

Select Industry Sub-Division

77 - Public Order, Safety and Regulatory Services

IMPORTANT - BEFORE YOU START:

- The data you provide in this worksheet must cover the full 12-month reporting period (from 1 January 202X to 31 December 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>.

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	Non-binary	Male	Female	Non-binary	Male	Female	Non-binary	Male
Primary carer's leave taken by permanent full-time employees	full-time	permanent							6		
Primary carer's leave taken by permanent part-time employees	part-time	permanent							3		
Primary carer's leave taken by fixed-term contract full-time employees	full-time	fixed-term contract									
Primary carer's leave taken by fixed-term contract part-time employees	part-time	fixed-term contract									
Primary carer's leave taken by casual employees	N/A	casual									

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	Non-binary	Male	Female	Non-binary	Male	Female	Non-binary	Male
Secondary carer's leave taken by permanent full-time employees	full-time	permanent						1			5
Secondary carer's leave taken by permanent part-time employees	part-time	permanent									1
Secondary carer's leave taken by fixed-term contract full-time employees	full-time	fixed-term contract									
Secondary carer's leave taken by fixed-term contract part-time employees	part-time	fixed-term contract									
Secondary carer's leave taken by casual employees	N/A	casual									

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	Non-binary	Male	Female	Non-binary	Male	Female	Non-binary	Male
Permanent/ongoing full-time employees	full-time	permanent									
Permanent/ongoing part-time employees	part-time	permanent									
Fixed-term contract full-time employees	full-time	fixed-term contract									
Fixed-term contract part-time employees	part-time	fixed-term contract									