

Public Service Commission

# DATA SPECIFICATIONS – SUMMARY OF CHANGES

Annual Workforce Profile Collection

June 2023

Version 1.1



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# Contents

<b>1. Purpose of document</b>	<b>3</b>
<b>2. Summary of changes</b>	<b>4</b>
2.1 New data items	4
2.2 Changes to the existing data items	5
<b>3. Revision history</b>	<b>8</b>

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# 1. Purpose of document

This document details the changes to the data specifications for the 2023 NSW Public Sector Workforce Profile collection. Any queries or comments about these changes should be sent to [PSC\\_DataCollection@psc.nsw.gov.au](mailto:PSC_DataCollection@psc.nsw.gov.au)

# 2. Summary of changes

## 2.1 New data items

### 2.1.1 Paid fertility leave (New – optional in 2023)

Effective 1<sup>st</sup> 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 provide the same leave provisions to their employees.

For details, please refer to the [Determination No 3 of 2022](#) and [M2022-09 – Paid Leave in the Event of a Miscarriage, Pre-Term Birth or When Undergoing Fertility Treatment](#).

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 items 5y to enable sector level reporting of the utilisation of this provision.

### 2.1.2 Bonus Paid Parental Leave (New – optional in 2023)

Effective 1st October 2022, employees will also 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.

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](#).

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.

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## 2.2 Changes to the existing data items

### 2.2.1 Paid parental leave (Enhanced & Retired items in 2023)

Effective 1st October 2022, the enhanced paid parental leave entitlements remove the “primary” and “secondary” carer distinction. In 2022 data items 5s – 5v were implemented to identify primary and secondary carer types, however the latest enhancement removes these distinctions.

Further detail of the new arrangements, 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](#).

#### **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.

#### **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

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## 2.2.2 Paid leave in the event of the 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 the miscarriage or pre-term birth. These provisions are to be adopted by all Public Service departments and agencies, and other Government Sector agencies and State-Owned Corporations are strongly encouraged to provide the same leave provision to their employees.

The leave types are:

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

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

Further detail of the new arrangements, please refer to [Determination No 3 of 2022](#) and [M2022-09 – Paid Leave in the Event of a Miscarriage, Pre-Term Birth or When Undergoing Fertility Treatment](#).

In 2023, these items are mandatory.

## 2.2.3 Disability definition change

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.

## 2.2.4 4l Salary maintenance

In addition to codes 1 and 2, code 3 had been introduced. Code 3 applies to employees who are **not** excess employees but **have** received salary maintenance during the reference period under another formal arrangement.

3 = Yes (staff member received Salary Maintenance but **is not considered an excess employee**).

Cross validation: If code '3' is used, then the data in **Item 6e** should be either '3' or '-8888'.

## 2.2.5 6e Excess employees during the reference period

Cross validation: If code '3' is used in **Item 6e**, then **Item 4l** should be '3' or '-8888'

## 2.2.6 List of Retired Items

Please note that these items below have been removed from the data specifications and also from the .csv template

- 4c Recruitment Remuneration
- 4k Actual Earnings - Recruitment & Retention and Skills Shortage Allowance
- 4r Actual Earnings - Retention Allowance
- 4t Actual Earnings - Recruitment Allowance
- 5s Parental leave taken – parent with primary responsibility at full pay during the reference period
- 5t Parental leave taken – parent with primary responsibility at half pay during the reference period
- 5u Parental leave taken – other parent at full pay during reference period
- 5v Parental leave taken – other parent at half pay during reference period
- 6g Work History

# 3. Revision history

Version no.	Endorsed date	Description of change
1.0	1 <sup>st</sup> May 2023	Initial version for release



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## **Public Service Commission**

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