development: Yes

Strategy

Key performance indicators for managers relating to gender equality: NoOther

Other: Although we don't have KPIs in place, we do report on gender on a monthly basis to Viva Energy our parent company. The report requires detailed information on attrition, recruitment including female hires to date, promotions, gender ratios etc.

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

NoOther

Other: As a small business, we leverage the formal guidelines, processes and policies from Viva our parent company to inform our ways of working, decision making and our approach to gender equality.

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

Governing Bodies

Organisation: Liberty Oil Australia 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.

Viva Energy Group is the ultimate governing body and Liberty Oil doesn't have control over its governing body's 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.

#Action on gender equality

Gender Pay Gaps

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

Yes

Strategy

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

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.

Although Liberty Oil doesn't have a formal policy or strategy in place with regards to pay equity objectives, we follow the same strategies and principles of our parent company. For roles outside of an enterprise agreement of Award, we leverage the skills and knowledge of the Viva Energy team, with regards to job sizing and ensuring pay equity across roles of the same size and accountabilities. Viva Energy assists in market data and internal remuneration analysis for our salaried employees. We also ensure that during annual remuneration review, we conduct thorough analysis pre and post, to uncover any pay equity gaps in like for like roles (regardless of gender). We then put a plan in place to close these gaps within a 12 month period. Employees paid under an EBA agree to and are governed by the terms and conditions of their agreement. For Liberty Oil, this EBA was re-negotiated and agreed in September 2022 for another three year term. Remuneration in these agreements is set and based solely on job title and level. Gender is not taken into consideration, therefore pay review analysis for EBA and Award covered employees is deemed unnecessary.

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

Reviewed remuneration decision-making processes; Corrected like-for-like gaps

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

A like-for-like 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.

Whilst completing our 2022 remuneration review, we analysed all salaried employees' remuneration and bonus (approx. 50). We did the pay analysis on like for like job roles. The CEO and HR Manager also analysed the overall pay data for all male and female employees, regardless of role.

Because we have very heavily skewed gender population in each segment of the business, it is difficult to draw any significant gender gap conclusions.

- Clerical and administration employees – 100% female, so no gender gap conclusions can be made
- Fuel tanker drivers – less than 1% female, all drivers are paid EBA rates, regardless of location, gender etc
- Operations Managers – 0% are female, so no gender gap conclusion can be made
- Sales and Marketing team are male – 5% female (one female employee in this division, so no significant gender gap conclusion to be drawn
- HR/payroll team – 100% female and paid market rate and therefore no gender gap conclusions
- 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.
- Scheduling team is a 50-50 mix of male and female and there are no significant gender gaps in this team

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?

Survey

1.2 Who did you consult?

ALL staff

Date Created: 13-06-2023

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

No

Other

Other: Although we don't have a formal policy, we do have open discussions about gender equality, especially in relation to removing barriers for women for full participation in our industry (fuel distribution) and family and caring responsibilities.

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.

We completed an all of business employee survey in October 2022 using a Culture Amp survey tool. We had a number of questions focused on diversity. One question, my manager genuinely supports equality between the genders specifically related to gender equality and received a favourable result of 87% - this was an increase of 2 percentage (%) points from the year prior. Senior leaders and line managers also meet with their teams to discuss results from the annual engagement survey, which include a number of D&I measures.

Liberty Oil employees can participate in Viva Energy led webinars and celebrations. An example includes:

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.

#Flexible Work

Flexible Working

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

Yes

Strategy

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

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

No

Not aware of the need

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)

No

Other

Other: No formal measures are in place, however we have seen a year on year improvement in our overall engagement score, which suggests that our culture – which includes our generous flexible working environment is key to our engagement score.

Flexible working is promoted throughout the organisation

Yes

Date Created: 13-06-2023

Targets have been set for engagement in flexible work

No

Not aware of the need

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

No

Not aware of the need

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

No

Other

Other: The impacts are not formally evaluated or reported, however we do ask a number of questions regarding flexibility in our employee engagement survey. We report the results to the leadership team. We also encourage leaders to have open dialogue with teams.

Leaders are held accountable for improving workplace flexibility

No

Other

Other: Despite not having a direct KPI or targets linked to workplace flexibility, flexibility is embedded in our culture and ways of working. Liberty Oil leader's (male and female) role model flexibility and encourage flexible work place arrangements.

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

No

Not aware of the need

Team-based training is provided throughout the organisation

No

Not aware of the need

Other: No

Date Created: 13-06-2023

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

Not aware of the need

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

Part-time work: Yes

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

Date Created: 13-06-2023

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 both women and men, in operational and non-operational roles working part time, varied start and end times, TOIL arrangements etc. Flexible working is embedded through our Ways of Working approach, leveraging the workplace learnings and transformation we saw during the pandemic. We have continued to offer a hybrid working environment for non-operational roles in 2022 and 2023. We will maintain this hybrid model for the foreseeable future to support employees to continue working in a way that works for our customers, our operations, teams, and families.

For those in operational roles (drivers and depots) we encourage other flexible working options, varied start and end times, part time, rotating rosters, and condensed shifts. We have not seen a significant change to formal flexible working arrangements, as almost everyone in non-operational roles would access informal arrangements.

In October 2022, we completed an employee engagement survey and received and received an 87% favourable result with relation to workplace flexibility questions. This was a 4% increase from the previous year survey.

In 2022 we engaged Transitioning Well to roll out training to the leadership team on hybrid work and managing teams in the hybrid and remote ways. This training was conducted face to face with an Organisation Psychologist from Transitioning Well.

#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

Date Created: 13-06-2023

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%

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 12 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 offer Viva Energy's parental leave policy which includes generous parental leave provisions, and while Viva Energy has increased its parental leave from 14 weeks to 26 weeks, Liberty is yet to apply the 26 weeks and is reviewing the applicability of this to its business during 2023. We have had a number of employees access both primary and secondary parental leave and they have received the same benefits in line with Viva policy in 2022.

*Liberty Oil will be rolling out the Viva parental policy formally this year to our employees, simply as a matter of formalising it in to a written policy.

Where Viva Energy has a policy and the person is seconded into Liberty 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.

Liberty employees also have access to 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?

No

Other

Other: As a small organisation, we have informal processes in place and we encourage discussion between employees and line managers on personal needs and requirements. We work collaboratively with employees the moment a request is raised.

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

Other

Other: The Viva Energy paid parental leave policy (which we adopt) is very generous and therefore payment is made at the time when the parent is on leave, to access the funds at that time, rather than wait for a bonus upon return after leave is taken.

2.3. Breastfeeding facilities

Yes

Available at SOME worksites

2.4. Childcare referral services

No

Not aware of the need

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 ALL 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

Yes

Available at ALL worksites

2.10. Parenting workshops targeting mothers

Yes

Available at ALL worksites

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

No

2.13. On-site childcare

No

Other: Liberty Oil is unable to offer onsite child care as our main office is a major hazard facility, and the majority of other sites are fuel depots, terminals etc with fuel and lubricant storage on site.

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 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 and we continued this partnership in 2022 and 2023. The Parents@Work 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. This is available to all employees at Liberty regardless of location. Liberty sends e-mail communications to employees to access the information directly, as well as posting additional information in the monthly newsletter that goes to all staff.

Liberty Oil employees are supported with free confidential counselling through Access EAP, which can assist employees at any stage of their life.

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

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

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.

In 2023, Liberty Oil will be rolling out a series of 'Respect at Liberty' 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 Liberty' 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.

Liberty Oil is also reviewing our training cadence, to ensure employees are kept up to date with regular ongoing training on topics such as sexual harassment and discrimination based on sex.

4 of the 9 leadership team members at Liberty Oil completed Viva Energy (parent company) training relating to sexual harassment and discrimination, which is completed on commencement and refreshed every two years.

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: Liberty Oil are currently reviewing Viva Energy's policy to determine a role out plan for Liberty Oil employees.

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

Yes

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)

Yes

Emergency accommodation assistance

No

Other

Provide Details: Although there is no formal policy regarding domestic violence and providing emergency accommodation assistance, Liberty employees experiencing family and domestic violence would be supported through informal processes.

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

No

Other

Provide Details: Currently under consideration

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

No

Other

Provide Details: Employees have access to unpaid domestic violence leave. However we are currently reviewing Viva Energy's policy to determine a role out plan for Liberty Oil.

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

No

Other

Provide Details: We are currently reviewing Viva Energy's policy to determine a role out plan for Liberty Oil.

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

Yes

Is the leave period unlimited?

No

How many days are provided? 5

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

Although we don't have a formal policy in place, employees experiencing family and domestic violence would have access to support informally. This could include adhoc 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 adhoc, informal leave will be in addition to other existing leave entitlements.

Line Managers are confident to discuss with the HR 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.

Workplace Profile Table

Industry: All Industries

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	66	174	0	0	240
	Full-time contract	0	7	0	0	7
	Part-time permanent	10	2	0	0	12
Professionals	Full-time permanent	140	321	7	5	473
	Full-time contract	8	8	0	0	16
	Part-time permanent	39	7	1	0	47
	Part-time contract	1	1	2	0	4
Technicians And Trades Workers	Full-time permanent	55	458	0	0	513
	Full-time contract	13	17	0	0	30
	Part-time permanent	12	45	0	0	57
	Part-time contract	4	0	0	0	4
	Casual	2	12	0	0	14
Clerical And Administrative Workers	Full-time permanent	75	38	0	0	113
	Full-time contract	3	0	0	0	3
	Part-time permanent	30	3	0	0	33
	Part-time contract	1	0	0	0	1
	Casual	8	2	0	0	10
Sales Workers	Full-time permanent	1	10	0	0	11
	Casual	0	1	0	0	1
Machinery Operators And Drivers	Full-time permanent	1	79	0	0	80
	Part-time permanent	0	2	0	0	2
	Casual	1	21	0	0	22

* 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: All Industries

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
GM	Full-time permanent	0	1	1
SM	Full-time permanent	16	31	47
	Full-time contract	0	2	2
	Part-time permanent	1	0	1
OM	Full-time permanent	46	138	184
	Full-time contract	0	4	4
	Part-time permanent	9	2	11

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: All Industries

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	11	23	34
			Non-managers	16	34	50
		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	36	47
		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	15	20
			Non-managers	74	171	245
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	4	4
			Non-managers	15	11	26
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	1	1
			Non-managers	15	14	29
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	7	2	9
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	6	14	20

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: All Industries

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	17	19
			Non-managers	27	75	102
		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	8	10	18
		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	4	9	13
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	20	26	46
		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	12	0	12
		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	20	20
		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	4	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

* Total employees includes Non-binary

Workforce Management Statistics Table

Industry: All Industries

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)

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](#).