Select Industry Sub-Division		**67 - Property Operators and Real Estate Services**

IMPORTANT - BEFORE YOU START:

• The data you provide in this worksheet must cover the full 12-month reporting period (from 1 April 202X to 31 March 202X), not a single snapshot date.

• If your organisation has registered as working across multiple industry sub-divisions, you will need to create a new 'Industry Sheet' tab (below) for each subdivision. Read how: https://client-portal.wgea.gov.au/s/article/How-do-I-enter-an-industry-subdivision-in-the-Workforce-Management-Statistics.

For each employee reported, you will need to report their gender and manager category by contract and employment type.

• All Manager category definitions are available at: https://client-portal.wgea.gov.au/s/article/How-do-I-categorise-managers-in-the-Workplace-Profile.

• Gender X refers to any person who does not exclusively identify as either male or female, i.e. a person of a non-binary gender. Read more: https://client-portal.wgea.gov.au/s/article/How-do-I-provide-a-Gender-in-the-Workplace-Profile.

1. How many employees were promoted?

• Enter the total number of promotions made during the 12-month reporting period.

• The promotion should be reported under the category that the person moved into.

• A promotion is a permanent change when an employee advances or rises to a higher office or rank on an ongoing basis.

• A promotion is not a temporary change in duty, a transfer to a position of equal rank, a relocation to a higher role overseas or a raise in salary. Generally, promotions do not include movement within a salary band unless it is a move to a higher office or rank.

Read more: https://client-portal.wgea.gov.au/s/article/How-do-I-report-on-promotions.

	Contract Type	Employment Type	CEOs, KMPs and HOBs			Managers (excl. CEOs, KMPs and HOBs)			Non-managers		
			Female	Gender X	Male	Female	Gender X	Male	Female	Gender X	Male
Permanent/ongoing full-time employees	full-time	permanent	0	0	0	13	0	1	9	0	10
Permanent/ongoing part-time employees	part-time	permanent	0	0	0	0	0	0	7	0	0
Fixed-term contract full-time employees	full-time	fixed-term contract	0	0	0	0	0	0	1	0	0
Fixed-term contract part-time employees	part-time	fixed-term contract	0	0	0	0	0	0	0	0	0
Casual employees	N/A	casual	0	0	0	0	0	0	1	0	0

2. How many employees were internally appointed?

• Enter the total number of internal appointments made during the 12-month reporting period.

• Internal appointments are those where an organisation fills a position from within its existing workforce, such as an internal recruitment process.

• Include all appointments from within the business, such as permanent appointments, fixed term transfers and secondments.

• Do not include promotions, employees absorbed through acquisition, or employees who changed employment status (e.g. part-time to full-time or casual to permanent).

Read more: https://client-portal.wgea.gov.au/s/article/How-do-I-report-on-appointments.

	Contract Type	Employment Type	CEOs, KMPs and HOBs			Managers (excl. CEOs, KMPs and HOBs)			Non-managers		
			Female	Gender X	Male	Female	Gender X	Male	Female	Gender X	Male
Permanent/ongoing full-time employees	full-time	permanent	0	0	0	7	0	2	11	0	8
Permanent/ongoing part-time employees	part-time	permanent	0	0	0	0	0	0	5	0	0
Fixed-term contract full-time employees	full-time	fixed-term contract	0	0	0	0	0	0	0	0	2
Fixed-term contract part-time employees	part-time	fixed-term contract	0	0	0	0	0	0	0	0	0
Casual employees	N/A	casual	0	0	0	1	0	0	3	0	3

3. How many employees were externally appointed?

• Enter the total number of external appointments made during the 12-month reporting period.

• External appointments are those where a position is filled from any suitable applicant outside the organisation, such as external recruitment exercises, cold canvassing, or previously-submitted resumes.

Read more: https://client-portal.wgea.gov.au/s/article/How-do-I-report-on-appointments.

	Contract Type	Employment Type	CEOs, KMPs and HOBs			Managers (excl. CEOs, KMPs and HOBs)			Non-managers		
			Female	Gender X	Male	Female	Gender X	Male	Female	Gender X	Male
Permanent/ongoing full-time employees	full-time	permanent	0	0	2	17	0	14	42	0	41

	Contract Type	Employment Type	Female	Gender X	Male	Female	Gender X	Male	Female	Gender X	Male
Permanent/ongoing part-time employees	part-time	permanent	0	0	0	1	0	0	35	0	0
Fixed-term contract full-time employees	full-time	fixed-term contract	0	0	0	3	0	1	10	0	1
Fixed-term contract part-time employees	part-time	fixed-term contract	0	0	0	0	0	0	1	0	0
Casual employees	N/A	casual	0	0	0	0	0	0	212	0	84

4. How many employees voluntarily resigned?
• Enter the total number of voluntary resignations made during the 12-month reporting period.
• A voluntary resignation is when an employee gives up their employment voluntarily or ends their contract ealier than a contracted date.
• A voluntary resignation is not employer-initiated terminations or redundancies or retirement.
Read more: https://client-portal.wgea.gov.au/s/article/How-do-I-report-on-voluntary-resignations.

	Contract Type	Employment Type	CEOs, KMPs and HOBs			Managers (excl. CEOs, KMPs and HOBs)			Non-managers		
			Female	Gender X	Male	Female	Gender X	Male	Female	Gender X	Male
Permanent/ongoing full-time employees	full-time	permanent	0	0	2	18	0	13	41	0	40
Permanent/ongoing part-time employees	part-time	permanent	0	0	0	1	0	0	34	0	16
Fixed-term contract full-time employees	full-time	fixed-term contract	0	0	0	32	0	1	10	0	1
Fixed-term contract part-time employees	part-time	fixed-term contract	0	0	0	0	0	0	1	0	0
Casual employees	N/A	casual	0	0	0	0	0	0	211	0	84

5. How many employees were on primary carer's parental leave (paid and/or unpaid)?
• Enter the total number of employees who were on primary carer's parental leave (paid or unpaid) during the 12-month reporting period.
• Include every employee who was on parental leave at any point in the reporting period. This includes employees who commenced parental leave both during and before the start of the reporting.
• You must answer this question regardless of whether you provided employer-funded leave in addition to the government scheme.
• If you offer equally shared parental leave without using the primary/secondary carer definition, you should record all employees on parental leave in this section.
Read more: https://client-portal.wgea.gov.au/s/article/How-do-I-report-on-employees-taking-parental-leave.

	Contract Type	Employment Type	CEOs, KMPs and HOBs			Managers (excl. CEOs, KMPs and HOBs)			Non-managers		
			Female	Gender X	Male	Female	Gender X	Male	Female	Gender X	Male
Primary carer's leave taken by permanent full-time employees	full-time	permanent	0	0	0	1	0	0	3	0	0
Primary carer's leave taken by permanent part-time employees	part-time	permanent	0	0	0	0	0	0	6	0	0
Primary carer's leave taken by fixed-term contract full-time employees	full-time	fixed-term contract	0	0	0	0	0	0	0	0	0
Primary carer's leave taken by fixed-term contract part-time employees	part-time	fixed-term contract	0	0	0	0	0	0	0	0	0
Primary carer's leave taken by casual employees	N/A	casual	0	0	0	0	0	0	1	0	0

6. How many employees were on secondary carer's parental leave (paid and/or unpaid)?
• Enter the total number of employees who were on secondary carer's parental leave (paid or unpaid) during the 12-month reporting period.
• Include every employee who was on parental leave at any point in the reporting period. This includes employees who commenced parental leave both during and before the start of the reporting period.
• You must answer this question regardless of whether you provided employer-funded leave in addition to the government scheme.
• If you offer equally shared parental leave without using the primary/secondary carer definition, you should record all employees under primary carer's leave above.
Read more: https://client-portal.wgea.gov.au/s/article/How-do-I-report-on-employees-taking-parental-leave.

	Contract Type	Employment Type	CEOs, KMPs and HOBs			Managers (excl. CEOs, KMPs and HOBs)			Non-managers		
			Female	Gender X	Male	Female	Gender X	Male	Female	Gender X	Male
Secondary carer's leave taken by permanent full-time employees	full-time	permanent	0	0	0	0	0	3	0	0	3
Secondary carer's leave taken by permanent part-time employees	part-time	permanent	0	0	0	0	0	0	0	0	0
Secondary carer's leave taken by fixed-term contract full-time employees	full-time	fixed-term contract	0	0	0	0	0	0	0	0	0
Secondary carer's leave taken by fixed-term contract part-time employees	part-time	fixed-term contract	0	0	0	0	0	0	0	0	0
Secondary carer's leave taken by casual employees	N/A	casual	0	0	0	0	0	0	0	0	0

7. How many employees ceased employment before returning to work from parental leave (regardless of when the leave commenced)?
• 'Ceased employment' refers to any employee who exited the organisation for whatever reason, including resignations, redundancies and dismissals, during the 12-month reporting period, regardless of when the leave commenced.
• Include those where parental leave was taken continuously with any other leave type. For example, where annual leave or any other paid or unpaid leave is also taken at that time.
• Do not include employees who ceased employment after they returned from parental leave, even if they returned for just one day.

	Contract Type	Employment Type	CEOs, KMPs and HOBs			Managers (excl. CEOs, KMPs and HOBs)			Non-managers		
			Female	Gender X	Male	Female	Gender X	Male	Female	Gender X	Male
Permanent/ongoing full-time employees	full-time	permanent	0	0	0	1	0	0	0	0	0
Permanent/ongoing part-time employees	part-time	permanent	0	0	0	0	0	0	0	0	0
Fixed-term contract full-time employees	full-time	fixed-term contract	0	0	0	0	0	0	0	0	0
Fixed-term contract part-time employees	part-time	fixed-term contract	0	0	0	0	0	0	0	0	0