



Date Created: 13-06-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 13-06-2023

# 2022 - 23 Gender Equality Reporting

## Submitted By:

Zip Airport Services Pty Ltd 16098990802

# #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

Strategy

**Retention:** Yes

Strategy

**Performance management processes:** Yes

Strategy

**Promotions:** Yes.

Strategy

**Talent identification/identification of high potentials:** YesStrategy

**Succession planning:** Yes

Strategy

**Training and development:** Yes

Policy

**Key performance indicators for managers relating to gender equality:** YesStrategy

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

YesStrategy

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

While Zip Airport Services is a separate employing entity, it forms part of our Supply Chain division of Viva Energy Australia, as such as gender diversity aspirations for the broader business are part of the people strategy and action plans for this part of our organisation. The gender equality action plan (as strategy document for gender diversity) is applied into the ZIP Airport business and there is a significant amount of work being undertaken to remove barrier of entry for women and other non-traditional hires into the into-plane services provided at airports across Australia.

## Governing Bodies

**Organisation:** Zip Airport Services 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)	Male (M)	Non-Binary
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	0	1	0
<b>Member</b>			
	<b>Female (F)</b>	<b>Male (M)</b>	<b>Non-Binary</b>
	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. 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.**

Zip Airport services is managed as part of the Viva Energy group and as such information regarding the progress made by this entity on gender equality is included in management reporting to board on a regular basis as outlined in the Viva Energy Australia report.

# #Action on gender equality

## Gender Pay Gaps

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

No

Salaries set by awards/industrial or workplace agreements

**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.**

Information regarding gender pay gap for ZIP Airport services is incorporated into the Viva Energy group reporting of our organisational pay gap.

## 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

**Other:** Salaries for ZIP employees are set by enterprise agreements and wage increases are built into the agreements.

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

Information regarding gender pay gap in ZIP Airport Services forms part of the overall gender pay gap analysis performed at an organisational level for Viva Energy Group.

## 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?**

Other

**Other:** As part of our strategy regarding gender targets – we talk regularly to hiring Managers about increasing the recruitment of women in non-traditional areas and where possible seeking to develop 50/50 (male/female) candidate shortlists..

**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?**  
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.**

# #Flexible Work

## Flexible Working

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

No

Not aware of the need

**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

Not aware of the need

**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

**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**

No

Not aware of the need

**Other:** No

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

**Carer's leave:** No

Other

**Other:** No managers exist under the ZIP entity.

**Compressed working weeks:** No

Other

**Other:** No managers exist under the ZIP entity

**Flexible hours of work:** No

Other

**Other:** No managers exist under the ZIP entity

**Job sharing:** No

Other

**Other:** No managers exist under the ZIP entity

**Part-time work:** No

Other

**Other:** No managers exist under the ZIP entity

**Purchased leave:** No

Other

**Other:** No managers exist under the ZIP entity

**Remote working/working from home:** No

Other

**Other:** No managers exist under the ZIP entity

**Time-in-lieu:** No

Other

**Other:** No managers exist under the ZIP entity

**Unpaid leave:** No

Other



**Other:** No managers exist under the ZIP entity

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

No

**3.1. You need to indicate which of the following flexible working options are available to NON-MANAGERS in your workplace.**

**Carer's leave:** Yes

SAME options for women and men

Formal options are available

**Compressed working weeks:** No

Other

**Other:** Operational Shift based work

**Flexible hours of work:** Yes

SAME options for women and men

Formal options are available; Informal options are available

**Job sharing:** No

Other

**Other:** Not relevant to the type of roles, however team members can be employed on a part time basis.

**Part-time work:** Yes

SAME options for women and men

Formal options are available

**Purchased leave:** No

Other

**Other:** Leave provided for under the particular EAs. Not covered under Viva Energy Australia policy, however ZIP employees have access to unpaid leave if required.

**Telecommuting (e.g. working from home):**No

**Time-in-lieu:** Yes

SAME options for women and men

Formal options are available

**Unpaid leave:** Yes

SAME options for women and men

Formal options are available

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.

ZIP Airport Services employees can access flexible working arrangements under the NES entitlements. More broadly, ZIP employees can access some arrangements under Viva Energy's 'VivaFlex' policy subject to operational requirements and limitations, for example site based operational roles prevent employees from accessing options such as remote working.

# #Employee Support

## Paid Parental leave

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

No

Other

**Other:** ZIP Airport Services Pty Ltd employees that fall under an EBA agreement and are governed by the terms and conditions of their agreement, which includes NES entitlements to parental leave.

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.

## Support for carers

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

No

Not aware of the need

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**

No

Not aware of the need

**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 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**

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.**

Viva Energy 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. Zip Employees have access to these resources.

## 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

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.**

Zip employees joined Viva employees in participating in 'Respect at Viva' workshops. These workshops 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**

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**

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

Other

**Provide Details:** ZIP Airport Services employees have access to paid leave up to 10 days under the Viva Energy Domestic Violence policy.

**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:**

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

Zip employees are covered by Viva Energy's DFV policy. 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 needed.

# Workplace Profile Table

Industry: Transport Support Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Technicians And Trades Workers	Full-time permanent	1	37	0	0	38
	Part-time permanent	4	28	0	0	32
	Part-time contract	3	0	0	0	3
	Casual	2	10	0	0	12

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

\*\* Total employees includes Non-binary



# Workforce Management Statistics Table

Industry: Transport Support Services

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	1	5	6
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	3	1	4
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	9	11
		Fixed-Term Contract	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	4	1	5
	N/A	Casual	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	4	10	14

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Transport Support Services

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	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
	Part-time	Permanent	CEO, KMPs, and HOBs	0	0	0
			Managers	0	0	0
			Non-managers	2	5	7
		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	2	2
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	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	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: Transport Support Services

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)**

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](#).