

The Senate Select Committee on Work and Care
Questions on Notice

ALDI Australia

19 December 2022

1. Full time, part-time and casual - breakdown of workforce at each level /grade of employee in each store including department manager, assistant store manager and store manager (by gender and age)

ALDI does not have any casual employees. Following is a breakdown of our store workforce:

- *621 full-time Store Managers*
 - *405 identify as male*
 - *216 identify as female*
 - *179 are aged between 21-30*
 - *298 are aged between 31-40*
 - *118 are aged between 41-50*
 - *26 are aged between 51-60*
- *591 full-time Assistant Store Managers and 16 part-time Assistant Store Managers*
 - *385 identify as male*
 - *222 identify as female*
 - *Five are aged 20 and under*
 - *257 are aged between 21-30*
 - *245 are aged between 31-40*
 - *84 are aged between 41-50*
 - *14 are aged between 51-60*
 - *Two are aged 61 and above*
- *Ten full- time Duty Store Managers and 1053 part-time Duty Store Managers*
 - *576 identify as male*
 - *487 identify as female*
 - *54 are aged 20 and under*
 - *541 are aged between 21-30*
 - *324 are aged between 31-40*
 - *109 are aged between 41-50*
 - *34 are aged between 51-60*
 - *One is aged 61 and above*

2. Part-timers, for each level of store employee (as per the above) - number of contract hours and the number of hours worked each fortnight, over a 12-month period (by gender and age)

ALDI's part-time Store Assistants, contract hours and hours worked are provided below for the period of 12 months from 1 January 2022 to 1 December 2022:

| <i>Fortnightly Hours per Contract</i> | <i>Number of Store Assistants on Contract</i> | <i>Average Hours Worked per Fortnight</i> |
|---------------------------------------|---|---|
| <i>21 hours</i> | <i>751</i> | <i>31.3</i> |
| <i>30 hours</i> | <i>2159</i> | <i>42.1</i> |
| <i>40 hours</i> | <i>2463</i> | <i>50.7</i> |
| <i>50 hours</i> | <i>1605</i> | <i>58.3</i> |
| <i>60 hours</i> | <i>920</i> | <i>65.7</i> |
| <i>70 hours</i> | <i>242</i> | <i>72.0</i> |

- *3857 ALDI Store Assistants identify as male*
- *4261 ALDI Store Assistants identify as female*
- *22 ALDI Store Assistants do not wish to identify as male or female*
- *2219 ALDI Store Assistants are aged 20 and under*
- *3029 ALDI Store Assistants are aged 21-30*
- *1576 ALDI Store Assistants are aged 31-40*
- *795 ALDI Store Assistants are aged 41-50*
- *445 ALDI Store Assistants are 51-60*
- *76 ALDI Store Assistants are aged 61 and above*

3. Length of shift, for each level of store employee (by gender and age, to determine most common shift length)

The most common length of shift completed by ALDI store employees is six hours. This is consistent across all genders and ages.

4. What flexible work options are available for each level of store employee?

Store Assistants are able to work a Limited Roster in which they can nominate the days they are available to work and are rostered only on those days. They can be offered work on other days but any such changes to their roster are by agreement only.

Rosters are prepared between 3 and 4 weeks in advance. Employees can submit their rostering preferences (e.g. time off on a particular day) and these are taken into consideration when the rosters are prepared. Rosters are also prepared taking into account any domestic circumstances that might give rise to a need for specific hours.

Store Management employees accrue time in lieu for any hours worked above their agreed hours in a fortnight and this is taken at an agreed time.

At their discretion, Store Assistants can use the Bankable Hours system to accrue any hours worked above their agreed Contract Hours in a fortnight, to be used at a later time.

In addition to the informal requests for rostering preferences, employees are also able to request a formal flexible work arrangement in accordance with the National Employment Standards.

5. How many requests for flexible work have been made in last 12 months, by each level of store employee, and how many have been granted?

All store employees are able to submit their rostering preferences each time rosters are prepared. These preferences are incorporated into the roster as it is prepared, and no formal record is maintained of these informal arrangements.

Over the last 12 months, requests for formal flexible work arrangements have been made by:

- *Three Store Managers, with all being granted*
- *Three Assistant Store Managers, with all being granted*
- *Four Duty Managers, with all being granted*
- *18 Store Assistants, with 16 being granted*

6. Parental leave return to work -for each level of store employee - how many returned from a period of Parental leave to their previous hours of work, roster and role

Over the 11 months from 1 January to 1 December 2022, 61 ALDI store employees were expected to return from parental leave. 55 of these employees returned to the same role at the conclusion of this leave, with 33 also returning to the same number of hours they were working before taking parental leave.

7. Rostering systems and practices

a. Has the company undertaken a WHS risk assessment of the impact of rostering practices on employees at store level? {psychosocial hazard}

ALDI recognises the importance of identifying and minimising physical and psychosocial hazards by completing WHS risk assessments. We're currently in the process of undertaking an updated WHS risk assessment to identify the impacts of rostering practices on employees at a store level.

b. has the company undertaken a WHS risk assessment on electronic/digital platform rostering systems to determine any potential impacts on employees?

As ALDI does not currently use an electronic or digital rostering system to prepare or distribute staff rosters, we have not completed a WHS assessment on the impacts using such systems can have on employees.

c. What are the rostering policies that apply to all management levels in stores? e.g., Are they required to work full time, or a certain number of hours, nights, weekends etc.

Rosters are prepared in stores and take into account the following:

- *ALDI's business requirements*
- *The fair allocation of work and time off across the team*
- *Adequate breaks between shifts*
- *Requests for rostering preferences submitted by employees*
- *Safe transport home*

- *To the extent possible, any domestic circumstances that might give rise to a need for specific hours.*

As above, ALDI's Store Managers work full-time, with Assistant Store Managers and Duty Store Managers working either part-time or full time. To ensure fairness across the management team, all managers are required to work across the roster, including mornings, evenings and on weekends. Rosters are prepared based on allocating work across the team and ensuring a fair allocation of weekends, evenings and mornings off.