

# Employer Public Report

## Contents

[Public Reports](#)

[Workplace Overview](#)

[Action on Gender Equality](#)

[Flexible Work](#)

[Employee Support for Parents and Carers](#)

[Harm Prevention](#)

### Submitted By:

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## Public Reports

WGEA publishes the Public Report, except personal information in whole, or part on the Data Explorer and uses its contents in whole or part for other purposes in electronic or other formats.

Two documents make up your Public Report and can be generated and downloaded after preparing your submission for lodgement:

- Public Report – Questionnaire
- Public Report – Employee Data Tables

The Public Report must be:

- Given to your CEO or equivalent for review, approval and sign off before lodgement.
- Shared in accordance with the Notification and Access requirements under the *Workplace Gender Equality Act 2012 (the Act)*.

Report contacts will be asked to declare in the Portal that all relevant CEO or equivalents have signed the public report.

Detailed information on the requirements to share the public report with your employees, members or shareholders can be found within the online Reporting Guide on [Notification and Access requirements](#).

## Gender Equality Standards

If there is a single entity employing 500 or more employees, they must have a policy or strategy in place against each of the six Gender Equality Indicators. More information can be found within the online reporting guide on [Gender Equality Standards](#).



# Workplace Overview

## Policies & Strategies

Employer policies or strategies on workplace gender equality and the composition of the workforce can be powerful levers for making progress and change. Policies or strategies are most effective when backed up by evidence-informed action plans to address areas of imbalance and inequality. Similarly, targets are achievable, time-framed goals that create mechanisms for accountability and are effective when combined with dedicated actions to help achieve them.

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### 1.1 Do you have formal policies and/or formal strategies in place that support gender equality in the workplace?

Yes

Policy; Strategy

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#### 1.1a Do the formal policies and/or formal strategies include any of the following?

Recruitment; Succession planning; Talent identification/identification of high potentials

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

Yes

Policy; Strategy

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#### 1.2a Do the formal policies and/or formal strategies include any of the following?

Gender identity; Aboriginal and/or Torres Strait Islander background; Cultural and/or language background; Disability and/or accessibility; Age

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### 1.3 Does your organisation have any targets to address gender equality in your workplace?

No

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

The company is committed to enhancing the representation of women across all roles and levels within the organisation and ensuring pay equity with male counterparts. We also continue our focus on inclusive behaviours, addressing gendered violence and sexual harassment in our workplace. While formal targets are not currently in place, we provide monthly gender-related reports to the Liberty Leadership team and our parent company, Viva



Energy Australia. These reports include comprehensive data on attrition rates, recruitment—highlighting female hires to date—promotions, representation of women in leadership and operational roles, gender ratios, and other relevant metrics. This ongoing reporting ensures that gender diversity remains a key focus area and supports continuous efforts toward meaningful improvement.

**Talent and Succession Planning** Our organisation has a formal and structured strategy for succession planning, ensuring a proactive approach to talent development and continuity. As part of this strategy, we conduct two formal talent review sessions annually, to assess and refine our approach. Through these sessions, we have identified several critical roles within the organisation and pinpointed specific individuals who are projected to be ready to succeed in these roles within a 1-3 year timeframe. In addition to short-term succession planning, we are actively exploring broader opportunities to support the professional growth and development of employees across the organisation, regardless of gender. These initiatives are designed to cultivate future leaders and provide employees with opportunities to expand their skills and experience. This approach not only strengthens our leadership pipeline for the next 2-5 years but also keeps male and female talent engaged by providing clear career progression paths and meaningful opportunities to contribute to the organisation's success.

**Training and Development** In 2024, several team members successfully completed frontline leadership training through the Viva lead Achieve program. Attendance was primarily determined by role, with the aim of enhancing the skills of individuals in leadership positions and supporting their ongoing development plans. Both female and male leaders participated in the program, with a total of six attendees—two males and four females. Providing structured and formal development opportunities, such as leadership training, is a vital component of fostering a culture of growth and recognition. These initiatives not only equip employees with the skills needed to excel in their roles but also demonstrate the company's commitment to investing in their professional growth. Such efforts help employees feel valued, motivated, and engaged, which contributes significantly to overall job satisfaction and retention.



# Workplace Overview

## Governing Bodies

Gender balance on governing bodies or Boards is good for business. It contributes to workplace gender equality outcomes and improved company performance more broadly. Measures to support gender balance in the governing body include analysing the gender representation of chairs and other members, considering gender in the selection of Board members, and taking action to drive change through term limits, gender equality targets and policies.

### 1.5 Identify your organisation/s' governing body or bodies.

**Organisation:** Liberty Oil Australia Pty Ltd

#### A. To your knowledge, is this governing body also reported in a different submission group for this year's Gender Equality Reporting?

Yes

#### B. What is the name of your governing body?

Viva Energy Australia Group Pty Ltd

#### C. What type of governing body does this organisation have?

Board of Directors

#### D. How many members are in the governing body and who holds the predominant Chair position?

	Female (F)	Male (M)
Chair	0	1
Members (excluding chairs)	2	4

#### E. Do you have formal policies and/or formal strategies in place to support and achieve gender equality in this organisation's governing body?

No

Do not have control over governing body/appointments

**Details why there is no control over governing body/appointments:** Viva Energy Australia Pty Ltd and its entities do not have control over governing body appointments.

#### F. Does this organisation's governing body have limits on the terms of its Chair and/ or Members?



No  
Do not have control over governing body/appointments

.....  
**G. Has a target been set on the representation of women on this governing body?**

Yes, a target has been set to increase the representation of women on this governing body

.....  
**G.1 Percentage (%) of target: 40**

.....  
**G.2 Year of target to be reached: 2030-12-31**

.....  
**H. Do you have a formal policy and/or formal strategy on diversity and inclusion for this organisation's governing body?**

Yes  
Aboriginal and/or Torres Strait Islander identity; Cultural and/or language and/or race/ethnicity background; Disability and/or accessibility; Gender identity; Age

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

Viva Energy Group is the ultimate governing body and there is a target set for the parent company's Board of 40% female representation as part of its succession planning process. Viva Energy Australia Pty Ltd and its entities do not have control over governing body appointments. An Inclusion and Diversity policy is reviewed and endorsed by the board and is a commitment that applies to all Viva Energy Group employees. Additionally, regular progress updates on all aspects of the diversity and inclusion strategy and actions are shared with the Board and gender diversity targets are also reviewed as part of monthly management reporting to the board.



# Action on Gender Equality

## Gender Pay Gaps

The gender pay gap is the difference in average or median earnings between women and men. It is a measure of how we value the contribution of women and men in the workforce. The gender pay gap is not to be confused with women and men being paid the same for the same, or comparable, job – this is equal pay. Equal pay for equal work is a legal requirement in Australia. However, illegal instances of unequal pay can still be one of the many drivers of the gender pay gap. Closing the gender pay gap is important for Australia's economic future and reflects our aspiration to be an equal and fair society for all.

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### 2.1 Do you have formal policies and/or formal strategies on equal remuneration (pay equity and the gender pay gap) between women and men?

Yes

Strategy

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#### 2.1a Do the formal policies and/or formal strategies include any of the following?

To achieve gender pay equity; To close the gender pay gap; 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 ensure managers are held accountable for pay equity outcomes; To implement and/or maintain a transparent and rigorous performance assessment process

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### 2.2 Have you conducted analysis to determine if there are remuneration gaps between women and men?

Yes

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#### 2.2a What type of gender remuneration gap analysis has been undertaken?

Like-for-like pay gaps analysis which compares the same or similar roles of equal or comparable value to identify unequal pay; A by-level gap analysis which compares the difference between women's and men's average pay within the same employee category; Overall gender pay gap analysis to identify the difference between women's and men's average pay and gender composition across the whole organisation

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#### 2.2b When was the most recent gender remuneration gap analysis undertaken?

Within the last 12 months

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#### 2.2c Did you take any actions as a result of your gender remuneration gap analysis?



Yes

Corrected instances of unequal pay; Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Reported results of pay gap analysis to the governing body; Reported results of pay gap analysis to the executive

You may also provide more detail below on the gender remuneration gap analysis that was undertaken.

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**2.3 If your organisation would like to provide additional information relating to employer action on pay equity and/or gender remuneration gaps in your workplace, please do so below.**

It's worth noting that a significant portion of our workforce is comprised of male-dominated roles, particularly heavy vehicle drivers, which account for two-thirds of our total workforce. These roles are governed by an Enterprise Agreement, and the representation of females in this category is less than 0% for the reporting year. For employees covered under an Enterprise Bargaining Agreement (EBA), remuneration is determined solely based on job title and level, without consideration of gender. Additionally, these roles attract significant over time earnings and with zero female representation in these roles (heavy vehicle driver) it is one of the biggest contributors to the gender pay gap. Outside of this, our strategy for addressing the gender remuneration gap for non Award and EBA roles is built on several key initiatives. For roles outside the scope of our Enterprise Agreement or Awards, we collaborate with the Viva Energy team to ensure job sizing is accurate and equitable, reflecting comparable skills and responsibilities. This includes leveraging market data and conducting internal remuneration analyses for salaried employees. During the annual remuneration review, we thoroughly analyse pay data both before and after adjustments to identify any gender-based pay discrepancies. When gaps are found, we implement plans to close them within 12 months. We routinely review remuneration data at critical points in the employee lifecycle—such as hiring, promotion, and annual pay reviews—to address potential pay gaps. This includes analysing base salary, allowances, overtime, and like-for-like comparisons. Finally, annual salary review outcomes are reviewed by the CEO and Head of People of culture, before being shared with the Viva Energy CEO and Chief People and Culture Officer, to assess the effects of salary increases and bonuses on gender pay equity.





# Action on Gender Equality

## Employee Consultation

Engaging employees through consultation on gender equality issues helps employers to understand the employee experience and to take meaningful action. Employers can use the information they learn through the consultation process to generate solutions that are practical and relevant to their organisation.

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

Yes

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#### 2.4a How did you consult employees?

Employee experience survey

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#### 2.4b Who did you consult?

ALL staff

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### 2.5 Do you have formal policies and/or formal strategies in place to ensure employees are consulted and have input on issues concerning gender equality in the workplace?

Yes

Strategy

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### 2.8 If your organisation would like to provide additional information relating to employee consultation on gender Equality in your workplace, please do so below.

Liberty recognises that meaningful and frequent conversations is essential to advancing gender equality in the workplace. We are committed to fostering open dialogue, ensuring that diverse perspectives are heard, and incorporating feedback into our decision-making. By engaging in with our teams in a number of ways on gender equality, we aim to strengthen our culture and drive lasting progress toward workplace equity. Some of the ways in which we engage with our employees relating to gender equality are as follows: Employee Engagement Survey Results We completed an all of business employee survey in October 2024 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 86%. This is an increase of 3% on the previous year survey. 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. Respect at Liberty Workshops Approximately 80% of team members participated in 'Respect at Liberty' sessions on what constitutes appropriate workplace behaviours. To further embed 'Respect at Liberty' training, we will lean in to the newly developed 'Leading Respect at Viva' module to upskill supervisors to take pro-active steps to eliminate inappropriate behaviour including sexual harassment and gender-based discrimination, and how to respond if a report is made to them.



**Policy** We have a Group standalone 'Prevention of sexual harassment in the workplace' policy and a Group Domestic and Family Violence Support Policy that provides additional support beyond statutory leave entitlements. We have organisation-wide family and domestic violence awareness training for team members, and bespoke training for Viva Energy Australia contact officers to respond to potential cases. The 16 Days of Activism campaign helped raise awareness of the prevalence of domestic and family violence in different settings and educated team members on how to respond, refer and seek support via the relevant Viva Energy Group policy.

**People & Culture** The P&C Business Partners 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 and cultural aspirations.

**International Women's Day** More than 500 employees across Viva energy, including those from Liberty joined a virtual panel event hosted by our Chief Strategy Officer. Three senior managers from the business explored the theme March Forward, sharing how their teams have progressed gender equality, the important role of bystanders and understanding unconscious bias and its impact on building an inclusive respectful workplace.



# Flexible Work

## Flexible Working Arrangements

A flexible working arrangement is an agreement between an employer and an employee to change the standard working arrangement, often through a change to the hours, pattern or location of work. Flexible work is a key enabler of gender equality, helps accommodate an employee's commitments out of work and has become increasingly important for employers in attracting and retaining diverse and talented employees.

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

Yes

Strategy

#### 3.1a Do the formal policies and/or formal strategies include any of the following?

Leaders are visible role models of flexible working; Flexible working is promoted throughout the organisation; Leaders are held accountable for improving take up and approval of workplace flexibility; All employees are surveyed on whether they have sufficient flexibility; Flexible work offerings are available to all employees, with a default approval bias (all roles flex approach); All team meetings are offered online; The ability to job-share is incorporated into job design and advertising of new roles

### 3.2 Do you offer any of the following flexible working options to MANAGERS and/or NON MANAGERS in your workplace?

Flexible working option	MANAGERS	NON-MANAGERS
Flexible hours of work (start and finish times)	Yes	Yes
Compressed working weeks	No	No
Time-in-lieu	Yes	Yes
Hybrid working (regular days worked from home and in office)	Yes	Yes
Working fully remote (no regular days worked in office)	Yes	Yes
Reduced hours or part-time work	Yes	Yes
Job sharing arrangements	No	Yes
Purchased leave	Yes	Yes
Unpaid leave	Yes	Yes
Flexible scheduling, rostering or switching of shifts	Yes	Yes

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



# Employee Support for Parents and Carers

## Paid Parental Leave

Parental leave policies are designed to support and protect working parents around the time of childbirth or adoption of a child and when children are young. Some employers offer universally available parental leave policies, offering equal parental leave for all parents, others offer with a distinction between 'primary' and 'secondary' carers. It's important that it's a policy that's available to all parents, irrespective of gender, recognising the equally important role of all parents in caregiving. Gender equal policies help to de-gender the ideal worker and carer norms, which pervade the workplace and reduce opportunities for women to remain in, or re-enter the workforce.

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### 4.1 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 distinction

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#### Do you provide employer-funded paid parental leave for:

Primary: Yes      Secondary: No

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#### 4.1a Please indicate whether your employer-funded paid parental leave is available to:

Primary: All, regardless of gender

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#### 4.1b Please indicate whether your employer-funded paid primary carers leave covers:

Primary: Birth; Adoption; Surrogacy; Stillbirth

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#### 4.1c How do you pay employer-funded paid parental leave?

Primary: Paying the employee's full salary

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#### 4.1d How many weeks of employer-funded paid parental leave is available to eligible employees?

Primary:

Lowest entitlement: 14



Highest entitlement:

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**4.1e Who has access to this type of employer-funded paid parental leave?**

Primary: Permanent employees

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**4.1f Do you require carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer-funded paid parental leave?**

Primary: No qualifying period

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**4.1g Do you require carers to take employer-funded paid parental leave within a certain time after the birth, adoption, surrogacy and/or stillbirth?**

Primary: Anytime within 24 months

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**4.1h Does your organisation have an opt out approach to parental leave?  
(Employees who do not wish to take their full parental leave entitlement must discuss this with their manager)**

Primary: No

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**4.2 Do you pay superannuation contributions to your employees while they are on parental leave?**

Yes, on employer funded primary carer's leave or equally shared parental leave (if applicable)

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

By prioritising family-friendly policies, we aim to create a more inclusive and supportive environment where employees feel valued and empowered to thrive both professionally and personally. We are proud to offer Viva Energy's legacy parental leave policy which includes generous parental leave provisions of 14 paid weeks for primary carer's and 3 weeks for



secondary carers. Liberty employees have a partnership with 'Parents at Work' to celebrate and support our team members and their families and the recently renewed Viva Energy Family Inclusive Workplace citation for 2025-27. 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 include Preparing for Parental Leave, Raising Toddlers, Teens, Career Life Alignment, Balance & Wellbeing and Navigating Aged Care.



# Employee Support for Parents and Carers

## Support for Carers

Employers can contribute to workplace gender equality by providing support for employees with caring responsibilities. A carer refers to, but is not limited to, an employee's role as the parent (biological, step, adoptive or foster) or guardian of a child, or carer of a child, parent, spouse or domestic partner, close relative, or other dependent. Employer support for employees with caring responsibilities allows them to better accommodate their out-of-work responsibilities.

### 4.4 Do you have formal policies and/or formal strategies to support employees with family or caring responsibilities?

Yes

Strategy

#### 4.4a Do the formal policies and/or formal strategies include any of the following?

Gender inclusive language when referring to carers; Support for all carers (e.g. carers of children, elders, people with disability); Paid Parental leave; Flexible working arrangements and adjustments to work hours and/or location to support family or caring responsibilities; Job redesign to support family or caring responsibilities

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

Support mechanism	Answer
Breastfeeding facilities	No
Information packs for those with family and/or caring responsibilities	Yes
Referral services to support employees with family and/ or caring responsibilities	Yes
Coaching for employees returning to work from parental leave and/or extended carers leave and/or career breaks	No
Internal support networks for parents and/or carers	No
Targeted communication mechanisms (e.g. intranet forums)	Yes
Return to work bonus (only select if this bonus is not the balance of paid parental leave)	No



Support mechanism	Answer
Breastfeeding facilities	No
Support for employees with securing care (including school holiday care) by securing priority places at local care centres (could include for childcare, eldercare and/or adult day centres)	No
Referral services for care facilities (could include for childcare, eldercare and/or adult day centres)	No
On-site childcare	No
Employer subsidised childcare	No
Parenting workshop	No
Keep-in-touch programs for carers on extended leave and/or parental leave	Yes
Access to counselling and external support for carers (e.g. EAP)	Yes





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

Liberty utilises Viva's suite of resources to support employees who are planning parenthood, taking parental leave, or returning to work. As part of this initiative, Liberty has maintained its partnership with Parents@Work, providing comprehensive support to parents and carers at all life stages throughout 2024 and into 2025. The Parents@Work Hub offers unlimited access to career, family, and wellbeing resources, including courses, guides, and live group sessions led by expert coaches. Topics range from preparing for parental leave and raising children to achieving career-life balance and navigating aged care. These resources are accessible to all employees, regardless of location, with additional information shared via direct email and monthly staff newsletters. Liberty also supports employees through Access EAP, offering free, confidential counselling services to assist with challenges at any stage of life. Having clear strategies in the workplace to support family and caring responsibilities is essential for creating a fair and inclusive environment. When employees feel supported in balancing work and personal commitments, they are more engaged, productive, and satisfied. Our policies and processes such as flexible work arrangements, parental leave, and caregiver support help improve overall well-being. Prioritising these initiatives demonstrates our commitment to providing our employees with a healthier work-life balance and reinforces the value of a supportive and respectful workplace.



## Harm Prevention

### Sexual harassment, harassment on the ground of sex or discrimination

Workplace sexual harassment and sex discrimination is a gender equality issue that predominantly impacts women. To increase women's workforce participation and well-being, it is essential employers take action to prioritise and protect all employees from sexual harassment, harassment on the ground of sex or discrimination and ensure that every employee feels safe in the workplace.

#### 5.1 Do you have formal policies and/or formal strategies on the prevention of and appropriate response to sexual harassment, harassment on the ground of sex or discrimination?

Yes

Policy; Strategy

##### 5.1a Do the formal policies and/or formal strategies include any of the following?

A grievance process; Definitions and examples of sexual harassment, harassment on the grounds of sex and discrimination and consequences of engaging in this behaviour; The legal responsibilities of the employer to eliminate, so far as possible, sexual harassment and how it is demonstrated in the organisation; Leadership accountabilities and responsibilities for prevention and response to sexual harassment ; Disclosure options (internal and external) and process to investigate and manage any sexual harassment; Processes relating to the use of non-disclosure or confidentiality agreements; Guidelines for human resources or other designated responding staff on confidentiality and privacy; Sexual harassment risk management and how control measures will be monitored, implemented and reviewed; Process for development and review of the policy, including consultation with employees, unions or industry groups ; Protection from adverse action based on disclosure of sexual harassment and discrimination; A system for monitoring outcomes of sexual harassment and discrimination disclosure, including employment outcomes for those impacted by sexual harassment and the respondent; The frequency and nature of reporting to the governing body and management on sexual harassment; Manager and non-manager training on respectful workplace conduct and sexual harassment

##### 5.1b If Yes, have the policies and/or strategies been reviewed and approved in the reporting period by the Governing Body and CEO (or equivalent)?

Answer	
By the Governing Body	Yes
By the CEO (or equivalent)	Yes

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

Yes



Cohort	At induction	At promotion	Annually	Multiple times per year
All managers	Yes	No	No	Yes
All non-managers	Yes	No	No	No
The Governing Body	No		No	No

### 5.2a Does the training program delivered to the above groups include any of the following?

The respectful workplace conduct and behaviours expected of workers and leaders; Different forms of inappropriate workplace behaviour (e.g. sexual harassment, harassment on the grounds of sex and discrimination) and its impact; The drivers and contributing factors of sexual harassment; Bystander training; Options for reporting occurrences of sexual harassment as well as the risk of sexual harassment occurring; Information on worker rights, external authorities and relevant legislation relating to workplace sexual harassment; Trauma-informed management and response to disclosures; Responding to employees who engage in harassment or associated behaviours

### 5.3 Does the governing body and CEO or equivalent explicitly communicate their expectations on safety, respectful and inclusive workplace conduct? If yes, when?

#### Members of the governing body

No

#### Chief Executive Officer or equivalent

Yes

At staff inductions; Ahead of big events (e.g. functions, conferences) or at internal launches (e.g. at the launch of a new strategy); More often than annually

### 5.4 Do you have a risk management process in place to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination?

Yes

### 5.4a Does your risk management process include any of the following?

Identification and assessment of the specific workplace and industry risks of sexual harassment; Control measures to eliminate or minimise the identified drivers and risks for sexual harassment so far as reasonably practicable; Regular review of the



effectiveness of control measures to eliminate or minimise the risks of sexual harassment; Reporting to leadership on workplace sexual harassment risks, prevention and response, incident management effectiveness and outcomes, trend analysis and actions; Identification, assessment and control measures in place to manage the risk of vicarious trauma to responding staff

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**5.4b What actions/responses have been put in place as part of your workplace sexual harassment risk management process?**

Change or develop new control measures; Train people managers in prevention of sexual harassment; Train staff on mitigation and control measures

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**5.5 What supports are available to support employees involved in and affected by sexual harassment?**

Trained, trauma-informed support staff/contact officers; Confidential external counselling (E.g. EAP); Information provided to all employees on external support services available; Union/worker representative support throughout the disclosure process and response; Reasonable adjustments to work conditions

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**5.6 What options does your organisation have for workers who wish to disclose or raise concerns about incidents relating to sexual harassment or similar misconduct?**

Process for disclosure to human resources or other designated responding staff; Process for disclosure to confidential/ethics hotline or similar; Process to disclose after their employment has concluded; Process to disclose anonymously; Process for workers to identify and disclose potential risks of sexual harassment, without a specific incident occurring; Other (please specify)

**Provide Details:** Aligned to the response of our Parent Company Viva Energy, while there is no formal process in regard to disclosure to union representatives or after the end of employment, if this occurred all incidents would be addressed under ordinary processes.

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**5.7 Does your organisation collect data on sexual harassment in your workplace, if yes, what do you collect?**

Yes

Number of formal disclosures or complaints made in a year; Number of informal disclosures or complaints made in a year; Gender of the complainant/aggrieved or victim; Gender of the accused or perpetrator; Outcomes of investigations; Other

**Other:** Aligned to the response of our Parent Company Viva Energy, while data on sexual harassment in the Company's employee engagement survey is not formally collected, any anonymous disclosures of inappropriate conduct and/or behaviours are investigated



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## 5.8 Does your organisation report on sexual harassment to the governing body and management (CEO, KMP) and how frequently?

### Governing body

Yes

Multiple times per year

### CEO or equivalent

Yes

Multiple times per year

### Key Management Personnel

Yes

Multiple times per year

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### 5.8a Do your reports on sexual harassment to governing body and CEO include any of the following?

Identified risks of workplace sexual harassment; Prevalence of workplace sexual harassment; Nature of workplace sexual harassment; Analysis of sexual harassment trends and reporter/respondent profiles; Organisational action to prevent and respond to sexual harassment; Outcome of reports of sexual harassment; Consequences for perpetrators of sexual harassment

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## 5.9 If your organisation would like to provide additional information relating to measures to prevent and respond to sexual harassment, harassment on the ground of sex or discrimination, please do so below.

We are committed to adopting best practices in addressing inappropriate behaviour by providing multiple reporting channels, including trained Contact Officers, People & Culture representatives, and access for Mogas and Reliable to the Respect@Liberty hotline. Employees, contractors, and non-employees can raise concerns through these hotlines or through Stopline. Anonymous disclosures are investigated and addressed at the site level wherever possible. This comprehensive approach reflects our dedication to maintaining a safe, respectful workplace environment. Reports of sexual harassment, bullying, and victimisation are disclosed annually to the Board and included in the Annual Report, which includes incidents at Reliable Petroleum and Mogas. Additionally, the Viva Executive Leadership Team reviews sexual harassment cases to extract lessons and strengthen preventative measures. Providing multiple channels for reporting incidents of sexual harassment is essential for fostering a safe and supportive workplace. Not everyone feels comfortable using the same reporting method, so offering various options—such as direct reporting to HR, anonymous online platforms, external hotlines, or trusted leadership figures—ensures accessibility for all employees. Multiple avenues reduce fear of retaliation, encourage timely action, and allow victims to choose the safest way to speak up. Our Code of Conduct and Prevention of Sexual Harassment in the Workplace Policy, endorsed by the Viva Chairman



and CEO, outline organisational expectations and form part of compliance training for all employees and new hires. To reinforce a respectful culture, we conduct mandatory face-to-face workshops for all team members via Liberty's 'Respect at Liberty' and will introduce this to managers via Leading Respect at Liberty, which cover legislative requirements, active bystander strategies, and interactions with contractors. Attendance is closely monitored and continually updated to address emerging risks and opportunities. Additionally, we have comprehensive induction processes for team members working at our locations. Regular education ensures employees understand their rights, responsibilities, and how to identify and report inappropriate behaviour. Training helps reinforce a culture of accountability, equipping leaders and staff with the tools to prevent, address, and handle cases effectively. By investing in knowledge sharing and education, demonstrates our commitment to safety, inclusion, and a workplace free from harassment.



# Harm Prevention

## Family or Domestic Violence

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

Yes

Policy

### 5.11 Do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

Type of support (select all that apply)	
Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
Confidentiality of matters disclosed	Yes
Training of key personnel	Yes
Flexible working arrangements	Yes
Workplace safety planning	Yes
Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
Referral of employees to appropriate domestic violence support services for expert advice	Yes
Provision of financial support (e.g. advance bonus payment or advanced pay)	Yes
A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
Access to medical services (e.g. doctor or nurse)	Yes
Offer change of office location	Yes
Emergency accommodation assistance	Yes

### 5.12 Do you have the following types of leave in place to support employees who are experiencing family or domestic violence?

#### Access to paid domestic violence leave?

Yes

#### Is it unlimited?

No

#### Do you offer paid family and domestic violence leave by negotiation or as needed?

No

#### How many days of paid domestic violence leave?

10



**Access to unpaid domestic violence leave?**

Yes

**Is it unlimited?**

No

**Do you offer unpaid family and domestic violence leave by negotiation or as needed?**

No

**How many days of unpaid domestic violence leave?**

20

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

Employees experiencing family and domestic violence are entitled to paid leave (in addition to other existing leave entitlements) for the purposes of doing things to deal with the impact of the family and domestic violence where it is impractical to do so outside the employee's work hours. For example, attending medical appointments, legal proceedings, seeking safe housing etc. Up to 10 days paid Family and Domestic Violence Support leave per year is available in accordance with the National Employment Standards. In addition to this, and as determined by the individual's situation we offer financial assistance to enable an employee to move into safe housing, seek legal representation or other necessary support, as well as supporting changes of hours of work and work location as needed. While there are some variances to this within EA's, all Viva Energy Group employees (regardless of whether they are covered under an EA or not) are covered by the Viva Energy Domestic and Family Violence Support Policy. Workplace support—such as access to confidential counselling, flexible work arrangements etc is critical in helping our employees navigate difficult situations while maintaining financial stability and job security. A supportive workplace environment, with these support structures in place reduces isolation, encourages victims to seek help, and ensures they feel valued rather than judged.





## Public Report - Employee data tables

**Program:** 2024 - 25 Gender Equality Reporting  
**Employer:** Liberty Oil Australia Pty Ltd  
**Employee count:** 235  
**Primary industry:** 3321 - Petroleum Product Wholesaling  
**Relevant employer:** Yes

**Table 1** – Gender composition of all occupational categories

Occupational category	Employment status	No. of employees		Number of graduates or apprentices (combined)		Total employees*
		F	M	F	M	
Managers	Full-time permanent	7	18	0	0	25
	Part-time permanent	0	1	0	0	1
Clerical And Administrative Workers	Full-time permanent	22	15	0	0	37
	Part-time permanent	4	2	0	0	6
	Casual	11	6	0	0	17
Sales Workers	Full-time permanent	0	11	0	0	11
Machinery Operators And Drivers	Full-time permanent	0	125	0	0	125
	Part-time permanent	0	4	0	0	4
	Casual	0	9	0	0	9

\* Total employees includes Non-binary

**Table 2** – Gender composition of manager categories

Manager category	Employment status	No. of employees		Number of graduates or apprentices (combined)		Total employees*
		F	M	F	M	
GM	Full-time permanent	0	2	0	0	2
SM	Part-time permanent	0	1	0	0	1
OM	Full-time permanent	7	16	0	0	23

\* Total employees includes Non-binary

**Table 3 – Employee movements over reporting period**

**Question 1**  
**How many employees were promoted?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent							
Part-time	Permanent							
Full-time	Fixed-term							
Part-time	Fixed-term							
N/A	Casual							

**Question 2**  
**How many employees were promoted from non-manager to manager?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		All managers		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent							
Part-time	Permanent							
Full-time	Fixed-term							
Part-time	Fixed-term							
N/A	Casual							

**Question 3**  
**How many employees were internally appointed?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent			1				1
Part-time	Permanent							
Full-time	Fixed-term							
Part-time	Fixed-term							
N/A	Casual							

**Question 4**  
**How many employees (including partners with an employment contract) were externally appointed?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent			1	2	7	2	12
Part-time	Permanent						3	3
Full-time	Fixed-term							
Part-time	Fixed-term							
N/A	Casual					4	6	10

\* Total employees includes Non-binary

**Table 3 – Employee movements over reporting period (continued)**

**Question 5**  
**How many employees voluntarily resigned?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent			1	1	6	22	30
Part-time	Permanent					3		3
Full-time	Fixed-term							
Part-time	Fixed-term							
N/A	Casual					2	1	3

**Question 6**  
**How many employees were on primary carer's parental leave (paid and/or unpaid)?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent							
Part-time	Permanent							
Full-time	Fixed-term							
Part-time	Fixed-term							
N/A	Casual							

**Question 7**  
**How many employees were on secondary carer's parental leave (paid and/or unpaid)?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent							
Part-time	Permanent							
Full-time	Fixed-term							
Part-time	Fixed-term							
N/A	Casual							

**Question 8**  
**How many employees ceased employment before returning to work from parental leave (regardless of when the leave commenced)?**

Contract Type	Employment Type	CEOs, KMPs & HOBs		Managers (excl. CEOs, KMPs & HOBs)		Non-managers		Total*
		Female	Male	Female	Male	Female	Male	
Full-time	Permanent							
Part-time	Permanent							
Full-time	Fixed-term							
Part-time	Fixed-term							
N/A	Casual							

\* Total employees includes Non-binary

# Submission Approval Form

## 2024-25 Gender Equality Reporting

I, the CEO (or equivalent), confirm that the data provided in the 2024-25 Gender Equality Reporting submission is complete and correct, as reported in the full data appendices:

- + Public Report - Questionnaire
- + Public Report – Employee data tables

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:** 27/06/2025

### 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 your employees and members or shareholders that you have 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.

Please see our reporting guide for more information on the [notification and access requirements](#).