



Date Created: 04-07-2023



Australian Government



**Workplace
Gender Equality
Agency**





Date Created: 04-07-2023

2022 - 23 Gender Equality Reporting

Submitted By:

Central Petroleum Limited 72083254308

#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: Yes

Policy

Performance management processes: Yes

Policy

Promotions: No.

Other

Other: This is managed on an in-formal basis in the absence of a written policy

Talent identification/identification of high potentials: YesPolicy

Succession planning: Yes

Strategy

Training and development: No

Currently under development

Estimated Completion Date: 2023-10-19

Key performance indicators for managers relating to gender equality: NoOther

Other: This is managed on an in-formal basis in the absence of a written policy

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: Central Petroleum Limited

1.Name of the governing body: Board of Directors

2.Type of the governing body: Board of Directors

Number of governing body chair and member by gender:

Chair	Female (F)	Male (M)	Non-Binary
	0	1	0
Member			

Female (F)	Male (M)	Non-Binary
1	4	0

4. Formal section policy and/or strategy: Yes

Selected value: Strategy

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

Selected value:

Other

Other value: Selection decisions based on skills, attributes, experience, qualifications, capability and competence

7. Do you have a formal policy and/or formal strategy in place to support gender equality in the composition of this organisation's governing body?

No

Selected value: Other

Other value: This is managed on an in-formal basis in the absence of a written 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

Other (provide details)

Other: The Company currently adopts an in-formal approach to ensuring gender equality.

2. **What was the snapshot date used for your Workplace Profile?**
31/03/2023
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)?**
Yes
 - 1.1 **When was the most recent gender remuneration gap analysis undertaken?**
Within the last 12 months
 - 1.2 **Did you take any actions as a result of your gender remuneration gap analysis?**
No
No unexplained or unjustifiable gaps identified
 - 1.3 **What type of gender remuneration gap analysis has been undertaken?**
A like-for-like gap analysis
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?**
Exit interviews
 - 1.2 **Who did you consult?**
Other
Other: Those employees that were separating from the Company.
2. **Do you have a formal policy and/or formal strategy in place on consulting employees about gender equality?**
No
Other
Other: This is managed on an in-formal basis in the absence of a written policy.

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

Employees:

Yes

Date:02/08/2022

Shareholder:

Yes

Date:16/09/2022

4. Have you shared previous Executive Summary and IndustryBenchmark reports with the governing body?

No

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

The governing body is in receipt of other Human Resource reports on a regular basis.

#Flexible Work

Flexible Working

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

Yes

Strategy

- 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

Yes

Employees are surveyed on whether they have sufficient flexibility

No

Currently under development

Estimated Completion Date: 2023-06-30

Employee training is provided throughout the organisation

Yes

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: Where as required, the Company manages this on an in-formal basis.

Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body

No

Other

Other: Where as required, the Company manages this on an in-formal basis.

Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel

No

Other

Other: Where as required, the Company manages this on an in-formal basis.

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

Other

Other: Where as required, the Company manages this on an in-formal basis.

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

No

Other

Other: Where as required, the Company manages this on an in-formal basis.

Team-based training is provided throughout the organisation

No

Other

Other: Where as required, the Company manages this on an in-formal basis.

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 Formal options are available

Compressed working weeks: No

Other

Other: Where as required, the Company manages this on an in-formal basis.

Flexible hours of work: Yes

SAME options for women and men Formal options are available; Informal options are available

Job sharing: Yes

SAME options for women and men

Formal options are available

Part-time work: Yes

SAME options for women and men Formal options are available

Purchased leave: No

Other

Other: The Company manages this on a case by case basis.

Remote working/working from home: Yes

SAME options for women and men

Time-in-lieu: Yes

SAME options for women and men

Formal options are available; Informal options are available

Unpaid leave: Yes

SAME options for women and men Formal 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?
Yes, women and men
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?

No

Other

Other: The Company relies on the current government funded parental leave scheme.

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

Support for carers

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

Yes

Policy

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

- 2.1. Employer subsidised childcare

No

Other: The Company may consider this type of subsidy in the future.

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

No

Other

Other: The Company may consider consider this where appropriate in the future.

2.3. Breastfeeding facilities

No

Other

Other: The Company may consider this type of support in the future.

2.4. Childcare referral services

No

Other

Other: The Company may consider where appropriate this type of service in the future.

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

No

Other: The Company may consider where appropriate coaching for employees when they return to work from parental leave in the future.

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

No

Other: The Company may consider developing and implementing mechanisms so that communication could be targeted where appropriate at some point in the future.

2.7. Internal support networks for parents

No

Other: The Company may consider developing and implementing such a support network in the future.

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

No

2.9. Parenting workshops targeting fathers

No

Other: The Company may consider where appropriate, provide workshops for parents, be it for mothers or fathers.

2.10. Parenting workshops targeting mothers

No

Other: The Company may consider where appropriate, provide workshops for parents, be it for mothers or fathers.

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

Yes

Available at ALL worksites

2.12. Support in securing school holiday care

No

Other: The Company may consider where appropriate in the future to support securing school holiday care.

2.13. On-site childcare

No

Other: The Company may consider this type of support in the future.

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; Strategy

- 1.3 Do you provide a grievance process in your sexual harassment policy and/or strategy?

Yes

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

All Managers:

Yes

At induction

Other

Provide Details: Every one-to-two years

9. If your organisation would like to provide additional information relating to measures to prevent and response to sexual harassment, harassment on the grounds of sex or discrimination, please do so below.

Family or domestic violence

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

Yes

Policy

2. Other than a formal policy and/or formal strategy, do you have the following support mechanisms in place to support employees who are experiencing family or domestic violence?

A domestic violence clause is in an enterprise agreement or workplace agreement

No

Other

Provide Details: Details are written into Policy.

Confidentiality of matters disclosed

Yes

Protection from any adverse action or discrimination based on the disclosure of domestic violence

Yes

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

Yes

Emergency accommodation assistance

No

Other

Date Created: 04-07-2023

Provide Details: The Company may consider where appropriate provide emergency accommodation assistance in the future.

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

Yes

Flexible working arrangements

Yes

Offer change of office location

No

Other

Provide Details: The Company where appropriate, may consider options relating to a change of office location.

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

No

Other

Provide Details: The Company may consider where appropriate provide access to medical services in the future.

Training of key personnel

Yes

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

Yes

Workplace safety planning

No

Other

Provide Details: The Company may where appropriate provide the necessary workplace safety planning in the future.

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

No

Other

Provide Details:Details are written into Policy.

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

Yes

Is the leave period unlimited?

No

How many days are provided? 10

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

No

Other

Provide Details:The Company may consider extending paid or unpaid leave - ascertained on a case by case basis.

Access to unpaid leave

No

Other

Provide Details:The Company may consider extending paid or unpaid leave - ascertained on a case by case basis.

Other: No

Provide Details:

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