



Australian Government



Workplace  
Gender Equality  
Agency

# Employer Public Report

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### Submitted By:

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## Public Reports

WGEA publishes your Public Report, excluding any personal information, on the Data Explorer. WGEA uses its contents for other purposes in electronic or other formats.

### What makes up your Public Report?

Your Public Report consists of 2 documents, which you can generate and download after preparing your submission for lodgement:

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

### Before lodgement

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*.

Reporting contacts will be asked to declare in the WGEA Employer Portal that all relevant CEOs or equivalents have signed the Public Report.

For detailed information on the requirements to share the Public Report with your employees, members or shareholders, refer to the online Reporting Guide under [Notification and Access requirements](#).

### Gender Equality Standards

If your organisation is a single entity employing 500 or more employees, you must have a policy or strategy in place against each of the 6 Gender Equality Indicators. More information can be found within the online Reporting Guide on [Gender Equality Standards](#).

### Gender Equality Targets

If your organisation is an employer that directly employs 500 or more employees, you must select and commit to achieve 3 gender equality targets from a [menu](#) of 19 options. At the end of 3 years, you must meet or demonstrate improvement against each selected target. More information can be found on [Gender Equality Targets: Frequently Asked Questions](#).



# Workplace overview

## Policies and 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 supported 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

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

Recruitment; Retention; Promotions; Succession planning; Training and development; 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

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

Gender identity; 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?

Yes

Increase the number of women in management positions; Increase the number of women in key management personnel (KMP) roles; To have a gender balanced governing body (at least 40% men and 40% women)

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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.



# 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 on 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, targets and policies.

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

**Organisation:** VIVA LEISURE PEOPLE PTY LTD

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

No

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

Viva Leisure People

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

Board of Directors

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

	Women	Men
Chair	0	1
Members (excluding chairs)	1	2

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

Yes

**Selected value:** Policy

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##### E.1 Do the formal policies and/or formal strategies include any of following?

Selection process for governing body members; Succession planning for the governing body; Gender diversity and inclusion



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

No  
Other

**Provide details:** Tenure limits bring fresh perspectives but cost the insight Directors develop over time. The Board therefore treats tenure as one of several factors when assessing a Director's independence and ongoing contribution within the overall Board process.

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

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

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

.....

**G.2 Year of target to be reached:** 2026-12-31

**Other value:** NA

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

Yes  
Gender identity

.....

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



# 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  
Policy

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

To achieve gender pay equity

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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?

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  
Reported results of pay gap analysis to the governing body



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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.**

## 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 about gender equality in the workplace?**

Employee experience survey; Exit interviews

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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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**2.6 If your organisation would like to provide additional information relating to employee consultation on gender equality in your workplace, please do so below.**



# Flexible working arrangements

## Flexible working

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

Policy

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

A business case for flexibility has been established and endorsed at the leadership level; Leaders are visible role models of flexible working; Flexible working is promoted throughout the organisation; All employees are surveyed on whether they have sufficient flexibility; The impact of flexibility is measured and evaluated (e.g. reduced absenteeism, increased employee engagement); Metrics on the use of, and the impact of, flexibility measures are reported to key management personnel; Flexible work arrangements are available to all employees, with a default bias towards approval (all roles flex approach)

### 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	Yes	Yes
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)	No	No
Reduced hours or part-time work	Yes	Yes
Job sharing arrangements	Yes	Yes
Purchased leave	No	No
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 the policy is 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 to all genders without using the primary/secondary carer distinction

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#### 4.1a Please indicate whether your employer-funded paid parental carers leave covers:

Birth; Adoption; Surrogacy; Stillbirth; Fostering

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

Paying the gap between the employee's salary and the government's paid parental leave scheme

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#### 4.1c Are all employees that receive employer-funded paid parental leave entitled to the same number of weeks?

Yes

#### 4.1c(i) How many weeks of employer-funded paid parental leave is available to eligible employees?

Entitlement: 12

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#### 4.1d Who has access to this type of employer-funded paid parental leave?

Permanent employees; Contract/fixed term employees

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



Yes a minimum service period is required

**How long is the minimum service period (in months)?**

6

**Is the minimum service period the same as the probation period for new employees?**

Yes

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

Anytime within 24 months

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**4.1g 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)**

No

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**4.1h Do you pay superannuation contributions to your employees while they are on parental leave?**

Yes, on employer funded parental leave; Yes, on government funded parental leave

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

## 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.

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

Yes

Policy



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#### 4.3a 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

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#### 4.4 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	No
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	Yes
Internal support networks for parents and/or carers	No
Targeted communication mechanisms (e.g. intranet forums)	No
Return to work bonus (only select if this bonus is not the balance of paid parental leave)	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



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



# 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 and response to sexual harassment, harassment on the ground of sex or discrimination?

Yes

Policy

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

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; Expected standard of behaviour is clearly outlined and included in recruitment and performance management processes; 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; Protection from adverse action based on disclosure of sexual harassment and discrimination; Training for managers and non-managers on respectful workplace conduct and preventing and responding to 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	No
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 managers, non-managers or the governing body?

Yes

Cohort	At induction	At promotion	Annually	Multiple times per year
All managers	Yes	No	No	No



All non-managers	Yes	No	No	No
The governing body	No		No	No

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**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; 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; The diverse experiences of sexual harassment and the needs of different people such as women, Aboriginal and Torres Strait Islander people, LGBTIQ+ workers, culturally diverse workers and workers with a disability.; Trauma-informed management and response to disclosures; Self-care and vicarious trauma training for employees, witnesses and responding staff

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**5.3 Does the governing body and/or 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

; 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; Other

**Provide Details:** On an as needed basis in connection with specific activities, events or emergencies.

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**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

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**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; Consultation on sexual harassment risks and mitigation with staff and other relevant stakeholders (e.g. people you share premises with); 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?**

Make workplace adjustments; Change or develop new control measures; Undertake and act on a culture audit of the relevant business or division; Train people managers in prevention of sexual harassment; Train identified contact officers; 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?**

Confidential external counselling (e.g. EAP); Information provided to all employees on external support services available; 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; Special procedures for disclosures about organisational leaders and board members; Process for workers to identify and disclose potential risks of sexual harassment, without a specific incident occurring

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

Yes

Anonymous disclosures through a staff survey; Outcomes of investigations

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



### Governing body

Yes

Multiple times per year

### CEO or equivalent

Yes

As required

### Key Management Personnel (for Commonwealth public sector: Senior Executive Bands)

Yes

As required

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

Prevalence of workplace sexual harassment; Nature of workplace sexual harassment; Organisational action to prevent and respond to sexual harassment; Outcome of reports 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.**

## Harm prevention

### Family or domestic violence

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

No

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**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 family and domestic violence	Yes
Confidentiality of matters disclosed	Yes
Training for key personnel in supporting employees experiencing family and domestic violence	No
Flexible working arrangements	Yes



Workplace safety planning	Yes
Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
Procedures for referring employees experiencing family and domestic violence support services	No
Provision of financial support (e.g. advance bonus payment or advanced pay)	No
A family and domestic violence clause is in an enterprise agreement or workplace agreement	No
Access to medical services (e.g. doctor or nurse)	Yes
Mechanisms for employees experiencing family and domestic violence to request to move to a different workplace location	Yes
Emergency accommodation assistance	No

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**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 family and domestic violence leave?**

Yes

**Is it unlimited?**

No

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

Yes

**How many days of paid family and domestic violence leave?**

10

**Access to unpaid family and domestic violence leave?**

Yes

**Is it unlimited?**

Yes

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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.**

