Public Service Commission

DATA SPECIFICATIONS

Annual Workforce Profile Collection

June 2023

Version 1.1

Contents

1. Introduction

1.1. Public Service Commission

The Public Service Commission (PSC) was established on 1 November 2011.

The Public Service Commissioner is an independent statutory officer appointed under the Government Sector Employment Act 2013 (GSE Act). The PSC supports the Commissioner in the exercise of their functions.

Under the GSE Act, the Commissioner is to submit an annual report to the Premier on the state of the government sector, including an analysis of government sector workforce data.

The workforce profile data is a foundational element of this annual report, and the PSC collects this data from all NSW Government Departments and agencies. Any whole-of-sector workforce reporting is delivered using the workforce profile data.

1.2. What is the Workforce Profile?

The Workforce Profile is a data collection on the characteristics of the NSW public sector workforce. It includes demographic information such as age, gender, diversity group membership and work location; as well as employment information such as hours worked, leave patterns, remuneration and mobility within the sector. Workforce Profile data has been collected annually since 1999.

An essential component of the Workforce Profile Collection is the standardisation of Full Time Equivalent (FTE). Standardising the methodology using information collected from an agency's HR system enables comparative analysis across the Public Sector.

1.3. Which agencies are included in the Workforce Profile?

All government sector agencies, including State Owned Corporations (SOCs) are required to participate in the Workforce Profile Collections. Agencies external to the government sector are also encouraged to participate. The benefits of a whole-of-sector data collection are significant in providing a complete picture of the public sector.

Sections 16 and 63 of the Government Sector Employment Act provide the Public Service Commissioner with the lawful basis to collect workforce profile data.

1.4. What is the timing of the Workforce Profile Collection?

The annual Workforce Profile Collection is conducted from June to August each year.

1.5. Workforce profile data storage and security

The workforce profile data is stored within the PSC's workforce information warehouse, a secure repository of workforce related data within the NSWGOV Azure tenancy. The PSC manages access to the workforce information environment and data sets based on the role and organisation to ensure privacy and security.

The PSC maintains its own Information Security Management System (ISMS) across the cloud and end-user environments. The ISMS, which is independently reviewed annually, complies with the NSW Cyber Security Policy and Essential 8 guidelines developed by the Australian Cyber Security Centre. The Public Service Commissioner issues the PSC's Annual Cyber Security Attestation Statement as part of the PSC Annual Report.

1.6. What is produced from the Workforce Profile data?

The Workforce Profile is used for all sector-wide workforce reports and other analyses required by central agencies and the government. It enables evidence-based workforce planning and employment policy development, including monitoring the impact of any social or economic trends or changes to policy settings.

Progress against the Premier's Priority targets for diversity of the government sector workforce are measured using the workforce profile data and published on the Premier's website.

The workforce profile data is a key data source for the Public Service Commissioner's annual State of the NSW Public Sector Report, which includes analysis of trends in the public sector workforce.

The Workforce Profile Report is published annually on the PSC website and has been produced since the establishment of the collection in 1999. This report provides a summary of the composition of the NSW public sector workforce and trends over time.

Workforce Profile data is also used by PSC analysts to answer ad-hoc information requests from public sector bodies and stakeholders to support strategic workforce planning and comply with the Government Information (Public Access) Act.

1.7. What if I need help?

Contact details are:

Website: http://www.psc.nsw.gov.au

Email: PSC_DataCollection@psc.nsw.gov.au

Phone: 02 9272 6123

2. Privacy

2.1. Privacy management

As the Workforce Profile collects information on individual employees in the NSW public sector, it is essential to guarantee anonymity and confidentiality in reporting.

Employee names are not collected as part of the workforce profile data and data is only reported at an aggregate level to ensure that privacy of employee information is maintained.

Part 3, Division 1, Section 17(5) of the Government Sector Employment Act mandates the responsibility of the Public Service Commissioner:

> *(5) The Commissioner is, to the extent that it is reasonable and practicable to do so, to remove any personal information from any report or other document prepared by the Commissioner under this Part that is, or is to be, publicly available. In this subsection, **personal information** means information about an individual whose identity is apparent, or can reasonably be ascertained, from the information.*

A Privacy Code of Practice was developed for the NSW Public Sector Workforce Profile to regulate the use, access, and disclosure of Workforce Profile data in accordance with the requirements of the NSW Privacy Act 1998. This is set out in *Privacy Code of Practice for the Public Service Commission.*

A Health Privacy Code of Practice has also been developed which modifies the application to the Public Service Commission of certain health privacy principles. This is set out in the *Health Privacy Code of Practice for the Public Service Commission*.

A copy of the Codes is available at: http://www.ipc.nsw.gov.au/privacy-codes-practice

2.2. Access to the Workforce Profile data

The Analytics and Insights team within the PSC is responsible for conducting the collection. Only PSC employees (and, if applicable, contractors) directly involved in the development, collection and/or analysis of the Workforce Profile have access to the raw data and are bound by the access and confidentiality provisions of the *NSW Public Service Commission Workforce Profile Data Confidentiality Deed Poll*.

Agencies can access their own de-identified data through dashboards available from the PSC.

For further information contact: PSC_WorkforceDashboard@psc.nsw.gov.au

2.3. How to handle withheld records

Employees may elect to withhold part of their data from the workforce profile collection. Items that are required for the accurate calculation of the size and cost of the workforce are compulsory items and must not be withdrawn.

Please refer to the data definitions for data items that may be withdrawn. For allowable data items that an employee requests to be withheld in the Workforce Profile Collection, please insert the code '-9999'.

All employees must be advised, by their agency, of the inclusion of their data (including diversity data) in the Workforce Profile and of the provisions put in place to protect privacy and ensure confidentiality.

Suggested steps to advise employees

1. Develop an approach to informing employees that suits the nature of your own agency and considers:

    - how best to ensure that all relevant employees are advised
    - the content of the message, highlighting the strict privacy and security protocols, including that all data is de-identified and is used in aggregate reporting to support sector-wide workforce planning.
    - how to action any requests for withdrawing data and ensure relevant records are not included in the data.
    - the contact details for employee enquiries. Concerns raised by employees are addressed in almost all cases by factual information about the collection and the privacy protection arrangements.

2. Ensure an appropriate senior executive approves the communication to employees.

3. Wherever possible, ensure local union delegates are informed of the communication to employees.

In cases where agency contacts are unsure how to answer queries from employees on the workforce profile, contact the PSC at PSC_DataCollection for support.

3. Definitions

3.1. Employees included in the Workforce Profile Collection

✓ All ongoing staff, including ongoing statutory appointees

✓ All temporary staff, except temporary staff provided by employment agencies

✓ All casual staff who undertook paid work at some time during the reference period

✓ Staff on secondment (to and from the agency). The seconded employee's home agency should report the employee if it pays 51% or more of their employment-related costs. The receiving agency should report the employee if it pays 51% or more of their employee-related costs

✓ Apprentices, trainees, and cadets

✓ Staff on leave (paid or unpaid)

✓ Retained staff

✓ Departmental Liaison Officers who are current employees of an agency and are based within a Minister's Office and paid through the agency's payroll

3.2. Employees excluded from the Workforce Profile Collection

✗ Members of boards and committees

✗ Casual staff who did not undertake paid work at any time during the reference period

✗ Temporary staff supplied by an employment agency on a fee for services basis (also known as contingent labour). This data is collected separately.

- ✖ Contractors and consultants engaged on a fee for service basis including Visiting Medical Officers, etc

- ✖ Volunteers

- ✖ People on work experience

- ✖ Staff who separated from the agency prior to the annual reference period even if they received a payment during the reference period

- ✖ Ministers' personal staff

NOTE: the term 'employee' is used throughout this document to refer to both ongoing and temporary employees for the sake of simplicity.

3.3. Reference population

All employees employed at the agency during the reference period.

The reference period starts on the day following the last pay date of the previous financial year (i.e., the day after the previous annual Workforce Profile reference period ended).

The reference period ends on the census date as notified by the Public Service Commission. The census date is the last pay date of the financial year.

NOTE: The start and end dates of the reference period may differ across agencies subject to their payroll cycles.

3.4. Census period population

All employees employed at any time during the last pay fortnight of the reference period.

3.5. Census date population

All employees considered to be an employee of the agency on the census date. This data is designed to provide a 'snapshot' of the sector and the information is captured using Item 3h. This item relates to the status of the employee on the actual last pay day of the reference period.

NOTE: For agencies that do not have the ability to determine if the employee was working on the last pay day, then status during the last pay fortnight of the reference period, the census population, should be used to reflect the status of the employee.

3.6. Employment arrangements

A non-casual employee's employment arrangement is classified by full-time or part-time status.

> **Full-time:** Employees are considered to be full-time if they work 35 hours a week or more.

> **Part-time:** Employees are considered to be part-time if they work less than 35 hours a week.

3.7. What is a record?

The Workforce Profile Collection collects and reports on data about individual employees. One record is created for each employee employed within an agency at any time during the reference period. This record includes information about each employee's employment history during the period, as well as information current as at the end of the period. In general, one record is created for each employee regardless of the number of episodes of employment that may have occurred for each employee within the agency. The exception to this rule is where the employee has simultaneously held more than one position within the agency during the period (i.e., two part-time positions).

3.8. Multiple records

To enable the collection of information about employees working in more than one position simultaneously (such as an ongoing employee working in another part-time or casual position for the same agency) additional records may be entered for these employees.

A multiple record should NOT be entered for employees changing employment status, such as changing employment categories, separating and then recommencing and/or transferring to another location within the agency.

NOTE: If your agency is considering the use of multiple records, please contact the PSC Analytics and Insights team for advice.

3.9. Full time equivalent (FTE) workforce

While an agency's workforce can be defined by the number of employees, this does not give a true picture of the capacity of its workforce. A better metric is Full-Time Equivalent (FTE) which measures the number of hours worked by an employee in a period, divided by the hours available to work in that same period. FTE considers various employment categories (e.g., ongoing, temporary, full-time, part-time, casual, and the variation between professions and industrial agreements).

FTE is defined as the equivalent of one position, continuously filled, full-time for the reference period, and which consists of any combination of full-time, part-time, and casual positions. This full-time FTE has a value of one. Employees working less than this full-time occupancy are expressed as a decimal fraction, or percentage, of a full-time FTE. There are situations where FTE may be greater than one (e.g., transport workers working 12 days in the census fortnight).

This standard definition is based on the total number of paid ordinary time hours worked (excludes overtime and unpaid work) and the total number of hours available to work. The FTE workforce is expressed as the total number of full-time employees required for all paid ordinary time hours worked. It is not a count of the number of employees (e.g., for a position where 37.5 hours each week is full-time, the FTE for paid ordinary time hours of 30.0 is 0.8 FTE and 37.5 hours is 1.0 FTE).

$$\frac{\text{Total number of hours paid}}{\text{(Weekly full-time award or contract hours) x (Number of weeks [Days/7])}}$$

Calculated using the same method for all employees, FTE is an accurate measure of resource levels across the NSW Public Sector. The PSC Analytics and Insights team measures FTE as an average for two periods:

- Reference period; and
- Last pay fortnight or census period (14 days).

The FTE is calculated by inserting the corresponding values from the Workforce Profile (WFP) into the equations. To calculate the census period FTE, the reference period is 14 (the days in the census pay period). The equation is shown reduced to its lowest term.

$$\textbf{ref FTE} = \left(\frac{\textbf{3e} \quad \times \quad \textbf{7}}{\textbf{3j} \quad \times \quad \textbf{3k}} \right)$$

$$\textbf{census FTE} = \left(\frac{\textbf{3i}}{\textbf{3j} \quad \times \quad \textbf{2}} \right)$$

Code	Item / variable name
3e	Total Number of Hours worked Reference Period
3k	Number of days - Reference period
3j	Standard Weekly Full Time Award/Contract hours
3i	Total Hours Paid (Census Period)

Separated employees who do not have any census period hours paid will be calculated as having an FTE of '0'.

Differences between WFP FTE and Agency Human Resource Information Systems (HRIS) can be anticipated due to HRIS reporting FTE at a specific point in time based on position and employee occupancy. All WFP FTE is averaged over a period, even the census FTE, which is the last pay fortnight. **Where an employee's FTE is greater than one and has been paid in advance or overpaid, agencies should adjust the paid hours items used to calculate the FTE, to reflect the employees' worked hours.** If the hours are not adjusted, the agency FTE figures may be distorted. The alternate way to adjust FTE (if necessary) is by using the FTE override data items 8c and/or 8d.

3.10. Frontline positions

Currently, frontline positions (i.e., positions that provide services to external customers) are identified using codes from the first and third digits of the Position Code (item 3l). This methodology gives an estimate of frontline and non-frontline resources by capturing those positions which provide services to customers external to their agency. Based on this Position Code methodology, external customers of an agency can be either or both the general public and other government agencies.

The intention of capturing frontline positions was to identify resources used to provide services to the public. A new data item was introduced from June 2016 – Frontline/Non-frontline Role/Position (3u). Details and descriptions are provided in Section 5 – Data Definitions, item 3u.

The current methodology using Position Code will be retired if reliable data is received using item 3u.

3.11. Senior executives in acting arrangements

A number of workforce profile data items record the classification relating to an employee's role at census date.

For non-executive employees acting in senior executive roles for less than 3 consecutive months at census date, the applicable classification relating to their non-executive substantive position or assigned role is recorded for all data items.

For non-executive employees who had been acting in senior executive roles for more than 3 consecutive months at census date, the applicable classification relating to the executive role is recorded.

This applies to the following data items:

• Employing Legislation (3)

• Award Determining Salary Rate (3a)

• Employment Category (3g)

• Role or Position Grade (3r)

• Total Annual Base Remuneration (Current/Temporary Assigned Role or Current Position) (4b)

Note that Total Remuneration Package (4p) is coded as -8888, as this item is not applicable for short term senior executive acting arrangements.

3.12. Paid parental leave (Enhanced & Retired items in 2023)

Enhanced paid parental leave provisions introduced on 1st October 2022 afford the same entitlements to primary and secondary carers. This change removes the requirement to collect information on carer type, commencing from the 2023 collection.

Further detail of the new arrangements is set out in Determination No 4 of 2022 and Premier's Memorandum M2022-08 Paid Parental Leave – Parent with responsibility for care associated with the birth, adoption, altruistic surrogacy or permanent out-of-home care placement of a child.

The leave types retired are:

- Data item 5s – Parental leave taken – parent with primary responsibility at full pay during the reference period

- Data item 5t – Parental leave taken – parent with primary responsibility at half pay during the reference period

- Data item 5u – Parental leave taken – other parent at full pay during reference period

- Data item 5v – Parental leave taken – other parent at half pay during reference period

Leave items updated in 2023 are:

- Data item 5j – Parental leave taken at full pay during the reference period
- Data item 5k – Parental leave taken at half pay during the reference period

These item names have been updated to remove the unknown parent type.

3.13. Paid leave in the event of a miscarriage or pre-term birth (Mandatory in 2023)

Effective 1st July 2021, eligible NSW public sector employees are offered paid leave in the event of a miscarriage or pre-term birth. These provisions were to be adopted by all Public Service departments and agencies, and other Government Sector agencies and State-Owned Corporations are strongly encouraged to afford the same leave provisions to their employees.

The new leave types introduced were:

Data item **5w** – Paid special miscarriage leave taken during reference period

Data item **5x** – Paid special pre-term parental leave taken during reference period

Full detail of the leave provisions is set out in Determination No 3 of 2022 and M2022-09 – Paid Leave in the Event of a Miscarriage, Pre-Term Birth or When Undergoing Fertility Treatment.

These items were introduced in 2022 and are mandatory from 2023.

3.14. Gender

Following consultation with the Sector, the gender codification was updated in 2022 to align with the output of the ABS Standard for Sex, Gender, Variations of Sex Characteristics and Sexual Orientation Variables released in January 2021 and the D&I 101: Conducting a Diversity Survey report by Diversity Council Australia.

The gender data is reported to the PSC as:

1 = Male
2 = Female
X = Non-binary
9 = Not stated
-7777 = Missing
-9999 = Withdrawn

The ABS recommends the following standard gender question structure:

How [do/does] [you/Person's name/they] describe [your/their] gender?

Gender refers to current gender, which may be different to sex recorded at birth and may be different to what is indicated on legal documents.
Please [tick/mark/select] one box:
1   Man or male
2   Woman or female
X   Non-binary
X*   [I/They] use a different term (please specify)
9   Prefer not to answer

The ABS guidance on mapping the question to the output is:

ABS question structure	2022 Workforce profile codification
Man or male	1 = Male
Woman or female	2 = Female
Non-binary	X = Non-binary
[I/They] use a different term (please specify)	X = Non-binary*
Prefer not to answer	9 = Not stated

*ABS advises that 'Different term' written responses could be considered to determine if any responses should more accurately be coded to 'Man or male', 'Woman or female' or 'Non-binary', and 'Not stated' if inadequately described.

3.15. Paid Fertility Leave (New – optional in 2023)

Effective 1st October 2022, an additional paid special fertility treatment leave provision was introduced. This is mandatory for all Public Service departments and agencies, and other Government Sector agencies and State-Owned Corporations are strongly encouraged to afford the same leave provisions to their employees.

The new leave type introduced is:

Data item 5y – Paid fertility leave per calendar year

In 2023, this item is not mandatory. From 2024, all departments and agencies who have implemented the Determination are required to record fertility leave in data item 5y to enable sector level reporting of the utilisation of this leave.

Full detail of the leave provisions is set out in Determination No 3 of 2022 and M2022-09 – Paid Leave in the Event of a Miscarriage, Pre-Term Birth or When Undergoing Fertility Treatment.

3.16. Bonus Paid Parental Leave (New – optional in 2023)

Effective 1st October 2022, employees will have access to an additional two weeks of bonus paid parental leave where each parent in a couple has exhausted the paid parental leave provided by their employer.

The new leave type introduced is:

Data item 5z – Bonus Parental Leave.

In 2023, this item is not mandatory. From 2024, all departments and agencies who have implemented the Determination are required to record fertility leave in data items 5z to enable sector level reporting of the utilisation of this provision.

Full detail of the leave provisions is set out in Determination No 4 of 2022 and Premier's Memorandum M2022-08 Paid Parental Leave – Parent with responsibility for care associated with the birth, adoption, altruistic surrogacy or permanent out-of-home care placement of a child.

3.17. Disability definition (Amendment – 2023)

Following consultation with the Sector, the disability definition has been updated to:

Disability includes long-term physical, mental health, intellectual, neurological, or sensory differences which, in interaction with various attitudinal and environmental barriers, may hinder full and effective participation in society on an equal basis with others.

4. Data collection items

The following table is an overview of the data items for the Workforce Profile Collection. For a detailed description of each of the data items please refer to Section 5 – Data Definitions.

Biographical

Code	Item / variable name	Min	Max
1	Agency code	Lookup table	Lookup table
1a	Unique identifier	A	A(x18)
1b	Date of birth	Census date – 85 years	Census date – 14.75 years
1c	Gender	1	X
1d	Work location postcode	Lookup table	Lookup table
1e	Home location postcode	Lookup table	Lookup table
1f	GEN (Government Employee Number)	A	A x 12
1g	Work location suburb	Lookup table	Lookup table
1h	Home location suburb	Lookup table	Lookup table

Workforce diversity

Code	Item / variable name	Min	Max
2a	Aboriginal and/or Torres Strait Islander peoples	1	4
2b	Person with a disability	1	4
2c	Person from a racial, ethnic, or ethno-religious minority group	1	2
2d	Language first spoken as a child	1	2
2e	Highest education level	1	8
2f	Country of birth	Lookup table	Lookup table

Employment

Code	Item / variable name	Min	Max
3	Employing legislation identifier	Lookup table	Lookup table
3a	Award determining salary	Lookup table	Lookup table
3b	Award determining conditions of employment	Lookup table	Lookup table
3c	Agency or occupation specific award/agreement	Lookup table	Lookup table
3d	Usual hours worked	1	40
3e	Total number of hours paid reference period	0	2080
3f	Overtime hours paid	0	2080
3g	Employment category	1	20
3h	Census date status	1	3
3i	Total hours paid (census period)	0	100
3j	Standard weekly full-time award/contract hours	30	40
3k	Number of days – reference period	357	378
3l	Position code (7 digit)	Lookup table	Lookup table
3m	ANZSCO code (6 digit)	Lookup table	Lookup table
3n	Treasury code	A	ZZZZZ
3o	Division ID	1	9999
3p	Role or position ID (assigned role or substantive position)	1	Z (x18)
3q	Role or position ID (current/temporary assigned role or current position)	1	Z (x 18
3r	Role or position grade **–** *Public Service Senior Executives and Aligned Executive Service*	Lookup table	Lookup table
3s	Award classification – *specific Crown Employees salary awards only*	Lookup table	Lookup table
3t	Role/position title	A	ZZZZZ
3u	Frontline/non-frontline role/position	1	2

Remuneration

Code	Item / variable name	Min	Max
4a	Total annual base remuneration (assigned role or substantive position)	8,000	700,000
4b	Total annual base remuneration (current/temporary assigned role or current position)	8,000	700,000
4d	Total gross earnings (financial year to date)	0	1,000,000
4e	Total gross earnings (census pay period)	0	30,000
4g	Actual earnings – overtime payments	0	99,000
4h	Actual earnings – recreation leave lump sum payout	0	
4i	Actual earnings – redundancy lump sum payout	0	
4j	Actual earnings – extended leave lump sum payout	0	
4l	Salary maintenance	1	2
4m	Leave loading	0	
4n	Remote area allowance	0	
4o	Actual earnings – higher duties	0	100,000
4p	Total remuneration package (TRP) – *Public Service Senior Executives and Aligned Executive Service*	0	1,000,000
4q	Special determination – *Public Service Senior Executives and Aligned Executive Service*	0	700,000
4s	Actual earnings – skills shortage allowance – *non-SES grade 12 and above but not senior officers*	0	13,000

Leave

Code	Item / variable name	Min	Max
5a	Recreation leave accrued at census date	0	
5b	Recreation leave taken during reference period	0	2080
5c	Sick leave accrued at census date	0	
5d	Paid sick leave taken during reference period	0	2080

5e	Unpaid sick leave taken during reference period	0	2080
5f	Paid sick leave taken as carer's leave during the reference period	0	2080
5g	Extended leave accrued at census date	0	
5h	Extended leave taken at full pay during reference period	0	2080
5i	Extended leave taken at half pay during reference period	0	2080
5j	Parental leave taken at full pay during reference period	0	2080
5k	Parental leave taken at half pay during reference period	0	2080
5l	Unpaid parental leave taken during reference period	0	2080
5m	Family and community services leave taken during reference period	0	40
5n	Unpaid leave taken during the reference period	0	2080
5o	Extended leave taken at double pay during reference period	0	2080
5p	Commonwealth paid parental leave taken during reference period	1	2
5q	Special leave taken during reference period	0	
5r	Domestic and Family Violence leave taken during reference period	0	80
5w	Paid special miscarriage leave taken during reference period (mandatory in 2023)	0	420
5x	Paid special pre-term parental leave taken during reference period (mandatory in 2023)	0	560
5y	Paid fertility leave per calendar year (new – optional in 2023)	0	80
5z	Bonus Paid Parental Leave (new – optional in 2023)	0	80

Mobility

Code	Item / variable name	Min	Max
6a	Date of most recent public sector entry	Census date – 60 years	End date of collection
6b	Date of commencement in agency	Census date – 60 years	End date of collection
6c	Movement type	100	399
6d	Date of separation	Start date of reference period	End date of collection
6e	Excess employees during reference period	2	3
6f	Date of assignment to employee's current role or – *all roles under the GSE Act*	Census date – 60 years	End date of collection
6h	Contract start date – *All Public Sector contract employees*		
6i	Contract end date – *All Public Sector contract employees*		
6j	Termination type – *Public Service Senior Executives and Aligned Executive Service*	3005	3010
6k	Termination cost – *Public Service Senior Executives and Aligned Executive Service*	0	700,000

Agency optional

Code	Item / variable name	Min	Max
7a	Agency code 1	A	AAAAAAAA
7b	Agency code 2	A	AAAAAAAA
7c	Agency code 3	A	A (x 12)

Calculated FTE and overrides

Code	Item / variable name	Min	Max
8a	Census period FTE	0	1.2
8b	Reference period FTE	0	1.2
8c	Override census period FTE	0	1.2
8d	Override reference period FTE	0	1.2

Workforce Dashboard organisation levels (Optional)

Code	Item / variable name	Min	Max
9a	Sub-division ID level 1		
9b	Sub-division ID level 2		

5. Data definitions

The following is a detailed definition of data items collected in Workforce Profile Collections. Note that individual data items collected are defined as having one of the following data formats:

- **Alphanumeric –** this field can have a single or multiple alphabet letters, or a combination of alphabet and whole numbers (integers).

- **Numeric –** this field must contain numbers only. These may be whole numbers (integers) or decimal numbers.

5.1. Biographical

1 Agency code

Description:

A unique reference number assigned to each Agency

Reason for collection

Data Management: Used with item 3o Division ID, the Agency Code allows authenticated users to make submissions.
Analysis / Reporting: Used with item 3o Division ID, the Agency Code is fundamental to the level at which analysis and reporting is conducted.

Codification

Unique agency code
If agency is unsure of this code, please contact the PSC Analytics and Insights Team at:
PSC_DataCollection@psc.nsw.gov.au

Data format

Numeric (nnnn)

Validation

Must be a valid code assigned by PSC Analytics and Insights team
Range 1 to 9999

1a Unique identifier

Description

Unique reference code assigned to each employee by the Agency. The unique identifier is to be maintained from one collection period to the next.

Reason for collection

Data Management: Assists in the validation and auditing of submitted data.
Analysis / Reporting: Will allow for trends for specific employee groups to be identified.

Codification

Agency assigned unique identifier.
For multiple employments, report these as separate records but use the same unique identifier. See *3.8 Multiple Records* in definitions for further details

Data format

Alphanumeric (any combination of characters and/or numbers that uniquely identifies an employee).

Validation

Must be unique.

1b Date of birth

Description

The employee's date of birth

Reason for collection

Analysis / Reporting: The age structure of the NSW Public Sector is monitored to determine the impact of the ageing population and workforce. The information is used for workforce planning and Workforce Profile Reports.

Codification

yyyymmdd where:
yyyy   = Year of birth
mm   = Month of birth
dd   = Day of birth
-7777   = Missing
-9999   = Withdrawn

Data format

Numeric (nnnnnnnn)

Validation

Must be in numeric and not date format. Must exclude punctuation, e.g., 19860412 for someone born on 12 April 1986
yyyy   - the year of birth must not be less than 14 years 9 months prior to, or than 85 years from the current census date.
mm   - the month must be in the range 01 to 12
dd   - the day must be in the range of 01 to 31

Must not be a future date

1c Gender

Description

The employee's gender. Refer to section 3.14 of the data specification for more information.

This item aligns with the output of the ABS Standard for Sex, Gender, Variations of Sex Characteristics and Sexual Orientation Variables released in January 2021 and the D&I 101: Conducting a Diversity Survey report by Diversity Council Australia.

Reason for collection

Analysis/Reporting: Gender provides a measure of changing gender participation in the NSW public sector. Also, a key workforce diversity indicator. Information is used extensively in workforce planning and Workforce Profile Reports.

Codification

1   = Male
2   = Female
X   = Non-binary
9   = Not stated
-7777   = Missing
-9999   = Withdrawn

Data format

Alphanumeric

Validation

Must be a valid code

1d Work location postcode

Description

The postcode of the employee's **actual work location (or depot for field staff), not Post Box location**.
This item relates to the location of the employee's position that was current at the census date.
For separated employees use, the last known location of the employee.

Reason for collection

Analysis / Reporting: This item is used to profile the location of the NSW Public Sector workforce, e.g., metropolitan versus regional; analysis of service provision and workforce mobility profiling, as well as providing a basis for a range of other geographic analysis.

Codification

Four-digit standard Australian postcode
-7777   = Missing
9999   = Employee working in a location without an Australian postcode (e.g., London, Tokyo)

The most up-to-date Australian Postcode List can be downloaded from:
http://www1.auspost.com.au/postcodes/index.asp?sub=2

Data format

Numeric (nnnn)

Validation

Must be a valid Australian post code and must be a valid postcode-suburb combination.
Lookup table lists valid postcode-suburb combinations.

1e Home location postcode

Description

The postcode of the employee's **actual home location, not Post Box location**. This item relates to the location of the employee's residence that was current at the census date.

For separated employees use the last known residence of the employee.

Reason for collection

Analysis / Reporting: This item is used to profile the location of the NSW Public Sector workforce, e.g., metropolitan versus regional; workforce mobility profiling, as well as providing a basis for a range of other geographic analysis such as distance travelled to work.

Codification

Four-digit standard Australian postcode

-7777   = Missing

-9999   = Withdrawn

9999   = Employee working in a location without an Australian postcode (e.g.
                    London, Tokyo)

The most up-to-date Australian Postcode List can be downloaded from:
http://www1.auspost.com.au/postcodes/index.asp?sub=2

Data format

Numeric (nnnn)

Validation

Must be a valid Australian post code and must be a valid postcode-suburb combination.
Lookup table lists valid postcode-suburb combinations.

1f GEN (Government Employee Number)

Description

The GEN (Government Employee Number) is a unique reference code assigned to each employee by the Public Service Commission to be retained by the employee when moving between, or returning to, government agencies. GEN is compulsory for government sector agencies but is optional for agencies external to the government sector and for State Owned Corporations.

Reason for collection

Data Management: Assists in the validation and auditing of submitted data.
Analysis / Reporting: Used to track mobility through the government sector at the individual level, enabling analysis over time

Codification

A x 12
-7777   = Missing
DECLINE   = GEN has been declined by employee

Data format

Alphanumeric (12).

Validation

Must be the GEN code that has been assigned to the employee by the PSC beginning with 'G' or 'X'.
Missing data will be accepted where the GEN has not been assigned or has not yet been incorporated in the agency HR system.
Missing data will also be accepted from State Owned Corporations and/or agencies which are external to the government sector who have chosen not to take up the option of assigning GENs.

1g Work location suburb

Description

The suburb (or locality for regional areas) of the employee's **actual work location (or depot for field staff), not Post Box location.** This item relates to the location of the employee's position that was current at the census date. For separated employees use the last known location of the employee.

Reason for collection

Analysis / Reporting: This item will be used for geospatial mapping of the NSW Public Sector workforce. Using suburb/locality provides more accurate detail than postcode only, as a postcode can cover multiple suburbs and cross multiple statistical divisions which means weighted headcount figures must be used to avoid duplicating employee numbers.

Codification

Valid Australian suburb/locality
-7777   = Missing
9999   = Employee is working in a location outside Australia (e.g., London, Tokyo)

The ABS administer the mapping of suburb/locality, and you can request the file from here:
http://www.abs.gov.au/websitedbs/D3310114.nsf/home/Correspondences

A full list of suburb/localities and their postcodes can be found on the following webpage:
http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection

If you are unsure of what to use, please email the PSC Analytics and Insights team at:
PSC_DataCollection@psc.nsw.gov.au

Data format

Alphanumeric

Validation

Must be a valid Australian suburb/locality and must be a valid suburb/locality-postcode combination.
Lookup table lists valid suburb/locality-postcode combinations.

1h Home location suburb

Description

The postcode (or locality for regional areas) of the employee's **actual home location, not Post Box location**. This item relates to the location of the residence that was current at the census date. For separated employees use the last known home location of the employee.

Reason for collection

Analysis / Reporting: This item is used for geospatial mapping of the NSW Public Sector workforce. And together with Work Location Suburb (1g), will be used to analyse employees' travel patterns to/from home and work location. Using suburb/locality provides more accurate detail than postcode only, as a postcode can cover multiple suburbs and cross multiple statistical divisions which means weighted headcount figures must be used to avoid duplicating employee numbers.

Codification

Valid Australian suburb/locality

-7777   = Missing
-9999   = Withdrawn
9999   = Employee working in a location outside Australia (e.g., London, Tokyo)

The ABS administer the mapping of suburb/locality, and you can request the file from here:
http://www.abs.gov.au/websitedbs/D3310114.nsf/home/Correspondences

A full list of suburb/localities and their postcodes can be found on the following webpage:
http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection

If you are unsure of what to use, please email the PSC Analytics Services team at:
PSC_DataCollection@psc.nsw.gov.au

Data format

Alphanumeric Validation

Must be a valid Australian suburb/locality and must be a valid suburb/locality-postcode combination.
Lookup table lists valid suburb/locality- postcode combinations.

5.2. Workforce diversity

2a Aboriginal and/or Torres Strait Islander peoples

Description

Person of Aboriginal and/or Torres Strait Islander descent, who identifies as such and is accepted as such by the community in which they live.

Reason for collection

Analysis / Reporting: Used for statutory Workforce Diversity report.

Codification

1 = Aboriginal
2 = Torres Strait Islander
3 = Aboriginal and Torres Strait Islander
4 = Not Aboriginal or Torres Strait Islander
-7777 = Missing
-9999 = Withdrawn

Data format

Numeric (n)

Validation

Must be a valid code

2b Person with a disability

Description

Disability includes long-term physical, mental health, intellectual, neurological, or sensory differences which, in interaction with various attitudinal and environmental barriers, may hinder full and effective participation in society on an equal basis with others. For any employee identifying as having a disability, indicate whether some aspect of the work situation requires adjustment in order to accommodate their needs.

Adjustment can involve changes to any aspect of employment including:

- the tasks of the job
- the workplace or work area
- the behaviour of others at work
- the equipment used
- working hours

Reason for collection

Analysis / Reporting: Used for statutory Workforce Diversity report.

Codification

1   = Disability requiring adjustment at work
2   = Disability not requiring adjustment at work
3   = Person with a disability (to be used only were information about adjustment has not been collected/recorded by the agency)
4   = No disability
-7777 = Missing
-9999 = Withdrawn

Data format
Numeric (n)

Validation
Must be a valid code

2c Person from a racial, ethnic, or ethno-religious minority group

Description

A person who identifies as belonging to a designated Workforce Diversity group consisting of people who are members of a minority group in Australian society by virtue of their racial, ethnic, or ethno-religious background.

Reason for collection

Analysis / Reporting: Used for statutory Workforce Diversity report.

Codification

1   = Person from a racial, ethnic, or ethno-religious minority group
2   = Person not from a racial, ethnic, or ethno-religious minority group
-7777 = Missing
-9999 = Withdrawn

NOTE: For the purposes of Workforce Diversity data collection, Aboriginal Persons and Torres Strait Islanders are recognised as a separate group and should be reported under **Item 2a**.

Data format

Numeric (n)

Validation

Must be a valid code

2d Language first spoken as a child

Description

The language the person first spoke as a child (as distinct from the preferred language, or language usually spoken at home).

Reason for collection

Analysis / Reporting: Used for statutory Workforce Diversity report.

Codification

1   = English
2   = Other language
-7777 = Missing
-9999 = Withdrawn

NOTE: For the purposes of Workforce Diversity data collection, a person who first spoke both English and another language is to be coded as '2' (=Other Language).

Data format

Numeric (n)

Validation

Must be a valid code

2e Highest education level

Description

The highest level of formal education the person has completed.

Reason for collection

Analysis / Reporting: Will be used to analyse the educational diversity of the NSW public sector workforce. Education qualifications at these broad levels are used in order to be able to compare NSW with ABS data and other state jurisdictions. These levels are also used in the People Matter surveys (PMES) and data from this item will be used as a cross reference with PMES data.

Codification

1	= Doctorate Degree level
2	= Master's degree level
3	= Graduate Diploma or Graduate Certificate level
4	= Bachelor's degree level
5	= Advanced Diploma, Diploma or Associate Degree level
6	= Certificate level, including trade
7	= HSC or equivalent
8	= Less than Year 12 or equivalent
-7777	= Missing
-9999	= Withdrawn

Data format

Numeric (n)

Validation

Aligns with People Matter Employee Survey (PMES).
Must be a valid code.

2f Country of birth

Description

The country the person was born in.

Reason for collection

Analysis / Reporting: Will be used to better analyse the diversity of the NSW public sector workforce.

Codification

Full name of country of birth (Abbreviations should not be used.)
-7777 = Missing
-9999 = Withdrawn

A full list of countries can be found in the 'Reference list' document on the following webpage:

http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection

Data format

Alphanumeric

Validation

Must be a valid country from reference list

5.3. Employment

3   Employing legislation identifier

Description

The primary legislation under which the employee is employed. Where changes in employment legislation have occurred during the reference period, please use the most up to date version.

Reason for collection

Analysis / Reporting: Provides a legislative profile for NSW Public Sector. Employing Legislation identifies which service the employee belongs to, i.e., public service, teaching service, police force, health service, transport service, other crown services, state owned corporations, external to the government sector.

Codification

Numeric Code for relevant legislation
A full list of codes can be found in the 'Reference list' document on the following
    webpage:
http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-
    profile-collection
If you are unsure of the codes, please email the PSC Analytics and Insights team at:
PSC_DataCollection@psc.nsw.gov.au

Data format

Numeric (nnn)

Validation

Must be a valid code

3a Award determining salary rate

Description

The award, agreement or determination which provides for the employee's **base rate of pay** (current as at the census date, i.e., the last known Award etc), e.g., Crown Employees (Administrative and Clerical Officers' Salaries) Award, Public Hospitals (Medical Superintendents) Award, Crown Employees (Board of Studies, Teaching and Educational Standards - Education Officers) Salaries and Conditions Award, School Psychologist and Senior Psychologist Determination, etc

CAUTION: Do not enter Conditions of Employment awards in this data item UNLESS that award also sets the salary rates for the employee. Conditions of Employment awards details are entered in item 3b.

The PSC Analytics and Insights team has collated a list of Awards, Enterprise Agreements and Determinations. In some cases, however, your knowledge of these awards/agreements may be more detailed and up to date than our list. If you know of a current Award/Enterprise Agreement/Determination that is not on the list, you MUST notify PSC Analytics and Insights team of the name and details of the awards so that we can update our records and the validation rules in C3 and assign a code for the award. Then please enter the relevant code in the format specified.

NOTE: **Award code 385 should not be used**. 385 is a broad agreement that varies salaries across numerous Crown Employees salary awards, agreements, and determinations. Please use the distinctive award code. The generic 385 will result in an error message when submitting a return.

Reason for collection

Data Management: Can be used to support and validate the ANZSCO Occupational Codes (Item 3m).
Analysis / Reporting: Provides a profile for NSW Public Sector and can be used as an indicator to gauge the effects of industrial change. Used by NSW Industrial Relations during award negotiations.

Codification

Alphanumeric Code for relevant Awards, Enterprise Agreements, and Determinations.
NSW Awards: The same as the code allocated by the NSW Industrial Registry.

3a Award determining salary rate

Enterprise Agreements: The same as the Agreement code provided by the NSW Industrial Registry. However, remove '/' from the code. For example, EA03/11 becomes **EA0311**.

Federal Enterprise Agreements: The same code as provided by the Federal Industrial Relations Registry. Code preceded by the letter's 'AG'. For example, **AG818106.**

Determinations: The number of the Determination and the year in which it was set down. The Determination is abbreviated for coding purposes. For example, Determination No. 56 of 1983 becomes **D5683**.

A full list of codes can be found in the 'Reference list' document on the following webpage:
http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection

If you are unsure of the award code, please email the PSC Analytics and Insights team at: PSC_DataCollection@psc.nsw.gov.au with the Award name and all relevant details – be specific (including date of origination if possible).

Data format

Alphanumeric.

Validation

Must be a valid code.

3b Award determining conditions of employment

Description

The Award and/or Agreement which determines the employee's **primary conditions of employment** such as leave, overtime and allowance entitlements.
This response should not state Awards and/or Agreements relating to single conditions of employment, e.g., Transferred Officers Compensation Award.
Agency or occupation specific condition awards or Enterprise Agreements may be provided if they are applicable. i.e., if they cover all or the main conditions of employment of the employee. E.g.: Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009.

If an agency or occupation specific Award or Agreements exists which covers some conditions (and could be seen as **supplementary** to the primary conditions of employment award or agreement nominated here) it can be nominated at **Item 3c**.
In the event that an agency's primary conditions of employment are covered by the Crown Employees (Public Service Conditions of Employment 2002) Reviewed Award and the agency also has a supplementary Award or Agreement covering some conditions, the correct response at **Item 3b** is the Crown Employees (Public Service Conditions of Employment 2002) Award and the supplementary Award or Agreement should be nominated at **Item 3c**.

Reason for collection

Analysis / Reporting: Provides a profile for NSW Public Sector. Used for restructuring/planning /forecasting/costing. Used by NSW Industrial Relations during award negotiations.

Codification

Alphanumeric Code for relevant Awards, Enterprise Agreements, and Determinations.
NSW Awards: The same as the code allocated by the NSW Industrial Registry.
Enterprise Agreements: The same as the Agreement code provided by the NSW Industrial Registry. However, remove '/' from the code. For example, EA03/11 becomes **EA0311**.
Federal Enterprise Agreements: The same code as provided by the Federal Industrial Relations Registry. Code preceded by the letter's 'AG'. For example, **AG818106**.

3b Award determining conditions of employment

Determinations: The number of the Determination and the year in which it was set down. The Determination is abbreviated for coding purposes. For example, Determination No. 56 of 1983 becomes **D5683**.
A full list of codes can be found in the 'Reference list' document on the following webpage:

http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection

If you are unsure of the award code, please email the PSC Analytics and Insights team at: PSC_DataCollection@psc.nsw.gov.au

with the Award name and all relevant details – be specific (including date of origination if possible).

Data format

Alphanumeric

Validation

Must be a valid code

3c Agency or occupation specific award/agreement

Description

A supplementary Award or Agreement that determines a range of conditions of employment. Typically, this would be agency or occupation specific but may include special determinations and/or memorandums of understanding. This Award or Agreement is supplementary to the Award or Agreement nominated at **Item 3b**.

NOTE: Do not report Awards or Agreements related to single conditions of employment. e.g., Transferred Officers' Compensation Award or Crown Employees.

Reason for collection

Analysis/Reporting: Provides a profile for NSW Public Sector. Used for restructuring/planning /forecasting/costing. Used by NSW Industrial Relations during award negotiations.

Codification

Alphanumeric code for relevant Awards, Enterprise Agreements and Determinations.

-8888 = Not Applicable (employees with no relevant agency or occupation specific award)

NSW Awards: The same as the code allocated by the NSW Industrial Registry.
Enterprise Agreements: The same as the Agreement code provided by the NSW Industrial Registry. However, remove '/' from the code, e.g., EA03/11
becomes **EA0311.**
Federal Enterprise Agreements: The same code as provided by the Federal Industrial Relations Registry. Code preceded by the 'AG', e.g., **AG18106.**
Determinations: the number of the Determination and the year in which it was set down. The Determination is abbreviated for coding purposes, e.g., Determination No. 56 of 1983 becomes **D5683.**

A full list of codes can be found in the 'Reference list' document on the following webpage:
http://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection

If you are unsure of the award code, please email the PSC Analytics & Insights team at: PSC_DataCollection@psc.nsw.gov.au

with the Award name and all relevant details – be specific (including date of origination if possible).

Data format

Alphanumeric

Validation

Must be a valid code

3d Usual hours worked

Description

The number of paid hours the employee is contracted to work per week, excluding overtime (paid or unpaid).

Current at census date (i.e., last known usual hours worked). Most employees are contracted to work either 35 or 38 hours per week.

Reason for collection

Analysis / Reporting: Used to determine full-time/part-time employment arrangements.

Codification

Number of contracted hours paid per week

-8888   = Not Applicable (employees who do not work a set number of hours per week, e.g., casuals)

NOTE: Please make a pro-rata adjustment to generate weekly hours for employees working on a nine-day fortnight or other non-weekly basis.

Data format

Numeric (nn.nn)

Validation

Must be greater than 1 and less than 40

3e Total number of hours paid reference period

Description

The total actual number of paid hours that were actually worked by the employee during the reference period.

Include:
- ✓ Paid Leave
- ✓ Purchased Leave (also see 3i and 5n)

Exclude:
- ✗ Overtime (paid or unpaid)
- ✗ Workers paid by a third party
- ✗ Unpaid Leave
- ✗ Allowances
- ✗ Additional hours worked under flex time

Reason for collection

Data Management: This item is required to calculate the average FTE and absence rates.

Analysis/Reporting: The calculation of FTE is a standard employment measure. It is a standardised way of describing the size of the workforce and allows comparisons between various groups to be more accurately interpreted.

Codification

Total paid hours
-8888   = Not Applicable (employees who are paid a retainer or allowance rather than a salary).

Data format

Numeric (nnnn.nn)

Validation

Must be a value between 0 and 2080

3f   Overtime hours paid

Description

The number of hours of paid overtime worked by the employee during the reference period. This is the actual number of hours of overtime worked, not their pay equivalent i.e., such as time and a half, double time etc.
Exclude:

✘   Overtime taken as time off in lieu.

Reason for collection

Analysis / Reporting: Indicator of additional employee workload. Link with employee related expenses.

Codification

Number paid overtime hours worked.
0   = Hours for employees who are eligible for paid overtime but did not work any in the relevant period.
-8888 = Not Applicable (the employee's conditions of employment do not provide for paid overtime, e.g., members of the executive service, casual employees)

NOTE: If casual employees are eligible to work overtime, please code according to standard instructions (i.e., number of overtime hours worked or '0'.

Data format

Numeric (nnnn.nn)

Validation

Must be a valid code, or
Must be a value between 0 and 2080.
Consistency check with Item 4g. If '0' is entered for Item 3f, it should also be entered in Item 4g, if -8888 here, should be identical in Item 4g.

3g Employment category

Description

The nature of the employee's employment contract with the agency (refer to population descriptions for inclusions and exclusions).

NOTE: This refers to the employee's status as an employee of the agency regardless of the specific position they occupy or the legislation under which they were employed. This item relates to the employment category for the employee's substantive position. For Public Service employees it relates to the substantive band/classification of work in which the person is employed.

NOTE: See 3.11 in Definitions for advice on employees acting in executive roles under category 18 and 19.

Reason for collection

Analysis / Reporting: Employment Category provides an indication of the flexibility and structure of the NSW Public Sector. This information is essential for workforce management and planning. Comparative profiles of the workforce appointment type can be developed using information from other State and Commonwealth Governments.

Codification

1   = Ongoing – Senior Officer
Should only be used for ongoing staff who are Senior Officers. For temporarily employed Senior Officers, use category 13.
NOTE: No longer applicable to employees under the Government Sector Employment Act 2013

2   = Ongoing – Other than Senior Officers and Senior Executives
Staff employed on a continuing basis to perform ongoing functions.
Include:
- ✓ Ongoing staff except those who are Senior Officers (as defined under category 1)
- ✓ Staff occupying externally funded positions
- ✓ Ongoing public sector staff currently on temporary transfer, temporary appointment, or higher duties within the agency (noting the rules applying to seconded employees under 'Definitions'), and Departmental Liaison Officers based within a Minister's Office who are paid through the agency's payroll.

3g Employment category cont.

3   = Temporary Employee

The employee is employed on a temporary basis to undertake the duties of a specific person or a specific task or project and has been engaged for a nominated fixed term. The employee is paid at the rate applying to the relevant position and is entitled to leave and other benefits of employment generally available to ongoing staff.
Exclude:

 ✘ Casual, sessional, and seasonal from this category (see categories 6 and 7)

 ✘ Temporary Senior Officers (see category 13)

5   = Contract Non-executive

Any non-executive staff employed on the basis of individual contracts. For assistance in determining what constitutes 'non-executive' see definition of 'executive' at category 12.

6   = Casual

Employee engaged to perform duties on an 'as-required' basis and is usually paid at an hourly rate equal to the relevant classification level of the position with a loading.

7   = Sessional or Seasonal

Staff engaged to work for session periods or at particular times of the year

8   = Cadet

Features of Cadetships include:

 ✔ Cadet is studying towards a tertiary qualification, e.g., a degree or diploma

 ✔ Cadetship operates for the period of the study

 ✔ Cadet also works part or full-time for the employer (or during semester breaks), at a rate of pay specific to the cadet program.

9   = Trainee

Employees engaged for a specific period of time to undertake a combination of work, on-the-job training, and formal training/education.
Features of traineeships include:

 ✔ Paid employment under an award/agreement

 ✔ Training contract registered with the TAFE NSW

 ✔ A qualification delivered by a Registered Training Organisation

 ✔ Recognised under the Apprenticeship and Traineeship Act

3g Employment category cont.

✔ Occur in a range of areas including multi-media, information technology, sport and recreation, hospitality, retain and primary industries

10   = Apprentice

Apprenticeships combine work and structured training leading to a recognised qualification.

Features of apprenticeships include:

✔ Paid employment under an award/agreement

✔ Training contract registered with the TAFE NSW

✔ A qualification delivered by a Registered Training Organisation

✔ Recognised under the Apprenticeship and Traineeship Act

✔ Generally last four years and cover traditional trade areas such as building and construction, hairdressing, cooking, the automotive industry, engineering, and manufacturing

11   = Retained Firefighters – Fire & Rescue NSW (FRNSW) use only

Retained Firefighters are part-time firefighters and ongoing employees of FRNSW. They are paid a fortnightly retainer plus an hourly rate for each hour that they attend for incidents, drills, training, and other requirements.

NOTE: Recruit Firefighters (Firefighters in training at the FRNSW College) should be coded under category 2.

12   = Contract - senior executive not in Public Service senior executive or Aligned Executive Service (NSW Health, NSW Police and Transport NSW)

For agencies employing executives but **not** under the following acts:

• Part 4, Divisions 2, 3 and 4 of the Government Sector Employment Act 2013

• NSW Health Service senior executives employed under Chapter 9, Part 3, 0f the Health Services Act 1997

• NSW Police Force senior executives employed under Part 5 of the Police Act 1990

• Transport Service senior executives employed under Part 7A of the Transport Administration Act 1988

Senior Executive positions should have the following features:

3g Employment category cont.

- Employment governed by a contract of employment between the employee and the employer
- Remuneration packages based on total cost to the employer
- Written performance agreements which incorporate government targets
- Play a key role in delivery of government policy, programs or services, are accountable for delivery of key outputs at the agency level and exercise managerial control in their area of accountability

NOTE: See 3.11 in Definitions for advice on employees acting in executive roles

13   = Temporary Senior Officer
For temporary senior officers only.
NOTE: No longer applicable to employees under the Government Sector Employment Act 2013

14   = Temporary Teachers (Department of Education only)
Temporary Teachers are employed under the Crown Employees (Teachers in Schools and TAFE and Related Employees) Salaries and Conditions Award for one engagement full-time for four weeks or more or in one engagement for one to four days per week for two terms or more.

15   = Statutory Appointees or Tipstaves
Applies to all agencies that employ statutory appointees or tipstaves

16   = NSW Police – transitional Police senior executives and transitional Administrative senior executives subject to the provisions of Part 32 of Schedule 4 of the Police Act 1990.
NOTES: See 3.11 in Definitions for advice on employees acting in executive roles. NSW Police Force senior executives under this category will progressively transition to category 19 following the implementation of the provisions contained in Part 32 of Schedule 4 to the Police Act 1990.

3g Employment category cont.

17   = Graduate
Graduates are from a range of academic disciplines and as a condition of employment may participate in:

- Mentoring programs
- Performance assessment and feedback
- Employed over a defined period of time

18   = Contract – Public Service senior executive
Senior executives in the public service employed under Part 4, Division 4 of the Government Sector Employment (GSE) Act 2013.
Also includes Secretaries and Agency heads under Part 4, Divisions 2 and 3 of the GSE Act.

NOTE: See 3.11 in Definitions for advice on employees acting in executive roles.

19   = Contract – Aligned Executive Service (NSW Health, NSW Police and Transport NSW only)
Senior executives employed under the following Acts:
- NSW Health Service senior executives employed under Chapter 9, Part 3 0f the Health Services Act 1997
- NSW Police Force senior executives employed under Part 5 of the Police Act 1990
- Transport Service senior executives employed under Part 7A of the Transport Administration Act 1988

NOTE: See 3.11 in Definitions for advice on employees acting in executive roles.

20   = Transport Service Senior Manager (Transport NSW only)
The Transport Administration Act 1988, Part 7A, Section 68J advises:
"The remuneration level for Transport Senior Managers is to be less than that for any Transport Service senior executive and more than for a clerk (grade 12) in the Public Service with general administrative duties."

Data format

Numeric (nn)

3g Employment category cont.

Validation

Must be a valid code.
11 for use by Fire & Rescue NSW
14 for use by Department of Education
16 for use by NSW Police for employees still in transition
19 for use by NSW Health, Transport NSW, and NSW Police
20 for use by Transport NSW

3h Census date status

Description

Indicates the employment status of an employee at a specific time, i.e., on the **Census date**, **which is the last pay day of the collection period**. Determines the 'census date population', i.e., a snapshot of the NSW Public Sector workforce on the census date. The census date population is a subset of the reference period population.

This item relates to the employee's status for the employee's position that was current as at the census date.

NOTE: For agencies that do not have the ability to determine if the employee was working on the last pay day, then status during the last pay fortnight of the reference period should be used.

Reason for collection

Data Management: Used to determine the 'census date population', i.e., a snapshot of the NSW Public Sector workforce on the census date and to validate other data items in the collection.

Codification

1 = Yes (employee considered to be an employee of the agency on the census date. Include casual employees who were at work on the last pay day of the reference period)

2 = No (employee not considered an employee of the agency on the census date)

3 = Casual employee who did not work on the census date but worked in the reference period**.**

Data format

Numeric (n)

Validation

Must be no missing or withdrawn values.

Consistency check with **Item 6c and Item 6d –**

- if '1' is entered in item 3h then there should be no separation date in item 6d and the correct movement code in item 6c.
- If '2' is entered in Item 3h, the relevant date of separation must be entered in Item 6d and the correct movement code in item 6c.

3i   Total hours paid (census period)

Description

The total actual number of paid hours that were worked by the employee for the last fortnightly pay period in the reference period.

Include:
- ✓ Paid Leave
- ✓ Purchased Leave (also see 3e and 5n)

Exclude:
- ✗ Overtime (paid or unpaid)
- ✗ Workers paid by a third party
- ✗ Unpaid Leave
- ✗ Allowances
- ✗ Additional hours worked under flex time

Reason for collection

Data Management: Item is used to calculate the Census fulltime equivalent (FTE) per employee. FTE is a standardised way to describing the size of the workforce and allows comparisons between various groups to be more accurately interpreted.
FTE is more generally used for budgeting purposes rather than headcount.

Codification

Total paid hours

0   = Employees who were employed by the agency but did not receive any remuneration for the last fortnightly pay period of the census period (e.g., on leave without pay or casual/sessional/seasonal employees who did not undertake paid work during the relevant period)

-8888 = Not Applicable (i.e., separated employees)

NOTE: Please make a pro-rata adjustment to generate weekly hours for employees working on a nine-day fortnight or other non-weekly basis.

3i   Total hours paid (census period) cont.

Data format

Numeric (nnnn.nn)

Validation

Must not be missing or withdrawn values.

Must be a value between 0 and 100.

Consistency check with **Item 6d** – if '-8888' is entered in Item 3i, the relevant date of
separation must be entered in Item 6d

Consistency check with **Item 4e** – if hours are entered in Item 3i, there should be
earnings in Item 4e.

3j Standard weekly full-time award/agreement hours

Description

The number of paid hours the employee would work each week (under the relevant Award or Agreement) **as a full-time employee** in that type of position or occupation. If the employee does not work under an award or agreement, enter the hours they would normally work each week under an award.

Reason for collection

Data Management: Item is used to calculate the full time equivalent (FTE) per employee.
Analysis/Reporting: The calculation of FTE is a standard employment measure. It is a standardised way of describing the size of the workforce and allows comparisons between various groups to be more accurately interpreted.

Codification

Standard weekly full-time award or contract hours.

Data format

Numeric (nn.nn)

Validation

Must be a value between 30 and 40.
Must not be missing or withdrawn.
For full-time employees, the data for this item should be the same as Usual Hours Worked (item 3d).

3k Number of days reference period

Description

The number of days covered by the reference period.

Reason for collection

Data Management: Item is used to calculate full time equivalent (FTE).

Codification

Number of days in the reference period.

Data format

Numeric (nnn).

Validation

Must not be missing or withdrawn.
Must be a value equal to 357, 364, 365, 366, 371 or 378.

NOTE: Approximately every 12 years there will be an additional fortnightly pay period which may take the number of days up to 392. Adjustments to validations and reporting will be made when this occurs.

3l Position code

Description

A 7-digit WFP position code developed in 2001 by the then NSW Premier's Department as extension data to supplement the occupation code and describe how a resource is used. The code includes four components that classify:

- The type of duties performed by the position (1 char)
- The customer type of the team in which the position sits (1 char)
- The customer type receiving the services of the position (1 char)
- A description of service functions (2 chars + 2 chars)

This item relates to the position code for the position that was current at the census date.

This item must be obtained using the Position Coding Automated Tool (PCAT) found at: Position Coding Automated Tool (PCAT)

Reason for collection

Data Management*:* Can be used as a cross reference for Award (**Item 3a**), ANZSCO (**Item 3m**) and Treasury Special Code (**Item 3n**)

Analysis/Reporting*:* Together with ANZSCO, this item will provide valuable information for workforce and strategic planning, at both agency and whole of sector level. As the data is collected, as at census date, the item should not be reported as an average.

Used to determine frontline/non-frontline positions. Frontline positions can be identified using the criteria that the type of duty is service delivery (first digit is 1) and the position customer is external (third digit is 1). Further clarification can be found in the Definitions section at the front of this document.

Codification

7-digit WFP Position Code (from PCAT)

A copy of the Position Coding Guidelines can be found at:
Position Coding Automated Tool (PCAT)

Data format

Numeric (nnnnnnn)

3l   Position code cont.

Validation

Must be a valid code.

- If position customer = 2 or position customer = 3; a service function must be identified.
- If primary service function = 91 and secondary service function = 92; position customer must = 1.

Cross validation of occupational codes with **Item 3m**.

3m ANZSCO

Description

This relates to the employee's occupation. Occupation is classified according to the Australian and New Zealand Standard Classification of Occupations (ANZSCO ABS Cat No 1220.0).

NOTE: ANZSCO has been implemented in relevant ABS and SNZ statistical collections **from September 2006.**

Reason for collection

Data Management: Can be used as a cross reference for Award (Item 3a) and Treasury Special Code (Item 3n)

Analysis/Reporting: Used to monitor changes in the occupational profile of the NSW Public Sector. Provides valuable information for workforce planning. As the code is an Australian standard, ANZSCO enables comparative profiling with other sectors in the labour market as well as other states and Commonwealth Governments.

Codification

Standard ANZSCO codes at the 6 digit-level.

Use the ABS search tool to find the correct code.
ABS ANZSCO search tool

PSC_DataCollection@psc.nsw.gov.au

Supplementary codes:
224900   = Professional Investigator 224901   = Forensic Investigator / Forensic Accountant - not for Police
254445   = Registered Nurse (Mixed Medical/Surgical) - for NSW Health
133500   = Production Manager (Utilities) - for use by energy and water authorities
139100   = Commissioned Corrective Services Officer - for use by Corrective Services

Data format

Numeric (nnnnnn)

Validation

Must be a valid ANZSCO Code corresponding with the ANZSCO concordance or in collaboration with the Analytics Services team.

3n Treasury code

Description

Treasury Code is required to categorise specific groups of employees.
The majority of agencies do not have assigned Treasury Codes.

Reason for collection

Analysis / Reporting: Analysis/Reporting: To report on specific groups of employees when required.

Codification

Designated agencies with a valid code which has been agreed to with NSW Treasury
-8888   = Not Applicable – For agencies where Treasury code does not apply

If you require assistance, please contact the PSC Analytics and Insights team at:
PSC_DataCollection@psc.nsw.gov.au

Data format

Alphanumeric (A x 5)

Validation

Must not be missing or withdrawn

3o Division id

Description

Division ID is required to identify components of a submission and anticipated reporting entities.

Reason for collection

Data Management: Used with item 1 Agency Code, the Division ID allows authenticated users to make submissions.

Analysis/Reporting: Used with item 1 Agency code, the Division Id is fundamental to the scale at which analysis and reporting is conducted and is the key for government entity hierarchies.

Codification

Division ID is generally, the agency code used prior to agency amalgamation in July 2009.

Division ID applies to all Departments, Agencies, Other bodies and submitting entities. If there are no Divisions or reporting entities defined for the submission, Division ID will match Agency Code item 1.

If you require assistance, please contact the PSC Analytics and Insights team at: PSC_DataCollection@psc.nsw.gov.au

Data format

Numeric (nnnn)

Validation

Must be a valid code assigned by PSC Analytics and Insights team.

Range 1 to 9999.

3p Role or position id (assigned role or substantive position)

Description

For roles as applicable under the GSE Act, Role ID identifies the usual ongoing assigned role of an employee at census, or for separated employees, last known usual ongoing assigned role.

For positions, Position ID identifies the position substantively occupied by an employee at census. For Public Service employees it relates to the substantive band/classification of work in which the person is employed. For separated employees, last known position substantively occupied.

More information relating to the GSE Act can be found at:

Government Sector Employment Act 2013

Reason for collection

Data Management: Used for Data Quality activities.

Analysis/Reporting: It is a business key for matching to external data sets.

e.g., e-Recruitment and Senior Executive Service database.

Codification

The position ID from the Human Resource Information System (HRIS)

-7777   = Missing

-8888   = Not Applicable

Casuals should be coded -8888 if they do not have a position ID.

Data format

Alphanumeric (A x 18)

Validation

Must not have leading or trailing spaces.
Range 1 to ZZZZZZZZZZZZZZZZZZ.

3q Role or position id (current/temporary assigned role or current position)

Description

For roles as applicable under the GSE Act, Role ID identifies the current/temporary assigned role of an employee at census, or for separated employees, last known assigned role. Where an employee's current role is the same as the usual ongoing role, this role ID should be reported.
For positions, Position ID identifies the position currently occupied by an employee at census, or for separated employees, last known position substantively occupied.

More information relating to the GSE Act can be found at:
Government Sector Employment Act 2013

Reason for collection

Data Management: Used for Data Quality activities.
Analysis/Reporting: It is a business key for matching to external data sets.
e.g., e-Recruitment and Senior Executive Service database.

Codification

The position ID from the Human Resource Information System (HRIS)
-7777 = Missing
-8888 = Not Applicable (not employed under the GSE act

Casuals should be coded -8888 if they do not have a position ID.

Data format

Alphanumeric (A x 18)

Validation

Corresponds to Item 3p.
Must not have leading or trailing spaces.
Range 1 to ZZZZZZZZZZZZZZZZZZ.

3r   Role or position grade

Description

The grade level of the senior executive role. This is required for Executive roles under the GSE Act or aligned executive service ONLY, i.e., 3g Employment Category = 18 and 19.
NOTE: See 3.11 in Definitions for advice on employees acting in executive roles.

Reason for collection

Analysis / Reporting: This data will be used to monitor the number of Executives in the Public Sector and will enable analysis of distribution of roles within bands.

Codification

EB1   = Executive Band 1 - Directors
EB2   = Executive Band 2 - Executive Directors & Agency Heads
EB3   = Executive Band 3 - Deputy Secretaries & Agency Heads
EB4   = Department Secretaries
-8888 = Not Applicable (not an Executive employed under the GSE Act or aligned service)

Data format

Alphanumeric

Validation

Must be a valid code or -8888

3s Award classification

Description

The award classification under which the employee is paid. This is required for employees whose salary rates are determined under those awards which are adjusted under the Crown Employees (Public Sector – Salaries) Award ONLY.

The Crown Employees (Public Sector – Salaries) Award covers many Awards, Agreements and Determinations and is updated regularly by NSW Industrial Relations Commission and advised to agencies via NSW Treasury Circular.

The most recent C2019-04-Crown Employees (Public Sector - Salaries 2019) Award contains the full list of awards, determinations, and agreements. It can be accessed at: https://arp.nsw.gov.au/c2019-04-crown-employees-public-sector-salaries-2019-award

Reason for collection

Analysis / Reporting: This data is used to monitor the number of employees under various Award Classifications.

Codification

Codes are available in the 'Reference List' document available on the following link: https://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection

-8888 = Not Applicable (not an employee under Crown Employees (Public Sector – Salaries 2008) Award)

Data format

Alphanumeric

Validation

Must be a valid code or -8888

3t   Role/position title (mandatory - in 2023)

Description

Role/position title identifies the role or position currently occupied by an employee at census, or for separated employees, the last known role or position occupied.

From 2023, this item will be mandatory for all public sector employees.

Reason for collection

Analysis/Reporting: Used for analysis of occupations.

Codification

Agency allocated role/position title
-7777 = Missing
-8888 = Not Applicable

Data format

Alphanumeric (256)

Validation

Validation for field length

3u Frontline/non-frontline role/position

Description

Frontline positions can be identified as those positions which spend 70% or more of their time providing services to external customers where those customers are members of the public.

Those positions which provide services to other government agencies (e.g., positions in central agencies, service providers) are NOT considered frontline.

Reason for collection

Analysis / Reporting: To identify proportion of public sector involved in providing services to the public

Codification

1   = Yes, this is a frontline position
2   = No, this is not a frontline position
-7777   = Missing

Data format

Numeric (n)

Validation

Valid code

5.4. Remuneration

4a Total annual base remuneration (assigned role or substantive position)

Description

The total annual full-time base remuneration rate for the employee's assigned role or substantive position (effective as at the census date). This refers to the remuneration level at which the employee is contracted to work, not actual earnings during the period. It is determined by the award and increment level of a person's assigned role or substantive position, e.g., Clerk, grade 2, year 2. Excludes remuneration of any other kind.

Base remuneration includes:
- ✔ Base salary and any salary packaged or sacrificed components.

Excludes:
- ✘ Employer's contribution to superannuation.
- ✘ Allowances of any kind, e.g., first aid, language, meal, shift.

All figures should represent an annual rate and be provided as gross, i.e., before tax, and other deductions (such as union dues) should be removed.
For senior executives on contracts, this includes:
- ✔ The proportion of remuneration paid as superannuation to the employee (compulsory 'employer' contribution and any additional payments).

Excludes:
- ✘ Allowances of any kind.

This item relates to total annual base remuneration for the employee's assigned role or substantive position at census date, or for separated employees, remuneration for the last known assigned role or substantive position.

Reason for collection

Analysis / Reporting: This is a mandatory Workforce Diversity item. All Diversity data is based on the employees assigned role/substantive position. Refer to **Item 2a**.

4a Total annual base remuneration (assigned role or substantive position) cont.

Codification

Annual base remuneration in substantive position (excluding employer's contribution to superannuation).
-7777   = Missing
-8888   = Not Applicable
Casuals should be coded -8888

NOTE: For part-time employees provide the full-time equivalent remuneration, not the pro rata part-time rate. For employees who salary package/sacrifice, provide the value of the total remuneration package.

Data format

Numeric (nnnnnnn.nn)

Validation

Must be a value between 8,000 and 700,000

4b Total annual base remuneration (current/temporary assigned role or current position)

Description

The total annual full time base remuneration for the employee's current assigned role or position. This refers to the remuneration level at which the employee is contracted to work, not actual earnings during the period. It is determined by the award and increment level of a person's current assigned role or position, e.g., Clerk, grade 3, year 1. Excludes remuneration of any other kind.

Base remuneration includes:
- ✔ Base salary and any salary packaged or sacrificed components.

Excludes:
- ✖ Employer's contribution to superannuation.
- ✖ Allowances of any kind, e.g., first aid, language, meal, shift.

For Senior Executives on contracts, this includes:
- ✔ The proportion of remuneration paid as superannuation to the employee (compulsory 'employer' contribution and any additional payments).

Excludes:
- ✖ Allowances of any kind.

NOTE: For most employees, the data for this item will be the same as for **Item 4a**, i.e., they currently occupy their assigned role or substantive position.
This item relates to total annual remuneration for the employee's position that was **current** as at the census date (or last known role or position if the employee has left the agency).

Reason for collection

Data Management: Provides a partial interpretation of employee classification based on employee salary.
Analysis/Reporting: Allows individual data to be aggregated into salary groups. This information provides an insight into the structure of the workforce and the cost of employment. An indicator of salary cost obligation across government.

4b Total annual base remuneration (current/temporary assigned role or current position) cont.

Codification

Annual Base Remuneration in current assigned role or position.
-7777 = Missing.
-8888 = Not applicable.
Casuals should be coded -8888

Data format

Numeric (nnnnnnn.nn)

Validation

Must be a value between 8,000 and 700,000

4d Total gross earnings (financial year to date)

Description

The total actual gross earnings of the employee, financial year to date. Package components should be reported as a gross figure before tax and other deductions (such as union dues) are removed.

Include:

- ✔ Base salary
- ✔ Payment made for any form of leave and public holidays
- ✔ Leave loading
- ✔ Workers' compensation payments made through the payroll
- ✔ All allowances, including higher duties allowance, except for those listed under exclusions
- ✔ Market loadings (including recruitment and retention allowance)
- ✔ Overtime and penalty payments
- ✔ Salary packaged/Sacrificed components
- ✔ Performance related payments whether paid as bonus or an increase in the base salary
- ✔ Social security, health insurance or pension schemes
- ✔ Lump sum payments
- ✔ Any other payments made by the employer on behalf of the employee and forming part of their remuneration

Exclude:

- ✘ Employer's contribution to superannuation on behalf of the employee
- ✘ Travelling compensation allowances/payments
- ✘ Meal allowances
- ✘ Subsistence allowances
- ✘ Reimbursements for work-related expenses (including the use of a private motor vehicle for work purposes)
- ✘ Commonwealth paid parental leave

4d Total gross earnings (financial year to date) cont.

Description

YEAR TO DATE:
For continuous employees: From the first day of the reference period to current census date (the reference period commences from the first day covered by the first pay period of the current financial year).
For recently commenced employees: From the employee's commencement date to current census date.
For separated employees: From first day of the reference period to separation date.

Reason for collection

Analysis / Reporting: The financial year to date earnings is used for determining employment expenditure and forecasting the dollar cost of award/agreement and allowance variations.

Codification

Total actual earnings
0   = Ongoing/temporary employees who did not receive any remuneration

NOTE: Casual employees who did not undertake any paid work during the reference period should be excluded from the collection.

Data format

Numeric (nnnnnnn.nn)

Validation

Must be no missing or withdrawn values.
Should be a value between 0 and 1,000,000.

4e Total gross earnings (census pay period)

Description

The total actual gross earnings of the employee for the last fortnightly pay period in the reference period.

The figure is a gross figure, before tax and other deductions (such as union dues) are removed.

For employees who salary package/sacrifice, provide the total value of all remuneration components.

Include:
- ✔ Base salary
- ✔ Payments made for any form of leave and public holidays
- ✔ Leave loading
- ✔ Workers' compensation payments made through the payroll
- ✔ All allowances, including higher duties allowance, except for those listed under Exclusions
- ✔ Market loadings (including recruitment and retention allowance)
- ✔ Overtime and penalty payments
- ✔ Salary packaged/sacrificed components
- ✔ Performance related payments whether paid as a bonus or an increase in the base salary
- ✔ Social security, health insurance or pension schemes
- ✔ Lump sum payments
- ✔ Any other payments made by the employer on behalf of the employee and forming part of their remuneration

Exclude:
- ✘ Employer's contribution to superannuation on behalf of the employee
- ✘ Travelling compensation allowances/payments
- ✘ Meal allowances
- ✘ Subsistence allowances
- ✘ Reimbursements for work-related expenses (including the use of a private motor vehicle for work purposes)
- ✘ Commonwealth paid parental leave

4e Total gross earnings (census pay period) cont.

Reason for collection

Analysis / Reporting: Is used for determining employment expenditure.

Codification

Total actual earnings for the census period

0 = Employees who were employed by the agency but did not receive any remuneration for the last fortnightly pay period (e.g., on leave without pay or casual/sessional/seasonal employees who did not undertake paid work during the relevant period).

-8888 = Not Applicable (i.e., employees who separated from the agency prior to the census pay period.

NOTE: Please make a pro rata adjustment to generate weekly hours for employees working on a nine-day fortnight or other non-weekly basis

Data format

Numeric (nnnnnnn.nn)

Validation

Out of range values.
Consistency check with Item 3h.
Should be a value between 0 and 30,000. Greater values require an explanation at sign off.

4g Actual earnings overtime payments

Description

Overtime paid to the employee during the reference period.
The figure provided should be the total amount paid before tax during the reference period.

Reason for collection

Analysis / Reporting: Used to determine the proportion of the total gross earnings that is made up of overtime payments.

Codification

Overtime Paid – Value rounded to the nearest dollar
0   = Employees whose employment conditions provide for paid overtime but did not receive any overtime payments during the reference period.
-7777 = Missing (information not recorded).
-8888 = Not applicable (employees whose employment conditions do not provide for paid overtime, e.g., senior executives).
-9999 = Withdrawn.

NOTE: If casual employees are eligible for overtime, please show the value of the overtime paid rounded to the nearest dollar.

Data format

Numeric (nnnnnnn.nn)

Validation

Consistency check with Item 3f Overtime Hours.
Generally, a value between 0 and 99,000. Greater values require an explanation at sign-off.

4h Actual earnings - recreation leave lump sum payout

Description

Recreation Leave lump sum component part of a termination payment, paid to an employee who separates from the agency during the reference period (over and above the employee's base wage or salary).

NOTE 1: This payment may be made for any type of termination if the employee has an entitlement to recreation leave.

Include:

- ✓ Pay out of recreation leave.

Exclude:

- ✗ Pay out of extended leave.
- ✗ Redundancy Lump Sum.

Reason for collection

Analysis / Reporting: From this data it is possible to determine the proportion of year-to-date total gross earnings that is made up of the recreation leave lump sum component.

Codification

Recreation Leave Lump Sum payout.

0 = Employees whose employment conditions provide for lump sum payments for unused recreation leave, but who did not receive a payout during the reference period.

-7777 = Missing.

-8888 = Not Applicable (Employee's conditions of employment do not provide for recreation leave).

NOTE 2: If an employee separates to another public sector agency, they may be entitled to carry forward their recreation leave balance to their new agency. In this situation, show '0'.

Data format

Numeric (nnnnnnn.nn)

Validation

Consistency check with **Item 6c** and **Item 6d**

4i   Actual earnings – redundancy lump sum payout

Description

Redundancy lump sum component part of the termination payment, paid to the employee during the reference period (over and above the employee's base wage or salary).

NOTE 1: This payment is only made if the termination has occurred due to redundancy.

Include:
- ✔ Redundancy Lump Sum.

Exclude:
- ✘ Pay out of recreation leave.
- ✘ Pay out of extended leave.

Reason for collection

Analysis / Reporting: From this data it is possible to determine the proportion of year-to-date total gross earnings that is made up of the Redundancy component of the payment.

Codification

Redundancy payments paid.

0 = Employee whose employment conditions provide for lump sum payments for redundancy but who did not receive a redundancy payment during the reference period.

-7777 = Missing

-8888 = Not Applicable (Employee's conditions of employment do not provide for redundancy payments).

NOTE 2: If an employee separates to another public sector agency, they may be entitled to carry forward their extended leave balance to their new agency. In this situation, show '0'.

Data format

Numeric (nnnnnnn.nn)

Validation

Consistency check with **Item 6c** and **Item 6d**

4j   Actual earnings – extended leave lump sum payout

Description

Extended Leave lump sum component part of the termination payment, paid to the employee during the reference period (over and above the employee's base wage or salary).

NOTE 1: This payment may be made for any type of termination if the employee has an entitlement to extended leave.

Include:
- ✓ Payout of extended leave.

Exclude:
- ✗ Pay out of recreation leave.
- ✗ Redundancy Lump Sum.

Reason for collection

Analysis / Reporting: From this data it is possible to determine the proportion of year-to-date total gross earnings that is made up of the extended leave lump sum component.

Codification

Extended Leave Lump Sum payout.
0   = Employees whose employment conditions provide for lump sum payments for unused Extended Leave but who did not receive a payout during the reference period.
-7777   = Missing.
-8888   = Not Applicable (Employee's conditions of employment do not provide for extended leave).

NOTE 2: If an employee separates to another public sector agency, they may be entitled to carry forward their extended leave balance to their new agency. In this situation, show '0'.

Data format

Numeric (nnnnnnn.nn)

Validation

Consistency check with **Item 6c** and **Item 6d**

4l Salary maintenance

Description

Salary maintenance paid to an employee **during the reference period**.

Codes 1 and 2 only apply to employees who were declared Excess Employees at any point during the reference period. If an excess employee is provided with meaningful work or is placed in a position at a lower grade, they are entitled to three (3) calendar month's salary maintenance at their substantive grade.

Code 3 applies to employees who are **not** excess employees but **have** received salary maintenance during the reference period under another formal arrangement.

Reason for collection

Analysis / Reporting: To assist with Workforce Planning and Budgeting.

Codification

1	= Yes (staff member **was** declared excess and received salary maintenance).
2	= No (staff member **was** declared excess but did not receive salary maintenance).
3	= Yes (staff member received Salary Maintenance but **is not considered an excess employee**).
-7777	= Missing
-8888	= Not Applicable (staff member **not** declared excess and did not receive salary maintenance **OR** staff member's conditions of employment do not provide for salary maintenance). If -8888 is used here, then data item 6e must be coded as '3' or '-8888'.
-9999	= Withdrawn

Data format

Numeric (n)

Validation

Must be a valid code.

Consistency check with **Item 6e**.

If **Item 4l** = 1 or 2 then **Item 6e** should be 2.

If **Item 4l** = 3 then **Item 6e** should be 3 or -8888.

4m Leave loading

Description

Leave loading paid to an employee during the reference period.

Reason for collection

Analysis / Reporting: From this data it is possible to determine the proportion of year-to-date total gross earnings that is made up of leave loading.

Codification

Leave loading payout for the reference period
0 = Employees whose employment conditions provide for leave loading, but who did not receive a payment during the reference period.
-7777 = Missing
-8888 = Not Applicable (employee's conditions of employment do not provide for leave loading).

Data format

Numeric (nnnnnnn.nn)

Validation

No validation

4n Remote area allowance

Description

Remote Area Allowance paid to an employee during the reference period. Employees may be entitled to be paid an allowance for the increased cost of living and the climatic conditions in a remote area, under their relevant conditions of employment awards.
For public service employees, remote areas are defined under Section 39 of the Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009.
For other non-public service employees, conditions of employment awards may define different areas and monetary values of the allowance.

Reason for collection

Analysis / Reporting: To assist with Workforce Planning and budgeting.

Codification

Amount of Remote Area Allowance paid.
0 = Employees whose employment conditions provide for the allowance but who did not receive any during the reference period.
-7777 = Missing
-8888 = Not Applicable (the employee's conditions of employment do not provide for the Allowance).
-9999 = Withdrawn

Data format

Numeric (nnnnnnn.nn)

Validation

No validation

4o Actual earnings – higher duties / temporary assignments

Description

Higher Duties paid to the employee across all acting arrangements during the reference period.

Reason for collection

Analysis / Reporting: To assist with Workforce Planning as an indicator of levels of higher duties across the sector.

Codification

Amount paid for Higher Duties.

0	= Employees whose employment conditions provide for the higher duties but who did not receive any during the reference period.
-7777	= Missing
-8888	= Not Applicable (the employee's conditions of employment do not provide for higher duties)
-9999	= Withdrawn

Data format

Numeric (nnnnnnn.nn)

Validation

No validation

4p Total Remuneration Package (TRP)

Description

The Executive's current Total Remuneration Package (TRP). TRP is the total amount paid to an Executive inclusive of superannuation.
NOTE: This data item is applicable to the following executives:
Part 4, Division 4 of the Government Sector Employment (GSE) Act 2013.

- NSW Health Service senior executives employed under Chapter 9, Part 3 of the *Health Services Act 1997*
- NSW Police Force senior executive service employed under Part 5 of the *Police Act 1990*
- Transport Service senior executives employed under Part 7A, Section 68F of the *Transport Administration Act 1998*

This is not applicable to non-executives temporarily assigned to senior executive roles.

Reason for collection

Analysis / Reporting: Provides ability to analyse TRP trends over time.

Codification

The Executive's current Total Remuneration Package (TRP) as per the definition provided in the description section of this item
-7777   = Missing (information not recorded)
-8888   = Not Applicable

Data format

Numeric (nnnnnnn.nn)

Validation

Must be a numeric value. Consistency check with **Item 3g** for Senior Executives. Aligns with 4a and 4b.

4q Special determination

Description

Determination amount (TRP) for executives who occupy a role subject to a special determination of SOORT (Statutory and Other Officers Remuneration Tribunal).
NOTE: This data item is only applicable to Public Service senior executives who are listed to the current Public Service senior executive determination. As the determinations relate to a named individual, the special determination is not available to someone temporarily assigned to the role to which a special determination applies

Reason for collection

Analysis / Reporting: To provide ability to analyse number of Executives who occupy a role subject to a special determination of SOORT, and the cost associated.

Codification

Determination amount (cost) for Executives who occupy a role subject to a special determination of SOORT
-8888   = Not Applicable

Data format

Numeric (nnnnnnn.nn)

Validation

Must be a numeric value. Consistency check with **Item 3g** for Senior Executives

4s Actual earnings – skills shortage allowance

Description

Skills Shortage Allowance **(non-Senior Executive employees at or above Grade 12 but not payable to Senior Officers)** paid to the employee during the reference period (over and above the employee's base wage or salary).

Reason for collection

Analysis / Reporting: To assist with Workforce Planning.

Codification

Amount of skills shortage allowance paid (non-Senior Executive employees).

0   = Employees whose employment conditions provide for this allowance but who did not receive one during the reference period.

-7777 = Missing

-8888 = Not Applicable (the employee's conditions of employment do not provide for a Skills Shortage Allowance).

-9999 = Withdrawn

Data format

Numeric (nnnnn.nn)

Validation

Should be a value between 0 and 13,000

5.5. Leave

5a Recreation leave accrued at census date

Description

The recreation leave balance in hours accrued by the employee as at the census date.

Reason for collection

Analysis / Reporting: Can be used to monitor and report on recreation leave usage and to calculate liabilities.

Codification

Hours of accrued recreation leave.

0   = Employees whose conditions of employment provided for recreation leave but who did not accrue any during the reference period, e.g., employees on unpaid leave.

-7777 = Missing

-8888 = Not Applicable (the employee separated from the agency prior to the census date or employee's conditions of employment did not provide for recreation leave).

-9999 = Withdrawn

Data format

Numeric (nnnn.nn)

Validation

Generally, not a negative value. Negative values require an explanation at sign-off

5b Recreation leave taken during the reference period

Description

The number of hours of recreation leave taken by the employee during the reference period

- Actual leave hours taken; not how many hours paid.
  For example: if 30 days leave are taken at half pay, the hours are still equivalent to 30 days (eg.30 x 7hrs) even though the hours paid are only equivalent to 15 days.
- Recreation leave may be taken at half pay but only when combined with parental leave.

Reason for collection

Analysis / Reporting: Can be used for deriving average employee availability. Also used to analyse trends within Agencies.

Codification

Hours of recreation leave taken.
0   = Employees whose conditions of employment provided for recreation leave but who did not take any during the reference period, e.g., employees on unpaid leave.
-7777   = Missing.
-8888   = Not Applicable (the employee's conditions of employment did not provide for recreation leave).
-9999 = Withdrawn

Data format

Numeric (nnnn.nn)

Validation

Must not be greater than **Item 3e**.
Should be a value between 0 and 2080.
Generally, not a negative value. Negative values require an explanation at sign-off.

5c Sick leave accrued at census date

Description

The sick leave balance in hours accrued by the employee as at the census date.

Reason for collection

Analysis / Reporting: Can be used for deriving average employee availability. Also used to analyse trends within Agencies.

Codification

Hours of accrued sick leave.
0　　 = Employees whose conditions of employment provided for sick leave but who did not accrue any during the reference period, e.g., employees on unpaid leave.
-7777　= Missing.
-8888　= Not Applicable (the employee separated from the agency prior to the census date or the employee's conditions of employment did not provide for sick leave).
-9999 = Withdrawn.

Data format

Numeric (nnnn.nn)

Validation

Generally, not a negative value. Negative values require an explanation at sign-off.

5d Paid sick leave taken during the reference period

Description

The number of hours of paid sick leave taken by the employee during the reference period.

Include:

✓ Sick leave taken as special sick leave.

Exclude:

✗ Sick leave taken as Carer's Leave (see Item 5f) and Family and Community Services (FACS) leave (see Item 5m).

Reason for collection

Analysis / Reporting: The data is used to provide trends in sick leave usage across the sector and within Agencies. In certain circumstances this can be an indication of morale and/or general health of specific segments of the workforce. May also be used for analysing changes in policies.

Codification

Hours of paid sick leave taken.

0   = Employees whose conditions of employment provided for sick leave but who did not take any during the reference period.

-7777   = Missing.

-8888   = Not Applicable (employee's conditions of employment did not provide for sick leave).

-9999   = Withdrawn

Data format

Numeric: (nnnn.nn)

Validation

Must not be greater than **Item 3e**.
Should be a value between 0 and 2080.
Generally, not a negative value. Negative values require an explanation at sign-off.

5e Unpaid sick leave taken during the reference period

Description

The number of hours of unpaid sick leave taken by the employee during the reference period.

Reason for collection

Analysis / Reporting: The data is used to provide trends in sick leave usage across the sector and within Agencies.

Codification

Hours of unpaid sick leave taken.

0   = Employees whose conditions of employment provided for sick leave but who did not take any during the reference period.
-7777   = Missing.
-8888   = Not Applicable (employee's conditions of employment did not provide for sick leave).
-9999   = Withdrawn

Data format

Numeric: (nnnn.nn)

Validation

Should be a value between 0 and 2080.
Generally, not a negative value. Negative values require an explanation at sign-off.

5f   Paid sick leave taken as carer's leave during the reference period

Description

The number of hours of paid sick leave taken as Carer's Leave by the employee during the reference period, excluding Family and Community Services (FACS) leave which is recorded at item 5m, and sick leave.

Reason for collection

Analysis / Reporting: The data is used to provide trends in sick leave usage across the sector and within Agencies. May also be used for analysing changes in policies.

Codification

Hours of paid sick leave taken as Carer's Leave.
0   = Employees whose conditions of employment provided for sick leave to be taken as Carer's Leave but who did not take any during the reference period.
-7777   = Missing.
-8888   = Not Applicable (the employee's conditions of employment did not provide for sick leave taken as Carer's Leave).
-9999   = Withdrawn.

Data format

Numeric: (nnnn.nn)

Validation

Must not be greater than Item 3e.
Should be a value between 0 and 2080.
Generally, not a negative value. Negative values require an explanation at sign-off.

5g Extended leave accrued as at census date

Description

The extended leave (long service leave) balance in hours accrued by the employee as at the census date.
Only include the leave balance which is available to be taken by the employee and/or would be paid out if the employee ceased work for the agency/public sector.
Employees who have left the agency do not have accrued leave as at the census date and should be coded as -8888 (Not Applicable).

Reason for collection

Analysis / Reporting: To monitor and report on extended leave usage and to monitor liabilities.

Codification

Hours of accrued extended leave.
0   = Employees whose conditions of employment provided for extended leave but who did not accrue any during the reference period, e.g., employees on unpaid leave
-7777   = Missing
-8888   = Not Applicable (the employee separated from the agency prior to the census date or the employee's conditions of employment did not provide for extended leave)
-9999 = Withdrawn

Data format

Numeric (nnnn.nn)

Validation

Generally, not a negative value. Negative values require an explanation at sign-off

5h Extended leave taken at full pay during the reference period

Description

The number of hours* of extended leave (long service leave) **taken on full pay** by the employee during the reference period.

* Actual leave hours taken; not how many hours paid.

For example: if 30 days leave are taken at full pay, the hours are equivalent to 30 days (eg.30 x 7hrs).

NOTE: Where leave taken records do not distinguish between leave taken on full pay and half pay, please include the total hours against this Item and advise the PSC Analytics and Insights team.

Reason for collection

Analysis / Reporting: To monitor and report on extended leave usage.

Codification

Hours of extended leave taken at full pay.
0   = Employees whose conditions of employment provided for extended leave but who did not take any during the reference period
-7777   = Missing
-8888   = Not Applicable (employee's conditions of employment did not provide for extended leave)
-9999   = Withdrawn

Data format

Numeric (nnnn.nn)

Validation

Must not be greater than Item 3e.
Should be a value between 0 and 2080.
Generally, not a negative value. Negative values require an explanation at sign-off.

5i Extended leave taken at half pay during the reference period

Description

The number of hours* of extended leave (long service leave) **taken on half pay** by the employee during the reference period.

* Actual leave hours taken; not how many hours paid.

For example: if 30 days leave are taken at half pay, the hours are still equivalent to 30 days (eg.30 x 7hrs) even though the hours paid are only equivalent to 15 days.

NOTE: Where leave taken records do not distinguish between leave taken on full or half pay, please include the total hours against **Item 5h** and advise the PSC Analytics and Insights team

Reason for collection

Analysis / Reporting: To monitor and report on extended leave usage.

Codification

Hours of extended leave taken at half pay.

0   = Employees whose conditions of employment provided for extended leave but who did not take any during the reference period
-7777   = Missing
-8888   = Not Applicable (employee's conditions of employment did not provide for extended leave)
-9999   = Withdrawn

Data format

Numeric (nnnn.nn)

Validation

Must not be greater than Item 3e.
Should be a value between 0 and 2080.
Generally, not a negative value. Negative values require an explanation at sign-off.

5j   Parental leave taken at full pay during the reference period

Description

The number of hours* of parental leave **taken on full-pay** by the employee during the reference period. Parental leave refers to maternity **or paternity** leave.

* Actual leave hours taken; not how many hours paid.

For example: if 30 days leave are taken at full pay, the hours are equivalent to 30 days (e.g., 30 x 7hrs).

NOTE: Where leave taken records do not distinguish between leave taken on full pay and half pay, please include the total hours against this Item and advise the PSC Analytics and Insights team.

Reason for collection

Analysis / Reporting: To monitor and report on leave usage and monitor effects of policy/award changes.

Codification

Hours of parental leave taken at full pay.
0   = Employees whose conditions of employment provided for parental leave but
              who did not take any during the reference period
-7777   = Missing
-8888   = Not Applicable (Employee's conditions of employment did not provide for
              parental leave)
-9999   = Withdrawn

Data format

Numeric (nnnn.nn)

Validation

Must not be greater than Item 3e.
Should be a value between 0 and 2080.
Generally, not a negative value. Negative values require an explanation at sign-off.

5k Parental leave taken at half pay during the reference period

Description

The number of hours* of parental leave **taken at half-pay** by the employee during the reference period. Parental leave refers to maternity or paternity leave

* Actual leave hours taken; not how many hours paid.

For example: if 30 days leave are taken at half pay, the hours are still equivalent to 30 days (eg.30 x 7hrs) even though the hours paid are only equivalent to 15 days.

NOTE: Where leave taken records do not distinguish between leave taken on full or half pay, please include the total hours against **Item 5j** and advise the PSC Analytics and Insights team.

Reason for collection

Analysis / Reporting: To monitor and report on leave usage and monitor effects of policy/award changes.

Codification

Hours of parental leave taken at half pay.
0   = Employees whose conditions of employment provided for parental leave but
              who did not take any during the reference period.
-7777   = Missing.
-8888   = Not Applicable (Employee's conditions of employment did not provide for
              parental leave at half-pay).
-9999   = Withdrawn.

Data format

Numeric (nnnn.nn)

Validation

Must not be greater than Item 3e.
Should be a value between 0 and 2080.
Generally, not a negative value. Negative values require an explanation at sign-off.

5I Unpaid parental leave taken during the reference period

Description

The number of hours of unpaid parental leave taken by the employee during the reference period.
Parental leave refers to maternity **or paternity** leave.

Reason for collection

Analysis / Reporting: To monitor and report on leave usage and monitor effects of policy/award changes.

Codification

Hours of unpaid parental leave taken.

0   = Employees whose conditions of employment provided for parental leave but who did not take any during the reference period

-7777 = Missing

-8888 = Not Applicable (Employee's conditions of employment did not provide for unpaid parental leave)

-9999 = Withdrawn

Data format

Numeric (nnnn.nn)

Validation

Should be a value between 0 and 2080.
Generally, not a negative value. Negative values require an explanation at sign-off.

5m Family and Community Services (FACS) leave taken during the reference period

Description

The number of hours of Family and Community Services (FACS) leave taken by the employee during the reference period.

NOTE: Agencies which have an equivalent form of leave should record it under this data item and provide details of their equivalent leave type.

Reason for collection

Analysis / Reporting: To monitor and report on leave usage and monitor effects of policy/award changes.

Codification

Hours of FACS leave taken.

0 = Employees whose conditions of employment provided for FACS leave but who did not take any during the reference period
-7777 = Missing
-8888 = Not Applicable (employee's conditions of employment did not provide for FACS leave)
-9999 = Withdrawn

Data format

Numeric (nnnn.nn)

Validation

Must not be greater than **Item 3e**.
Should be a value between 0 and 40.
Generally, Negative values or greater than 40 require an explanation at sign-off.

5n Unpaid leave taken during the reference period

Description

The number of hours of unpaid leave taken by the employee during the reference period.

Include:

- ✓ Unpaid Study Leave
- ✓ Purchased Leave (also see 3e and 3i)
- ✓ Other forms of unpaid leave except those specified below

Exclude:

- ✗ Unpaid Sick Leave (report under Item 5e)
- ✗ Unpaid Parental Leave (report under Item 5l)

Reason for collection

Analysis / Reporting: To monitor and report on leave usage.

Codification

Hours of unpaid leave taken.

0 = Employees whose conditions of employment provided for unpaid leave but who did not take any during the reference period

-7777 = Missing

-8888 = Not Applicable (employee's conditions of employment did not provide for unpaid leave)

-9999 = Withdrawn

Data format

Numeric (nnnn.nn)

Validation

Should be a value between 0 and 2080.
Generally, not a negative value. Negative values require an explanation at sign-off.

5o Extended leave taken on double pay during the reference period

Description

The number of hours* of extended leave (long service leave) **taken on double pay** by the employee during the reference period.
* Actual leave hours taken; not how many hours paid.
For example: if 30 days leave are taken at double pay, the hours to be reported in this item is the number of hours equivalent to 30 days (30 x 7), even though the employee is paid for 60 days (60 x 7hrs).
NOTE: Where leave taken records do not distinguish between leave taken on double, full or half pay, please include the total hours against **Item 5h** and advise the PSC Analytics and Insights team.

Reason for collection

Analysis / Reporting: To monitor and report on extended leave usage.

Codification

Hours of extended leave taken at double pay.
0   = Employees whose conditions of employment provided for extended leave but who did not take any during the reference period
-7777   = Missing
-8888   = Not Applicable (employee's conditions of employment did not provide for extended leave at double pay).
-9999   = Withdrawn.

Data format

Numeric (nnnn.nn)

Validation

Must not be greater than **Item 3e**.
Should be a value between 0 and 2080.
Generally, not a negative value. Negative values require an explanation at sign-off.

5p Commonwealth paid parental leave

Description

An indicator that Commonwealth Paid Parental Leave was taken during the reference period.

Reason for collection

Analysis / Reporting: Used to monitor the usage of the Commonwealth Paid Parental Leave scheme.

Codification

Commonwealth Paid Parental Leave.

1 = Yes (the employee took Commonwealth Paid Parental Leave during the reference period)

2 = No (the employee did not take Commonwealth Paid Parental Leave during the reference period)

-7777 = Missing

-8888 = Not Applicable (employee's conditions of employment did not provide for commonwealth paid parental leave)

-9999 = Withdrawn

Data format

Numeric (n)

Validation

No validation

5q Special leave taken during the reference period

Description

The number of hours of special leave taken by the employee during the reference period.

NOTE: Agencies which have an equivalent form of leave should record it under this data item and provide details of their equivalent leave type.

Reason for collection

Analysis / Reporting: To assist with Workforce Planning.

Codification

Hours of Special leave taken.

0	= Employees whose conditions of employment provide for Special leave but who did not take any during the reference period
-7777	= Missing
-8888	= Not Applicable (employee's conditions of employment did not provide for Special leave)
-9999	= Withdrawn

Data format

Numeric (nnnn.nn)

Validation

Must not be greater than Item 3e.

Generally, negative values require an explanation at sign-off.

5r Domestic and Family Violence leave (DFV leave) taken during the reference period

Description

The number of hours of DFV leave taken by the employee during the reference period.

Reason for collection

Analysis / Reporting: To monitor and report on leave usage and monitor effects of policy.

Codification

Hours of DFV leave taken.

0 = Employees whose conditions of employment provided for DFV leave but who did not take any during the reference period

-7777 = Missing

-8888 = Not Applicable (employee's conditions of employment did not provide for DFV leave)

-9999 = Withdrawn

Data format

Numeric (nnnn.nn)

Validation

Must not be greater than Item 3e.

Should be a value between 0 and 80.

Generally, Negative values or greater than 80 require an explanation at sign-off.

5w Paid special miscarriage leave taken during the reference period (mandatory in 2023)

Description

The number of hours of paid special miscarriage leave taken during the reference period. For details, please refer to the Miscarriage and Pre-Term Birth Leave Determination.

Reason for collection

Analysis / Reporting: To monitor and report on leave usage and monitor effects of policy changes introduced on 3rd July 2021 effective 1st July 2021.

Codification

Hours of miscarriage leave taken.

0 = Employees whose conditions of employment provided for paid leave in the event of a miscarriage but who did not take any during the reference period.

-7777 = Missing.

-8888 = Not Applicable (Employee's conditions of employment did not provide for miscarriage leave).

-9999 = Withdrawn.

Data format

Numeric (nnnn.nn)

Validation

Must not be greater than Item 3e.

Should be a value between 0 and 420.

Generally, not a negative value. Negative values require an explanation at sign-off.

5x Paid special pre-term parental leave taken during the reference period (mandatory in 2023)

Description

The number of hours of paid special pre-term parental leave taken during the reference period. For details, please refer to the Miscarriage and Pre-Term Birth Leave Determination.

Reason for collection

Analysis / Reporting: To monitor and report on leave usage and monitor effects of policy changes introduced on 3rd July 2021 effective 1st July 2021.

Codification

Hours of pre-term leave taken .

0   = Employees whose conditions of employment provided for paid special pre-term parental leave but who did not take any during the reference period.
-7777   = Missing.
-8888   = Not Applicable (Employee's conditions of employment did not provide for parental leave).
-9999   = Withdrawn.

Data format

Numeric (nnnn.nn)

5y Paid fertility leave per calendar year (new – optional in 2023)

Description

The number of hours of paid fertility leave taken during the reference period. For details, please refer to the Paid Leave in the Event of a Miscarriage, Pre-Term Birth or When Undergoing Fertility Determination.

Reason for collection

Analysis / Reporting: To monitor and report on leave usage and monitor effects of policy changes introduced on 4th October 2022 effective 1st October 2022.

Codification

Hours of leave taken.

0 = Employees whose conditions of employment provided for paid fertility leave but who did not take any during the reference period.
-7777 = Missing.
-8888 = Not Applicable (Employee's conditions of employment did not provide for paid fertility leave).
-9999 = Withdrawn

Data format

Numeric (nnnn.nn)

Validation

Must not be greater than Item 3e.

Should be a value between 0 and 80.

Generally, not a negative value. Negative values require an explanation at sign-off.

5z Bonus Paid Parental Leave (new – optional in 2023)

Description

The number of hours of bonus paid parental leave taken during the reference period. For details, please refer to Determination No 4 of 2022 and Premier's Memorandum M2022-08 Paid Parental Leave – Parent with responsibility for care associated with the birth, adoption, altruistic surrogacy or permanent out-of-home care placement of a child.

Reason for collection

Analysis / Reporting: To monitor and report on leave usage and monitor effects of policy changes introduced on 4th October 2022 effective 1st October 2022.

Codification

Hours of leave taken.

0   = Employees whose conditions of employment provided for bonus paid parental leave but who did not take any during the reference period.

-7777   = Missing.

-8888   = Not Applicable (Employee's conditions of employment did not provide for bonus paid parental leave).

-9999   = Withdrawn

Data format

Numeric (nnnn.nn)

Validation

Must not be greater than Item 3e.

Should be a value between 0 and 80.

Generally, not a negative value. Negative values require an explanation at sign-off.

5.6. Mobility

6a Date of most recent public sector entry

Description

The date of commencement for the employee's current period of employment in the NSW public sector.

For ongoing employees, most recent entry date of any prior temporary, casual, or sessional employment should be used if known (and vice versa).

For casual, sessional & seasonal employees provide earliest known date of employment in the NSW public sector.

Exclude:

❌ Any prior service in other public sector jurisdictions such as the Victorian Public Service, the Australian Public Service or Local Government.

Reason for collection

Data Management: Provides information that can be used to validate the movement type indicator (Item 6c).

Analysis / Reporting: Used to calculate the length of service in the NSW Public Sector. This may provide information related to the stability of the workforce and the continuity of employment within the Sector and contribute to workforce planning research.

Codification

yyyymmdd where:

yyyy	= Year of commencement in the public sector
mm	= Month of commencement in the public sector
dd	= Day of commencement in the public sector
-7777	= Missing
yyyymm01	= Where the day of the month is unknown
yyyy0101	= Where the day of the month and the month are unknown

6a Date of most recent public sector entry cont.

Data format

Numeric (nnnnnnnn)

Validation

Must be in numeric and not date format. Must exclude punctuation.
yyyy - The year of commencement must not be more than 60 years from the current
       census date.

Day, Month and Year combinations must be valid.
Cannot be:
- a future date; or
- greater than 60 years prior to the current date,
- a date after Commencement Date in Agency (**Item 6b**),
- less than 14.75 years from DOB.

NOTE: For some employees, the data for this item will be the same as for **Item 6b**: that is; if the employee most recently joined the NSW Public Sector on the same date, they joined the agency.

6b Date of commencement in agency

Description

The date of an employee's commencement in their current agency.

For ongoing employees, the first date of any temporary, casual, or sessional employment immediately prior to ongoing appointment with the agency should be used if known (and vice versa).

For employees with multiple records the commencement date should be the same, i.e. the first date of employment.

For casual, sessional, or seasonal employees, provide earliest known date of employment with the agency.

For agencies created from amalgamation, restructuring or renaming of preceding agencies, the start date of the employee with the preceding agency should be recorded, if known.

NOTE: In the case of ongoing employees who leave the agency to work elsewhere and then return to the agency at some later date, the latest commencement date should be used. For example, an ongoing employee who left your agency to take up a position elsewhere in 1995 and returned to your agency in 2000, again as an ongoing employee, should have a date of commencement in 2000.

Reason for collection

Data Management: Provides information that can be used to validate the movement type indicator (**Item 6c**).

Analysis / Reporting: Used to calculate the length of service in the Agency. This may provide information related to the stability of the workforce and the continuity of employment within agencies and contribute to workforce planning research.

Codification

yyyymmdd where:

yyyy	= Year of commencement in agency
mm	= Month of commencement in agency
dd	= Day of commencement in agency
-7777	= Missing
yyyymm01	= Where the day of the month is unknown
yyyy0101	= Where the day of the month and the month are unknown

6b Date of commencement in agency cont.

Data format

Numeric (nnnnnnnn)

Validation

Must be in numeric and not date format. Must exclude punctuation.
yyyy - The year of commencement must not be more than 60 years from the current census date.
Day, Month and Year combinations must be valid.
Cannot be:
- a future date; or
- greater than 60 years prior to the current date,
- a date before date of most recent public sector entry (**Item 6a**),
- less than 14.75 years from DOB.

6c Movement type

Description

An indicator used to describe a change in an employee's employment situation that has taken place at some stage during the reference period. If more than one movement has occurred during the reference period only the most recent movement must be recorded.

Reason for collection

Data Management: Used to provide information to categorise individuals into the three following categories: Continuous employees, recently commenced employees; separated employees. Used for development of retention and recruitment strategies.

Analysis / Reporting: Employee movement information is central to any analysis of employee separations in the NSW Public Sector workforce. Workforce planning at the micro and macro level requires employee movement information.

Codification

ONGOING EMPLOYEES

100	= No change over the reference period
101	= Promotion internal
102	= Ongoing employee separating and continuing as casual or temporary employee
103	= Ongoing – other/unknown
104	= Casual or temporary employees moving to an ongoing role

RECENTLY COMMENCED EMPLOYEES

200	= Promotion from outside the agency but within the NSW public sector
201	= Transfer from outside the agency but within the NSW public sector
202	= Redeployment from outside the agency but within the NSW public sector
203	= Secondment from outside the agency but within the NSW public sector
204	= Commencement from outside the NSW Public Sector
205	= Other/unknown reason for commencement from within/outside the NSW public sector
206	= Other/unknown reason for commencement from inside the NSW public sector
207	= Other /unknown reason for commencement from outside the NSW public sector
208	= Secondment completed, and employee has recommenced with home agency

6c Movement type cont.

209 = Transfer from another NSW public sector agency as a result of Machinery of Government changes

SEPARATED EMPLOYEES

SEPARATED TO ANOTHER NSW PUBLIC SECTOR AGENCY

300 = Promotion to another public sector agency
301 = Transfer to another public sector agency
302 = Redeployment to another public sector agency
303 = Secondment (including completed and returning) to another public sector agency
315 = Transfer to another NSW public sector agency as a result of Machinery of Government changes

SEPARATED FROM THE NSW PUBLIC SECTOR

304 = Resigned
305 = Retirement
306 = Deceased
307 = Dismissed
308 = Medical retirement
309 = Voluntary redundancy
310 = Cessation of a fixed term contract
311 = Other reason for separation
312 = Casual employees who are no longer considered to be employees of the agency at the census date
313 = Forced redundancy
314 = Privatisation

Data format

Numeric (nnn)

Validation

Must be a valid code.
Cross Validation with Item 6b and Item 6d.

6d Date of separation

Description

Date of the most recent separation of employee from the agency, of those employees who ceased employment during the reference period.

Reason for collection

Data Management: Provides information that can be used to validate the movement type indicator (**Item 6c**).

Analysis / Reporting: Enables analysis of critical separation times.

Codification

yyyymmdd where:
-8888   = Not applicable (employee did not separate)
yyyymm01   = Where the day of the month is unknown
yyyy0101   = Where the day of the month and the month are unknown

Data format

Numeric (nnnnnnnn)

Validation

Must be a date within the current reference period.
Day, Month and Year combinations must be valid.
Cross validation with **Item 6c**

6e Excess employees during the reference period

Description

Employees are declared excess by an agency when they no longer have a substantive position.

Reason for collection

Analysis / Reporting: Enables analysis of excess employees and for workforce planning purposes.

Codification

2 = Yes – staff member was declared excess during the reference period.

3 = No – staff member was not declared excess. (Staff member's conditions of employment provide for the option of being declared excess, but the employee was not declared excess during the reference period).

-8888 = Not Applicable (staff member's conditions of employment do not provide for the option of being declared excess, e.g., casuals).

-9999 = Withdrawn

Data format

Numeric (n)

Validation

Must be a valid code.
Cross validation with **Item 4l**.

If **Item 6e** = 2 then **Item 4l** should be = 1 or 2.

If **Item 6e** = 3 then **Item 4l** should be = 3 or -8888.

6f   Date of assignment to employee's current role or position

Description

The date the employee commenced work in their current role or position.

For roles as applicable under the GSE Act. More information relating to the GSE Act can be found at: Government Sector Employment Act (GSE) 2013.

Reason for collection

Analysis / Reporting: To assist with Workforce Planning and provide information relating to mobility within the public sector.

Codification

yyyymmdd where:

yyyy	= Year of commencement in the role
mm	= Month of commencement in the role
dd	= Day of commencement in the role
yyyymm01	= Where the day of the month is unknown
yyyy0101	= Where the day of the month and the month are unknown
-7777	= Missing
-8888	= Not applicable (Not employed under the above acts)

Data format

Numeric (nnnnnnnn)

Validation

Corresponds to **Item 3q.**
Must be in numeric and not date format. Must exclude punctuation.
yyyy - The year of commencement must not be more than 60 years prior to the current census date.
Day, Month and Year combinations must be valid.
Cannot be:
- a future date, or
- greater than 60 years prior to the current date, or
- a date before date of commencement in agency (6b).
- less than 14.75 years from DOB.

NOTE: For some employees, the date for this item will be the same as for **Item 6a and Item 6b**: that is; the employee most recently joined the NSW Public Sector on the same date they joined the agency.

6h Contract start date

Description

Contract start date of the employee's **current** role on term and ongoing contracts.
NOTE: This data item is applicable to all contract employees in the following
Employment Categories (data item 3g):

- Category 5 – Contract Non-Executive
- Category 12 - Contract - senior executives **not in** Public Service senior executive or Aligned Executive Service (NSW Health, NSW Police and Transport NSW)
- Category 16 – NSW Police – transitional Police senior executives and transitional Administrative senior executives subject to the provisions of Part 32 of Schedule 4 of the Police Act 1990.
- Category 18 – Contract-Public Service senior executives
- Category 19 – Contract-Aligned Executive Service ((NSW Health, NSW Police and Transport NSW)
- Category 20 – Transport Service Senior Manager (Transport NSW only)

Refer to section 3.2 for further exclusions

Reason for collection

Analysis / Reporting: To provide the ability to analyse length of assignment to role.
This data item together with item 6i Contract End Date will enable identification of term
employment vs ongoing employment.

Codification
yyyymmdd where:

yyyy = Year
mm = Month
dd = Day
-7777 = Missing
-8888 = Not Applicable

Data format
Numeric (nnnnnnnn)

Validation
Must be in correct format as per codification, otherwise a value of -7777 or -8888.

Consistency check with **Item 3g.**

6i   Contract end date

Description

Date on which the employee's appointment is due to end (**term employment only**).

NOTE: This data item is applicable to all contract employees in the following Employment Categories (data item 3g):
* Category 5 – Contract Non-Executive
* Category 12 - Contract - senior executives **not in** Public Service senior executive or Aligned Executive Service (NSW Health, NSW Police and Transport NSW)
* Category 16 – NSW Police – transitional Police senior executives and transitional Administrative senior executives subject to the provisions of Part 32 of Schedule 4 of the Police Act 1990.
* Category 18 – Contract-Public Service senior executives
* Category 19 – Contract-Aligned Executive Service ((NSW Health, NSW Police and Transport NSW)
* Category 20 – Transport Service Senior Manager (Transport NSW only)

Refer to section 3.2 for further exclusions

Reason for collection
Analysis / Reporting: To provide the ability to analyse length of assignment to role for term employees

Codification
yyyymmdd where:

yyyy	= Year
mm	= Month
dd	= Day
-7777	= Missing
-8888	= Not Applicable

Data format
Numeric (nnnnnnnn)

Validation
Must be in correct format as per codification, otherwise a value of -7777 or -8888. Consistency check with **Item 3g**.

6j   Termination type

Description

Reason for termination of senior executive by employer.
NOTE: This data item applies to the following executives:
- Public Service senior executives employed under Part 4, Divisions 4 of the *Government Sector Employment Act 2013*
- NSW Health Service senior executives employed under Part 3, Chapter 9 of the *Health Services Act 1997*
- NSW Police Force senior executive service employed under Part 5 of the *Police Act 1990*
- Transport Service senior executives employed under Part 7A, Section 68F of the *Transport Administration Act 1998*

This is not applicable to a temporary assignment to a senior executive role.

Reason for collection

Analysis / Reporting: Provide ability to analyse grounds for termination.

Codification

General reason why employee was terminated.

3005	= misconduct
3006	= unsatisfactory performance
3011	= any or no stated reason
-8888	= not applicable

Data format

Numeric (nnnn)

Validation

Must be a valid code from PSC provided list (see codification).
Consistency check - Item **3g** = 12,16,18 or 19 (for Senior Executives)
Consistency check - Item **6c** = 307 or 311

6k Termination cost

Description

The compensation cost of terminating the executive's employment (if applicable).
This is the compensation for termination of employment as specified in the executive's contract of employment or the compensation for termination of employment determined by the Statutory and Other Offices Remuneration Tribunal (if applicable). This excludes the payment for accrued recreation or extended leave.
NOTE: This data item is applicable to the following executives:

- Public Service senior executives employed under Part 4, Divisions 4 of the *Government Sector Employment Act 2013*
- NSW Health Service senior executives employed under Part 3, Chapter 9 0f the *Health Services Act 1997*
- NSW Police Force senior executive service employed under Part 5 of the *Police Act 1990*
- Transport Service senior executives employed under Part 7A, Section 68F of the *Transport Administration Act 1998*

This is not applicable to a temporary assignment to a senior executive role.

Reason for collection

Analysis / Reporting: To provide ability to analyse termination compensation cost per cluster.

Codification

The compensation cost of terminating the Executive.

-8888 = Not Applicable.

Data format

Numeric (nnnnnnn.nn)

Validation

Must be a numeric value. Consistency check with **Item 3g, Item 6c** and **Item 6j** for Senior Executives.

5.7. Agency Optional

7a Agency code 1

Description

Level 1 organisation code can be used to identify different units in your Agency hierarchy i.e., sub agency, division, unit cost centre, or for any other Agency specific use. This item is optional.

Reason for collection

Analysis / Reporting: Included to assist agencies in using their data for workforce planning purposes. Will enable Agencies to undertake greater analysis within Agency.

Codification

Agency allocated code
-8888   = Not provided.

Data format

Alphanumeric (8)

Validation

Validation field length

7b Agency code 2

Description

Level 2 organisation code can be used to identify different units in your Agency hierarchy i.e., sub agency, division, unit cost centre, or for any other Agency specific use. This item is optional.

Reason for collection

Refer to Item 7a.

Codification

Agency allocated code
-8888   = Not provided.

Data format

Alphanumeric (8)

Validation

Validation for field length

7c Agency code 3

Description

Level 3 organisation code can be used to identify different units in your Agency hierarchy i.e., sub agency, division, unit cost centre, or for any other Agency specific use. This item is optional

Reason for collection

Refer to Item 7a.

Codification

Agency allocated code
 -8888 = Not provided.

Data format

Alphanumeric (12)

Validation

Validation for field length

5.8. Calculated FTE & Overrides

8a Census period FTE

Description

Calculated Item.

$$\textbf{census FTE} = \left(\frac{\textbf{3i}}{\textbf{3j} \quad \times \quad \textbf{2}} \right)$$

NOTE:
3i = Total Hours Paid (Census Period)
3j = Standard Weekly Full Time Award/Contract Hours
See Page 7 for a detailed explanation.

Reason for collection

Analysis / Reporting: A standardised method of describing the size of the workforce based on the total number of ordinary time paid hours worked (i.e., excluding overtime and unpaid work). FTE is a computed measure representing the number of employees in fulltime equivalent terms. It is not a count of the number of employees. Part-time and casual employees are converted to full-time equivalents.

Codification

Calculated full time equivalent

Data format

Numeric (nn.nnnnnnn)

Validation

Must not be missing or withdrawn.
Value should not be greater than 1.
Value must NOT be a negative value.

8b Reference period FTE

Description

Calculated Item.

$$\mathbf{ref\ FTE} = \left(\frac{\mathbf{3e} \quad \times \quad \mathbf{7}}{\mathbf{3j} \quad \times \quad \mathbf{3k}} \right)$$

NOTE:
3e = Total Number of Hours Paid in the Reference Period
3k = Number of Days in the Reference Period
3j = Standard Weekly Full Time Award/Contract Hours
See Page 7 for a detailed explanation.

Reason for collection

Refer to Item 8a.

Codification

Calculated full time equivalent

Data format

Numeric (nn.nnnnnnn)

Validation

Must not be missing or withdrawn.
Value should not be greater than 1.
Value must NOT be a negative value.

8c Override census period FTE

Description

It is possible that an inaccurate FTE will be calculated due to the normal reconciliation practices conducted within Agency HR systems. This may occur when an employee is paid in advance or has been overpaid. Where **Item 8a** is inconsistent with the FTE worked, Agencies should use this item to reflect actual FTE of the employee.

Reason for collection

Data Management: To ensure FTEs reported are accurate.

Codification

Nil

Data format

Numeric (nn.nnnnnnn)

Validation

Value should not be greater than 1.
Leave blank if not required.

8d Override reference period FTE

Description

It is possible that an inaccurate FTE will be calculated due to the normal reconciliation practices conducted within Agency HR systems. This may occur when an employee is paid in advance or has been overpaid. Where **Item 8b** is inconsistent with the FTE worked, Agencies should use this item to reflect actual FTE of the employee.

Reason for collection

Analysis / Reporting: Refer to **Item 8c.**

Codification

Nil

Data format

Numeric (nn.nnnnnnn)

Validation

Value should not be greater than 1
Leave blank if not required.

5.9. Optional Organisation Levels

9a Sub-division ID level 1

Description

Organisation hierarchy item that is the child entity to data item 3o Division ID.

Reason for collection

Analysis / Reporting: Provides departments and agencies with the opportunity for more granular analysis of the workforce profile data in the Workforce Dashboard.

Codification

Agency allocated code
This is a code determined by the agency and must be advised to PSC Analytics and Insights team at:
PSC_DataCollection@psc.nsw.gov.au

The standard template must be used to advise these codes.

Data format

Alphanumeric (A x 10)

Validation

May be left blank if not required

9b Sub-division ID level 2

Description

Organisation hierarchy item that is the child entity to data item 9a Sub-division ID Level 1.

Reason for collection

Analysis / Reporting: Provides departments and agencies with the opportunity for more granular analysis of the workforce profile data in the Workforce Dashboard.

Codification

Agency allocated code
This is a code determined by the agency and must be advised to PSC Analytics and Insights team at:
PSC_DataCollection@psc.nsw.gov.au

The standard template must be used to advise these codes.

Data format

Alphanumeric (A x 10)

Validation

May be left blank if not required

Appendix

Appendix – Sub-division ID levels – sample template

Agencies must use this template to advise the PSC Analytics and Insights team of their proposed codes and the related descriptions so that these details can be included in the WFP Master Data lists to enable the information to be used in the Dashboard.

The template can be downloaded at:
https://www.psc.nsw.gov.au/reports---data/workforce-profile/data-collection/workforce-profile-collection

Please send details to: PSC_DataCollection@psc.nsw.gov.au

Sub-division ID Level 1 and Sub-division ID Level 2

WFP Data Item	3o	9a		9b	
WFP Data Item description	Division ID Code	Sub-division ID Level 1		Sub-division ID Level 2	
		Code	Description	Code	Description
Data format	Numeric (nnnn)	Alphanumeric (A x 10)	Alphanumeric (256)	Alphanumeric (A x 10)	Alphanumeric (256)
Example 1	888	PIB	Performance and Insights Branch	AIS	Analytics and Insights team
Example 2	888	6000	Performance and Insights Branch	6010	Analytics and Insights team

Revision History

Revision history

Version no.	Endorsed date	Description of change
1.0	1st May 2023	Initial version for release
1.1	3rd July 2023	Minor update to data item 4l code -8888

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DATA SPECIFICATIONS

NSW
GOVERNMENT