



2021 - 22 Gender Equality Reporting

Submitted by:

**Precision Administration Services Pty Ltd
(ABN:47098977667)**

Sunsuper Pty. Ltd. (ABN:88010720840)

**The Trustee For Sunsuper Superannuation
Fund (ABN:98503137921)**

Date: 2022-06-24

#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(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Retention	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Performance management processes	Yes(<i>Select all that apply</i>)
...Yes	Policy
...Promotions	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Talent identification/identification of high potentials	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Succession planning	Yes(<i>Select all that apply</i>)
...Yes	Strategy
...Training and development	Yes(<i>Select all that apply</i>)
...Yes	Policy Strategy
...Key performance indicators for managers relating to gender equality	Yes(<i>Select all that apply</i>)
...Yes	Strategy

2: Do you have formal policy and/or formal strategy in place that support gender equality overall?

Yes(<i>Select all that apply</i>)	
...Yes	Policy Strategy

3: Does your organisation have any of the following targets to address gender equality in your workplace?

Reduce the gender pay gap
Increase the number of women in leadership positions

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

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Gender equality continued to be a priority for Sunsuper's 2025 Inclusion Plan over the past 12 months and will be carried forward as a strategic organisational priority for our merged fund, Australian Retirement Trust.

Governing bodies

Precision Administration Services Pty Ltd

1: Does this organisation have a governing body?	Yes(<i>Provide further details on the governing body(ies) and its composition</i>)
1.1: What is the name of your governing body?	Precision Administration Services Board of Directors
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	1
...Male	0
...Non-binary	0
...Members	
...Female	2
...Male	2
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
1.5: Has a target been set to increase the representation of women on this governing body?	Yes(<i>Provide further details on your target</i>)
10.6: What is the percentage (%) target?	40.00%
10.7: What year is the target to be reached (select the last day of the target year)?	30-Jun-2022
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	Yes(<i>Select all that apply.</i>)
	Policy

Sunsuper Pty. Ltd.

1: Does this organisation have a governing body?	Yes(<i>Provide further details on the governing body(ies) and its composition</i>)
1.1: What is the name of your governing body?	Sunsuper Board of Directors

1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	1
...Non-binary	0
...Members	
...Female	4
...Male	4
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
1.5: Has a target been set to increase the representation of women on this governing body?	Yes(<i>Provide further details on your target</i>)
10.6: What is the percentage (%) target?	40.00%
10.7: What year is the target to be reached (select the last day of the target year)?	30-Jun-2022
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	Yes(<i>Select all that apply.</i>)
	Policy

The Trustee For Sunsuper Superannuation Fund

1: Does this organisation have a governing body?	Yes(<i>Provide further details on the governing body(ies) and its composition</i>)
1.1: What is the name of your governing body?	Sunsuper Board of Directors
1.2: What type of governing body does this organisation have?	Board of directors
1.3: How many members are on the governing body and who holds the predominant Chair position?	
...Chairs	
...Female	
...Male	1
...Non-binary	0
...Members	
...Female	4

...Male	4
...Non-binary	0
1.4: Do you have a formal selection policy and/or formal selection strategy for this organisation's governing body members?	Yes(<i>Select all that apply</i>)
	Policy
1.5: Has a target been set to increase the representation of women on this governing body?	Yes(<i>Provide further details on your target</i>)
10.6: What is the percentage (%) target?	40.00%
10.7: What year is the target to be reached (select the last day of the target year)?	30-Jun-2022
1.6: Do you have a formal policy and/or formal strategy in place on the gender composition of your governing body?	Yes(<i>Select all that apply.</i>)

2: 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

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

Yes(*Select all that apply*)

...Yes

Policy
Strategy

1.1: Are specific pay equity objectives included in your formal policy and/or formal strategy?

Yes(*Select all that apply*)

...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 ensure managers are held accountable for pay equity outcomes
To implement and/or maintain a transparent and rigorous performance assessment process

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

21-Feb-2022

Employer action on pay equity

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(*Provide further details on the most recent gender remuneration gap analysis that was undertaken.*)

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(*Select all that apply*)

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
Analysed commencement salaries by gender to ensure there are no pay gaps
Analysed performance pay to ensure there is no gender bias (including unconscious bias)
Analysed performance ratings to ensure there is no gender bias (including unconscious bias)
Reported pay equity metrics (including gender

pay gaps) to the governing body Reported pay equity metrics (including gender pay gaps) to the executive Corrected like-for-like gaps Conducted a gender-based job evaluation process
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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(*Provide further details on the employee consultation process.*)

1.1: How did you consult employees?

Survey
Focus groups

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(*Select all that apply.*)

...Yes

Strategy

3: On what date did your organisation share your previous year's public reports with employees?

1-Oct-2021

4: Does your organisation have shareholders?

No

5: Have you shared previous Executive Summary and Benchmark reports with the governing body?

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 work

Flexible working

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

Yes(*Select all that apply*)

...Yes	Policy Strategy
...A business case for flexibility has been established and endorsed at the leadership level	Yes
...Leaders are visible role models of flexible working	Yes
...Flexible working is promoted throughout the organisation	Yes
...Targets have been set for engagement in flexible work	Yes
...Targets have been set for men's engagement in flexible work	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Flexible work practices adopted as part of pandemic response
...Leaders are held accountable for improving workplace flexibility	Yes
...Manager training on flexible working is provided throughout the organisation	Yes
...Employee training is provided throughout the organisation	Yes
...Team-based training is provided throughout the organisation	No(<i>Select all that apply</i>)
...No	Not aware of the need
...Employees are surveyed on whether they have sufficient flexibility	Yes
...The organisation's approach to flexibility is integrated into client conversations	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Informal approach through tender responses
...The impact of flexibility is evaluated (e.g. reduced absenteeism, increased employee engagement)	Yes

...Metrics on the use of, and/or the impact of, flexibility measures are reported to key management personnel	Yes
...Metrics on the use of, and/or the impact of, flexibility measures are reported to the governing body	Yes
...Other (provide details)	No

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

...Flexible hours of work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Compressed working weeks	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Time-in-lieu	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Telecommuting (e.g. working from home)	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available Informal options are available
...Part-time work	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Job sharing	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Carer's leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available
...Purchased leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...SAME options for women and men	Formal options are available

...Unpaid leave	Yes(<i>Select one option only</i>)
...Yes	SAME options for women and men(<i>Select all that apply</i>)
...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

4: Has your organisation implemented an 'all roles flex' approach to flexible work?

Don't know / Not applicable

5: Did you see an increase, overall, in the approval of FORMAL flexible working arrangements for your workforce during the 2021-22 reporting period?

Don't know / Not applicable

6: If your workplace includes hybrid teams (i.e. some employees in a team work remotely while other employees in a team work at the organisation's usual workplace), have any of the following measures been utilised to ensure the fair treatment of all employees regardless of work location?

7: If your organisation would like to provide additional information relating to flexible working and gender equality in your workplace, including specific changes due to the impact of the COVID-19 pandemic on your workplace, please do so below.

#Employee support

Paid parental leave

1: Do you provide employer funded paid parental leave regardless of carer's status (i.e. primary/secondary) in addition to any government funded parental leave scheme?

Yes, we offer employer funded parental leave (using the primary/secondary carer definition)

1.1: Do you provide employer funded paid parental leave for primary carers in addition to any government funded parental leave scheme?	Yes(<i>Please indicate how employer funded paid parental leave is provided to the primary carers.</i>)
1.1.a: Please indicate whether your employer-funded paid parental leave for primary carers is available to:	All, regardless of gender
1.1.b: Please indicate whether your employer-funded paid parental leave for primary carers covers:	Birth Adoption Stillbirth
1.1.c: How do you pay employer funded paid parental leave to primary carers?	Paying the employee's full salary
1.1.d: Do you pay superannuation contribution to your primary carers while they are on parental leave?	Yes, on employer funded parental leave Yes, on unpaid parental leave
1.1.e: How many weeks (minimum) of employer funded paid parental leave for primary carers is provided?	14
1.1.f: What proportion of your total workforce has access to employer funded paid parental leave for primary carers, including casuals?	91-100%
1.1.g: Do you require primary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.1.g.1: How long is the qualifying period?	12
1.1.h: Do you require primary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	No
1.2: Do you provide employer funded paid parental leave for secondary carers in addition to any government funded parental leave scheme?	Yes(<i>Please indicate how employer funded paid parental leave is provided to the secondary carers.</i>)

1.2.a: Please indicate whether your employer-funded paid parental leave for secondary carers is available to:	All, regardless of gender
1.2.b: Please indicate whether your employer-funded paid parental leave for secondary carers covers:	Birth Adoption Stillbirth
1.2.c: How do you pay employer funded paid parental leave to secondary carers?	Paying the employee's full salary
1.2.d: Do you pay superannuation contribution to your secondary carers while they are on parental leave?	Yes, on employer funded parental leave Yes, on unpaid parental leave
1.2.e: How many weeks (minimum) of employer funded paid parental leave for secondary carers is provided?	2
1.2.f: What proportion of your total workforce has access to employer funded paid parental leave for secondary carers, including casuals?	90-100%
1.2.g: Do you require secondary carers to work for the organisation for a certain amount of time (a qualifying period) before they can access employer funded parental leave?	Yes
1.2.g.1: How long is the qualifying period?	12
1.2.h: Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Yes
1.2.h: Do you require secondary carers to take employer funded paid parental leave within a certain time period after the birth, adoption, surrogacy and/or stillbirth?	Within 6 months
.. Yes	

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(*Select all that apply*)

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

	No(<i>You may specify why the above support</i>
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...Employer subsidised childcare	<i>mechanism is not available to your employees.)</i>
...No	Not aware of the need
...On-site childcare	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>
...No	Not aware of the need
...Breastfeeding facilities	Yes(<i>Please indicate the availability of this support mechanism.)</i>
...Yes	Available at SOME worksites
...Childcare referral services	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>
...No	Not a priority
...Internal support networks for parents	Yes(<i>Please indicate the availability of this support mechanism.)</i>
...Yes	Available at ALL worksites
...Return to work bonus (only select if this bonus is not the balance of paid parental leave)	Yes(<i>Please indicate the availability of this support mechanism.)</i>
...Yes	Available at ALL worksites
...Information packs for new parents and/or those with elder care responsibilities	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>
...No	Not a priority
...Referral services to support employees with family and/or caring responsibilities	Yes(<i>Please indicate the availability of this support mechanism.)</i>
...Yes	Available at ALL worksites
...Targeted communication mechanisms (e.g. intranet/forums)	Yes(<i>Please indicate the availability of this support mechanism.)</i>
...Yes	Available at ALL worksites
...Support in securing school holiday care	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>
...No	Not aware of the need
...Coaching for employees on returning to work from paid parental leave	Yes(<i>Please indicate the availability of this support mechanism.)</i>
...Yes	Available at ALL worksites
...Parenting workshops targeting mothers	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>
...No	Not a priority
...Parenting workshops targeting fathers	No(<i>You may specify why the above support mechanism is not available to your employees.)</i>
...No	Not aware of the need
...Other (provide details)	No

3: If your organisation would like to provide additional information relating to support for carers in your workplace, please do so below.



Sex-based harassment and discrimination

1: Do you have a formal policy and/or formal strategy on sex-based harassment and discrimination prevention?

Yes(Select all that apply)

...Yes	Policy Strategy
1.1: Do you provide a grievance process in any sex-based harassment and discrimination prevention formal policy and/or formal strategy?	Yes

2: Do you provide training on sex-based harassment and discrimination prevention to the following groups?

...All managers	Yes(Please indicate how often is this training provided (select all that apply):)
...Yes	At induction At least annually
...All employees	Yes(Please indicate how often is this training provided (select all that apply):)
...Yes	At induction At least annually

3: If your organisation would like to provide additional information relating to sex-based harassment and 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(Select all that apply)

...Yes	Policy Strategy
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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?

...Employee assistance program (including access to psychologist, chaplain or counsellor)	Yes
...Training of key personnel	Yes
...A domestic violence clause is in an enterprise agreement or workplace agreement	Yes
...Workplace safety planning	Yes
...Access to paid domestic violence leave (contained in an enterprise/workplace agreement)	Yes(Is the leave period unlimited?)
...Yes	No

: How many days of paid domestic violence leave (contained in an enterprise/workplace agreement) are provided?	10
...Access to unpaid domestic violence leave (contained in an enterprise/workplace agreement)	Yes(<i>Is the leave period unlimited?</i>)
...Yes	No
...Access to paid domestic violence leave (not contained in an enterprise/workplace agreement)	Yes(<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of paid domestic violence leave (not contained in an enterprise/workplace agreement) are provided?	10
...Access to unpaid leave	Yes(<i>Is the leave period unlimited?</i>)
...Yes	No
: How many days of unpaid domestic violence leave are provided?	10
...Confidentiality of matters disclosed	Yes
...Referral of employees to appropriate domestic violence support services for expert advice	Yes
...Protection from any adverse action or discrimination based on the disclosure of domestic violence	Yes
...Flexible working arrangements	Yes
...Provision of financial support (e.g. advance bonus payment or advanced pay)	Yes
...Offer change of office location	Yes
...Emergency accommodation assistance	No(<i>Select all that apply</i>)
...No	Other (provide details)
...Other (provide details)	Through referral to DFV services, this assistance would be provided
...Access to medical services (e.g. doctor or nurse)	Yes
...Other (provide details)	No

3: 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	2
			Managers	9	12	21
			Non-managers	31	45	76
		Fixed-Term Contract	Non-managers		1	1
	Part-time	Permanent	Managers	1		1
			Non-managers	3		3
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	2	3	5
			Managers	20	17	37
			Non-managers	124	103	227
		Fixed-Term Contract	Non-managers	2	3	5
	Part-time	Permanent	CEO, KMPs, and HOBs	1		1
			Non-managers	12		12
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers		3	3
			Non-managers	122	79	201
		Fixed-Term Contract	Managers	3		3
			Non-managers	47	27	74
	Part-time	Permanent	Non-managers	8	1	9
		Fixed-Term Contract	Non-managers	7		7

* Total employees includes Gender X

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	CEO, KMPs, and HOBs		2	2
			Managers	2	7	9
			Non-managers	60	50	110
		Fixed-Term Contract	Managers		1	1
			Non-managers	21	7	28
	Part-time	Permanent	Managers	1		1
			Non-managers	8	6	14
		Fixed-Term Contract	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
			Non-managers	17	4	21
		Fixed-Term Contract	Non-managers	1		1
	Part-time	Permanent	CEO, KMPs, and HOBs	1		1
			Non-managers	6		6
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		2	2
			Non-managers		11	11
	Part-time	Permanent	Non-managers		1	1

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Administrative 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	2	2

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Insurance and Superannuation Funds

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	2
			Managers	2	7	9
			Non-managers	12	20	32
		Fixed-Term Contract	Non-managers		1	1
	Part-time	Permanent	Managers	1		1
			Non-managers	1		1
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1	3	4
			Managers	1	4	5
			Non-managers	19	15	34
		Fixed-Term Contract	Non-managers		1	1
	Part-time	Permanent	CEO, KMPs, and HOBs	1		1
			Non-managers	2		2
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers		1	1
			Non-managers	19	14	33
		Fixed-Term Contract	Non-managers	10	6	16
	Part-time	Permanent	Non-managers	1		1
		Fixed-Term Contract	Non-managers	3		3

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Insurance and Superannuation Funds

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	CEO, KMPs, and HOBs		2	2
			Managers		5	5
			Non-managers	7	11	18
		Fixed-Term Contract	Non-managers	5	1	6
	Part-time	Permanent	Non-managers	3	1	4
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	3	1	4
		Fixed-Term Contract	Non-managers	1		1
	Part-time	Permanent	CEO, KMPs, and HOBs	1		1
			Non-managers	6		6
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		1	1
			Non-managers		6	6

* Total employees includes Gender X

Workforce Management Statistics Table

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Auxiliary Finance and Insurance Services

Question	Contract Type	Employment Type	Manager Category	Female	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0	0

* Total employees includes Gender X

Workforce Management Statistics Table

* Total employees includes Gender X

Workforce Management Statistics Table

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Administrative Services

Question	Contract Type	Employment Type	Manager Category	Female	Male	Total*
1. How many employees were promoted?	Full-time	Permanent	CEO, KMPs, and HOBs	0		0
			Managers	7	5	12
			Non-managers	19	25	44
	Part-time	Permanent	Non-managers	2		2
2. How many employees (including partners with an employment contract) were internally appointed?	Full-time	Permanent	CEO, KMPs, and HOBs	1		1
			Managers	19	13	32
			Non-managers	105	88	193
		Fixed-Term Contract	Non-managers	2	2	4
	Part-time	Permanent	Non-managers	10		10
3. How many employees (including partners with an employment contract) were externally appointed?	Full-time	Permanent	Managers		2	2
			Non-managers	103	65	168
		Fixed-Term Contract	Managers	3		3
			Non-managers	37	21	58
	Part-time	Permanent	Non-managers	7	1	8
		Fixed-Term Contract	Non-managers	4		4

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Administrative 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	2	2	4
			Non-managers	53	39	92
		Fixed-Term Contract	Managers		1	1
			Non-managers	16	6	22
	Part-time	Permanent	Managers	1		1
			Non-managers	5	5	10
		Fixed-Term Contract	Non-managers	2		2
5. How many employees have taken primary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers	1		1
			Non-managers	14	3	17
6. How many employees have taken secondary carer's parental leave (paid and/or unpaid)?	Full-time	Permanent	Managers		1	1
			Non-managers		5	5
	Part-time	Permanent	Non-managers		1	1

* Total employees includes Gender X

Workforce Management Statistics Table

Industry: Administrative 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	2	2

* Total employees includes Gender X

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	69	87	0	0	156
	Full-time contract	3	0	0	0	3
	Part-time permanent	5	0	0	0	5
Professionals	Full-time permanent	246	302	0	0	548
	Full-time contract	29	24	0	0	53
	Part-time permanent	45	7	0	0	52
	Part-time contract	8	1	0	0	9
Clerical And Administrative Workers	Full-time permanent	146	78	0	0	225
	Full-time contract	12	7	0	0	19
	Part-time permanent	32	7	0	0	39
	Part-time contract	1	0	0	0	1

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

** Total employees includes Gender X

Workplace Profile Table

Industry: All Industries

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
CEO	0	Full-time permanent	0	1	1
KMP	-1	Full-time permanent	3	6	9
		Part-time permanent	1	0	1
HOB	-2	Full-time permanent	17	17	34
		Part-time permanent	1	0	1
SM	-3	Full-time permanent	49	63	112
		Full-time contract	3	0	3
		Part-time permanent	3	0	3

* Total employees includes Gender X

Workplace Profile Table

Industry: Insurance and Superannuation Funds

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	23	41	0	0	64
	Part-time permanent	3	0	0	0	3
Professionals	Full-time permanent	82	88	0	0	170
	Full-time contract	11	8	0	0	19
	Part-time permanent	19	3	0	0	22
	Part-time contract	3	0	0	0	3
Clerical And Administrative Workers	Full-time permanent	3	2	0	0	5
	Full-time contract	1	1	0	0	2
	Part-time permanent	2	0	0	0	2

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

** Total employees includes Gender X

Workplace Profile Table

Industry: Insurance and Superannuation Funds

Manager category	Level to CEO	Employment status	No. of employees		
			F	M	Total*
KMP	-1	Full-time permanent	3	6	9
		Part-time permanent	1	0	1
HOB	-2	Full-time permanent	9	12	21
		Part-time permanent	1	0	1
SM	-3	Full-time permanent	11	23	34
		Part-time permanent	1	0	1

* Total employees includes Gender X

Workplace Profile Table

Industry: Auxiliary Finance and Insurance Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	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 Gender X

Workplace Profile Table

Industry: Auxiliary Finance and Insurance Services

			No. of employees		
Manager category	Level to CEO	Employment status	F	M	Total*
CEO	0	Full-time permanent	0	1	1

* Total employees includes Gender X

Workplace Profile Table

Industry: Administrative Services

Occupational category*	Employment status	No. of employees		Number of apprentices and graduates (combined)		Total employees**
		F	M	F	M	
Managers	Full-time permanent	46	45	0	0	91
	Full-time contract	3	0	0	0	3
	Part-time permanent	2	0	0	0	2
Professionals	Full-time permanent	164	214	0	0	378
	Full-time contract	18	16	0	0	34
	Part-time permanent	26	4	0	0	30
	Part-time contract	5	1	0	0	6
Clerical And Administrative Workers	Full-time permanent	143	76	0	0	220
	Full-time contract	11	6	0	0	17
	Part-time permanent	30	7	0	0	37
	Part-time contract	1	0	0	0	1

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

** Total employees includes Gender X

Workplace Profile Table

Industry: Administrative Services

			No. of employees		
Manager category	Level to CEO	Employment status	F	M	Total*
HOB	-2	Full-time permanent	8	5	13
SM	-3	Full-time permanent	38	40	78
		Full-time contract	3	0	3
		Part-time permanent	2	0	2

* Total employees includes Gender X