



**Australian Government**



Workplace  
Gender Equality  
Agency



# 2022 - 23 Gender Equality Reporting

## Submitted By:

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Hunter Business Chamber 96083977459

# #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; Strategy

**Retention:** Yes

Strategy

**Performance management processes:** Yes

Policy; Strategy

**Promotions:** Yes.

Policy; Strategy

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

**Succession planning:** Yes

Strategy

**Training and development:** Yes

Policy; Strategy

**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; Strategy

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

A range of gender related items are regularly considered by the Executive Leadership Team including participation targets for females in senior leadership positions and data providing insights into the BNSW Gender Pay Gap. The NSW Business Chamber Board also receives insights into the Gender Pay Gap via quarterly deep dive reports.

## Governing Bodies

**Organisation:** NSW Business Chamber Limited

**1.Name of the governing body:** Board of Directors

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

**3.Specified governing body type:**

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

Chair
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Date Created: 31-05-2023

	Female (F)	Male (M)	Non-Binary
	0	1	0
Member	Female (F)	Male (M)	Non-Binary
	5	3	0

4. Formal section policy and/or strategy: No

Selected value: Currently under development

Other value:

Estimated Completion Date: 2023-09-30

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

6.1 Percentage (%) of target:

6.2 Year of target to be reached:

Selected value: Governing body has gender balance (i.e. 40% women / 40% men / 20% any gender)

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: Currently under development

Estimated Completion Date: 2023-09-30

Organisation: Hunter Business Chamber

1. Name of the governing body: Hunter Business Chamber t/a Business Hunter

2. Type of the governing body: Board of Directors

3. Specified governing body type:

Number of governing body chair and member by gender:

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

4

5

0

**4. Formal section policy and/or strategy:** No**Selected value:** Other**Other value:** Directors are appointed following an election process which does not stipulate a formula for a gendered outcome.**Estimated Completion Date:****6. Target set to increase the representation of women:** No**6.1 Percentage (%) of target:****6.2 Year of target to be reached:****Selected value:**

Do not have control over governing body/appointments

**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:****Estimated Completion Date:****Organisation:** The Trustee For Australian Business Lawyers & Advisors**1. Name of the governing body:** The ABLA Board of Directors**2. Type of the governing body:** Board of Directors**3. Specified governing body type:****Number of governing body chair and member by gender:**

Chair	Female (F)	Male (M)	Non-Binary
	1	0	0
Member	Female (F)	Male (M)	Non-Binary
	0	5	0

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

Other value:

Estimated Completion Date:

6. Target set to increase the representation of women: Yes

6.1 Percentage (%) of target: 40

6.2 Year of target to be reached: 2030-03-31

Selected value:

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; Strategy

Estimated Completion Date:

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?

No

Currently under development

Estimated completion date: 2023-07-01

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

2023-03-31

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

Date Created: 31-05-2023

In 2022 Business NSW commenced monthly Gender Pay Gap reporting. These reports are made available to our Executive Leadership Team and on a quarterly basis shared with governing Committees and the Board. The regularity of these reports is representative of the focus and emphasis that gender and pay equity has at BNSW.

## 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?

Yes

Created a pay equity strategy or action plan; Identified cause/s of the gaps; Reviewed remuneration decision-making processes; Set targets to reduce any organisation-wide gap; Reported pay equity metrics (including gender pay gaps) to the governing body; Reported pay equity metrics (including gender pay gaps) to the executive; Reported pay equity metrics (including gender pay gaps) to all employees; Trained people-managers in addressing gender bias (including unconscious bias); Implemented other changes (provide details):

**Other:** The organisation has spent considerable effort in raising awareness of equal gender representation at all levels - and in particular leadership levels - during recruitment and selection, promotion and job change.

- 1.3 What type of gender remuneration gap analysis has been undertaken?

There was considerable time and effort spent:

1. to establish the data requirements to ensure robust analysis; and
2. on presenting data to ensure key issues were easily identifiable and could be absorbed quickly.

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

In 2022 BNSW put renewed focus on addressing the Gender Pay Gap. As mentioned BNSW commenced regular reporting to the Executive Leadership Team and our governing Committees and Board. This reporting ensures the Gender Pay Gap remains front and centre for our leaders.

BNSW also:

- \* set targets for Women in Senior Leadership positions (40%); and

Date Created: 31-05-2023

\* sought balanced candidate pools (50%) at the short list stage during recruitment and selection.

BNSW identified processes to support reducing the pay gap. For example:

- \* BNSW is on track to introduce remuneration bands that links pay with size (scope & scale) of job;
- \* pay equity is considered at all pay decision points - at appointment, annual reviews and job change;
- \* we have commenced planning for a broad review of our recruitment and selection process.

## 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?

Consultative committee or group; 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?

Yes

Strategy

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?

Don't know

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

At many points during the Reporting Period BNSW has highlighted the importance of gender equality. BNSW has run various initiatives to promote gender balance as part of a Diversity Calendar of Events. The following months are set aside for a range of events



promoting inclusivity and celebrating diversity:

\* March is the time of the BNSW Diversity Festival which embraces World Pride, Harmony Week and International Women's Day.

\* October is Inclusive month during which time mental and physical wellbeing is promoted.

# #Flexible Work

## Flexible Working

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

Yes

Policy; 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

Yes

Employee training is provided throughout the organisation

No

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

Not aware of the need

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

No

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

No

**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

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

No

Other

**Other:** Female and male engagement with flexible work is viewed as equally important at this stage no targets have been set for flexible work.

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

No

Other

**Other:** BNSW takes a team based approach to flexible working. With reference to principles, teams are empowered to develop arrangements for flexible working that suits the team.

**Other:** No

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

**Carer's leave:** Yes

Date Created: 31-05-2023

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

**Compressed working weeks:** Yes

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

**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; Informal options are available

**Part-time work:** Yes

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

**Purchased leave:** No

Currently under development

**Estimated Completion Date:** 2024-07-01

**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 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?**

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.**

Shortly after the end of the reporting period - our Executive Leadership Team approved a change to Paid Parental Leave at BNSW. From 1 July 2023 Paid Parental Leave at BNSW will provide paid leave of up to 26 weeks. There are a range of other enhancements including: employer superannuation on full value of paid leave (government and top up); option to extend top up pay to 52 weeks at half pay; and total period of parental leave up to 104 weeks available on request (not application). An updated policy is currently under development.

## **Support for carers**

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

Yes

Policy; Strategy

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

- 2.1. Employer subsidised childcare**

No

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

No

- 2.3. Breastfeeding facilities**

Yes

Available at SOME worksites

- 2.4. Childcare referral services**

No

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

No

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

Yes

Available at ALL worksites

**2.7. Internal support networks for parents**

No

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

No

**2.9. Parenting workshops targeting fathers**

No

**2.10. Parenting workshops targeting mothers**

No

**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

**2.13. On-site childcare**

No

**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.**

We have engaged an Employee Assistance Provider - Lifeworks - who make available counselling and other advice services to our employees. The arrangements with Lifeworks are subject to review which will include the potential of leveraging additional services to target parents and carers.

## **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 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.**

Outside of the reporting period the following actions have been taken:

\* a Respect at Work training module has been developed and will be rolled out before end of June 2023.

\* an update to the Anti Discrimination, Bullying, Harassment and Sexual Harassment Policy has been drafted and will be approved before the end of June 2023.

## 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:** No enterprise agreement in place.

**Confidentiality of matters disclosed**

Yes

Date Created: 31-05-2023

**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

Insufficient resources/expertise

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

No

Other

**Provide Details:** BNSW provide Family and Domestic Violence Leave as per legislation.

**Flexible working arrangements**

Yes

**Offer change of office location**

Yes

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

No

Other

**Provide Details:** BNSW recommend employees seek medical services.

**Training of key personnel**

No

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

Yes

Date Created: 31-05-2023

**Workplace safety planning**

Yes

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

No

**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:**No enterprise/workplace agreement in place.

**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



# Workforce Management Statistics Table

Industry: All Industries

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	1		1
			Managers	6	6	12
			Non-managers	27	3	30
	Part-time	Permanent	Non-managers	8	1	9
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Non-managers	20	5	25
		Fixed-Term Contract	Managers	1		1
			Non-managers	6	4	10
	Part-time	Permanent	Managers	1		1
			Non-managers	6	1	7
		Fixed-Term Contract	Non-managers	1		1
	N/A	Casual	Non-managers	5	4	9
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	12	11	23
			Non-managers	130	40	170
		Fixed-Term Contract	Managers	3	1	4
			Non-managers	35	19	54
	Part-time	Permanent	Managers	2		2
			Non-managers	15	5	20
		Fixed-Term Contract	Managers	1	1	2
			Non-managers	5	1	6
	N/A	Casual	Non-managers	18	7	25

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: All Industries

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	8	6	14
			Non-managers	108	41	149
		Fixed-Term Contract	Managers	1	1	2
			Non-managers	21	9	30
	Part-time	Permanent	Managers	2		2
			Non-managers	13		13
		Fixed-Term Contract	Non-managers	2	2	4
	N/A	Casual	Non-managers	13	4	17
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	7		7
			Non-managers	21		21
		Fixed-Term Contract	Non-managers	2		2
	Part-time	Permanent	Managers	1		1
			Non-managers	2		2
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	2	2	4

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Personal and Other Services

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Non-managers	3	3

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Professional, Scientific and Technical Services (Except Computer System Design and Related

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Non-managers		1	1
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	1		1
			Non-managers	3	1	4
	Part-time	Permanent	Non-managers	1		1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Professional, Scientific and Technical Services (Except Computer System Design and Related

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	2		2
			Non-managers	5	3	8
	Part-time	Permanent	Managers	1		1
			Non-managers	2		2
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	2		2
	Part-time	Permanent	Managers	1		1

\* Total employees includes Non-binary

# Workforce Management Statistics Table

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Personal and Other Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	1		1
			Managers	6	6	12
			Non-managers	27	3	30
	Part-time	Permanent	Non-managers	8	1	9
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	Non-managers	20	4	24
		Fixed-Term Contract	Managers	1		1
			Non-managers	6	4	10
	Part-time	Permanent	Managers	1		1
			Non-managers	6	1	7
		Fixed-Term Contract	Non-managers	1		1
	N/A	Casual	Non-managers	5	4	9
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers	11	11	22
			Non-managers	127	39	166
		Fixed-Term Contract	Managers	3	1	4
			Non-managers	35	19	54
	Part-time	Permanent	Managers	2		2
			Non-managers	14	5	19
		Fixed-Term Contract	Managers	1	1	2
			Non-managers	5	1	6
	N/A	Casual	Non-managers	18	7	25

\* Total employees includes Non-binary

# Workforce Management Statistics Table

Industry: Personal and Other Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
4. How many employees (including partners with an employment contract) voluntarily resigned?	Full-time	Permanent	Managers	6	6	12
			Non-managers	103	38	141
		Fixed-Term Contract	Managers	1	1	2
			Non-managers	21	9	30
	Part-time	Permanent	Managers	1		1
			Non-managers	11		11
		Fixed-Term Contract	Non-managers	2	2	4
	N/A	Casual	Non-managers	13	4	17
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	5		5
			Non-managers	21		21
		Fixed-Term Contract	Non-managers	2		2
	Part-time	Permanent	Non-managers	2		2
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Non-managers	2	2	4

\* Total employees includes Non-binary



# Workforce Management Statistics Table

Industry: Personal and Other Services

Question	Contract Type	Employment Type	Manager Category	Female	Total*
7. How many employees ceased employment before returning to work from parental leave, regardless of when the leave commenced?	Full-time	Permanent	Non-managers	3	3

\* Total employees includes Non-binary

# Workplace Profile Table

Industry: All Industries

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	60	68	0	0	128
	Full-time contract	4	2	0	0	6
	Part-time permanent	8	2	0	0	10
	Part-time contract	0	1	0	0	1
Professionals	Full-time permanent	61	30	0	0	91
	Full-time contract	11	2	0	0	13
	Part-time permanent	16	4	0	0	20
	Part-time contract	1	0	0	0	1
	Casual	4	1	0	0	5
Technicians And Trades Workers	Full-time permanent	5	8	0	2	15
	Full-time contract	0	0	0	1	1
	Part-time contract	0	1	0	0	1
Community And Personal Service Workers	Full-time permanent	8	3	0	0	11
	Part-time permanent	3	0	0	0	3
Clerical And Administrative Workers	Full-time permanent	116	32	0	0	148
	Full-time contract	8	6	0	0	14
	Part-time permanent	22	2	0	0	24
	Part-time contract	7	0	0	0	7
	Casual	5	3	0	0	8
Sales Workers	Full-time permanent	149	47	0	0	196
	Full-time contract	22	28	0	0	50
	Part-time permanent	31	5	0	0	36
	Part-time contract	1	0	0	0	1
	Casual	10	4	0	0	14

\* Categorized using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

\*\* Total employees includes Non-binary

# Workplace Profile Table

Industry: All Industries

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time contract	0	1	1
KMP	Full-time permanent	2	6	8
HOB	Full-time permanent	1	6	7
GM	Full-time permanent	14	17	31
	Full-time contract	0	1	1
	Part-time permanent	1	0	1
SM	Full-time permanent	10	17	27
	Full-time contract	1	0	1
	Part-time permanent	1	1	2
	Part-time contract	0	1	1
OM	Full-time permanent	33	22	55
	Full-time contract	3	0	3
	Part-time permanent	6	1	7

\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Professional, Scientific and Technical Services (Except Computer System Design and Related

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	4	7	0	0	11
Professionals	Full-time permanent	8	5	0	0	13
	Part-time permanent	3	1	0	0	4
	Casual	1	0	0	0	1
Clerical And Administrative Workers	Full-time permanent	4	1	0	0	5
	Part-time permanent	1	0	0	0	1
	Casual	0	1	0	0	1

\* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

\*\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Professional, Scientific and Technical Services (Except Computer System Design and Related

		No. of employees		
Manager category	Employment status	F	M	Total*
KMP	Full-time permanent	0	2	2
HOB	Full-time permanent	0	1	1
GM	Full-time permanent	1	2	3
SM	Full-time permanent	2	0	2
OM	Full-time permanent	1	2	3

\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Personal and Other Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	56	61	0	0	117
	Full-time contract	4	2	0	0	6
	Part-time permanent	8	2	0	0	10
	Part-time contract	0	1	0	0	1
Professionals	Full-time permanent	53	25	0	0	78
	Full-time contract	11	2	0	0	13
	Part-time permanent	13	3	0	0	16
	Part-time contract	1	0	0	0	1
	Casual	3	1	0	0	4
Technicians And Trades Workers	Full-time permanent	5	8	0	2	15
	Full-time contract	0	0	0	1	1
	Part-time contract	0	1	0	0	1
Community And Personal Service Workers	Full-time permanent	8	3	0	0	11
	Part-time permanent	3	0	0	0	3
Clerical And Administrative Workers	Full-time permanent	112	31	0	0	143
	Full-time contract	8	6	0	0	14
	Part-time permanent	21	2	0	0	23
	Part-time contract	7	0	0	0	7
	Casual	5	2	0	0	7
Sales Workers	Full-time permanent	149	47	0	0	196
	Full-time contract	22	28	0	0	50
	Part-time permanent	31	5	0	0	36
	Part-time contract	1	0	0	0	1
	Casual	10	4	0	0	14

\* Categorised using ANZSCO major group codes (this means Professionals who are also Managers are categorised as Professionals)

\*\* Total employees includes Non-binary

# Workplace Profile Table

Industry: Personal and Other Services

Manager category	Employment status	No. of employees		
		F	M	Total*
CEO	Full-time contract	0	1	1
KMP	Full-time permanent	2	4	6
HOB	Full-time permanent	1	5	6
GM	Full-time permanent	13	15	28
	Full-time contract	0	1	1
	Part-time permanent	1	0	1
SM	Full-time permanent	8	17	25
	Full-time contract	1	0	1
	Part-time permanent	1	1	2
	Part-time contract	0	1	1
OM	Full-time permanent	32	20	52
	Full-time contract	3	0	3
	Part-time permanent	6	1	7

\* Total employees includes Non-binary