

## Requirement 1: Workplace profile

Enter data on the composition of your workforce as instructed below :

1. If needed, additional rows can be added to the workplace profile to reflect accurately the additional/different roles within your organisation.
2. Your workplace profile data should be from no earlier than October 2011 (ie six months prior to the beginning of the 2012-2013 reporting period)
3. Please insert your workplace profile below from:
  - i) our industry-relevant [Microsoft Excel spread sheet which you can obtain from our website](#), or
  - ii) from your own table or spreadsheet (refer table below as a guide).

Job family	Women			Men			Totals							
	Full-time	Part-time	Casual	Full-time	Part-time	Casual	Full-time	Part-time	Casual	Women	Men	Total staff	% Women	% Men
Board#	3			4										
Executive	9	0	0	94	0	0	103	0	0	9	94	103	8.74	91.26
Management	145	9	0	1,328	5	18	1,473	14	18	154	1,351	1,505	10.23	89.77
Professional	257	30	12	963	12	72	1,220	42	84	299	1,047	1,346	22.21	77.79
Associate professional	121	5	9	442	4	38	563	9	47	135	484	619	21.81	78.19
Graduate	16	0	1	102	0	15	118	0	16	17	117	134	12.69	87.31
Administration & office Support	774	86	79	327	1	17	1,101	87	96	939	345	1,284	73.13	26.87
Blue collar	541	6	50	11,178	9	769	11,719	15	819	597	11,956	12,553	4.76	95.24
<b>TOTAL</b>	<b>1,863</b>	<b>136</b>	<b>151</b>	<b>14,434</b>	<b>31</b>	<b>929</b>	<b>16,297</b>	<b>167</b>	<b>1,080</b>	<b>2,150</b>	<b>15,394</b>	<b>17,544</b>	<b>12.25</b>	<b>87.75</b>

# Numbers listed as Board Members include only non-executive members. For this reason the numbers are excluded from the "Totals" columns. The 8<sup>th</sup> Board member is the Group CEO and counted under the Executive category