



Date Created: 30-05-2023



**Australian Government**



**Workplace  
Gender Equality  
Agency**





Date Created: 30-05-2023

# 2022 - 23 Gender Equality Reporting

## Submitted By:

VIVA LEISURE PEOPLE PTY LTD 12609536629

# #Workplace Overview

## Policies and Strategies

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

**Recruitment:** Yes

Policy

**Retention:** No

Currently under development

**Estimated Completion Date:** 2023-09-30

**Performance management processes:** Yes

Policy

**Promotions:** Yes.

Policy

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

**Succession planning:** Yes

Policy

**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?

YesPolicy

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:** VIVA LEISURE PEOPLE PTY LTD

**1.Name of the governing body:** Viva Leisure Limited

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

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

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

**4. Formal section policy and/or strategy: Yes**

**Selected value:** Policy

**6. Target set to increase the representation of women: No**

**Selected value:**

Other

**Other value:** Board appointments are made on merit and fit with specific role requirements

**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?**

Yes

**Selected value:** Policy

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

# #Action on gender equality

## Gender Pay Gaps

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

Yes

Policy

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

Yes

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

**2. What was the snapshot date used for your Workplace Profile?**

2022-06-30

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

## 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

Non-award employees paid market rateSalaries for SOME employees (including managers) are set by awards or industrial agreements and there is NO room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications)

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

## 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

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

No

Other

**Other:**Principles are captured within other Viva Policy

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

**Employees:**

**Shareholder:**

4. **Have you shared previous Executive Summary and Industry Benchmark 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  
Other  
  
**Other:** Not Relevant to industry  
**Employees are surveyed on whether they have sufficient flexibility**  
Yes  
  
**Employee training is provided throughout the organisation**  
No  
Currently under development  
  
**Estimated Completion Date:** 2023-09-30

Date Created: 30-05-2023

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

Yes

**Flexible working is promoted throughout the organisation**

Yes

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

No

Other

**Other:** Not required

**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**

No

Currently under development

**Estimated Completion Date:** 2023-09-30

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

No

Other

**Other:** Not required, gender balance in utilization of flexible work

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

No

Other

**Other:** Provided as relevant to the leader and department ( eg some are roster based environments)

**Other:** No

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

**Carer's leave:** Yes

SAME options for women and men Informal options are available

**Compressed working weeks:** Yes

SAME options for women and men Formal options are available

**Flexible hours of work:** Yes

SAME options for women and men Formal options are available

**Job sharing:** Yes

SAME options for women and men

Informal options are available

**Part-time work:** Yes

SAME options for women and men Formal options are available

**Purchased leave:** No

Other

**Other:** System not configured

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

SAME options for women and men

**Time-in-lieu:** Yes

SAME options for women and men

Informal options are available

**Unpaid leave:** Yes

SAME options for women and men Informal options are available

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

Yes

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

Don't know / Not applicable

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



# #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. 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

Currently under development

**Estimated Completion Date:** 2024-05-30

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

- 2.1. Employer subsidised childcare

No

Insufficient resources/expertise

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

No

Insufficient resources/expertise

- 2.3. Breastfeeding facilities

Yes

Available at ALL worksites

- 2.4. Childcare referral services

No

Insufficient resources/expertise

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

No

Insufficient resources/expertise

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

No

Insufficient resources/expertise

**2.7. Internal support networks for parents**

No

Insufficient resources/expertise

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

No

Insufficient resources/expertise

**2.9. Parenting workshops targeting fathers**

No

Insufficient resources/expertise

**2.10. Parenting workshops targeting mothers**

No

Insufficient resources/expertise

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

No

Insufficient resources/expertise

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

No

Insufficient resources/expertise

**2.13. On-site childcare**

No

Insufficient resources/expertise

**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.**

## **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 Non-Managers

Yes

Voluntary question: All Non-Managers

**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.**

## 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

Currently under development

Estimated Completion Date: 2023-09-30

**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

Date Created: 30-05-2023

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

Yes

**Emergency accommodation assistance**

No

Insufficient resources/expertise

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

No

Insufficient resources/expertise

**Flexible working arrangements**

Yes

**Offer change of office location**

Yes

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

No

Insufficient resources/expertise

**Training of key personnel**

Yes

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

Yes

**Workplace safety planning**

No

Insufficient resources/expertise

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

Yes

Is the leave period unlimited?

Date Created: 30-05-2023

No

**Number of Days:**

10

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

Yes

**Is the leave period unlimited?**

No

**Number of days:**

10

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

No

Other

**Provide Details:** Informal, provided as required by the circumstance

**Access to unpaid leave**

Yes

**Is the leave period unlimited?**

Yes

**Provide Details:** No

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